



# VACANCY

## GSMB TECHNICAL SERVICES (PVT) LTD

(Subsidiary Company of Geological Survey & Mines Bureau, under the Ministry of Environment)



Applications calling from qualified & experienced candidates for the following vacant position

### Human Resources & Administration Manager

(MM 1-1-Grade II) - 01 Post

#### Required Qualifications & Experience

##### **External Candidates:**

- (1) A Bachelor's Degree in Human Resources/Management/Public Administration/Commerce, recognized by the University Grants Commission (UGC).

##### **AND**

A Minimum of one (01) year post-qualifying experience in the field of Human Resources/Administration/Management, after obtaining the first degree

##### **Internal Candidates: (01. or 02. Below)**

- (1) Having obtained the qualifications required by the External candidates as stated above

##### **OR**

- (2) Completion of a minimum of five (05) Years of satisfactory service in a post of the "Junior Manager" (JM 1-1), in the field of Human Resources/Administration

#### Salary

Basic Salary - Rs. **71,730** (in 2025) and government-approved allowances

#### Additional Benefits:

- Contributing EPF & ETF fund
- Incentive payments on annual profits
- Comprehensive medical insurance coverage for the employee & dependents
- Transport Allowance
- Eligibility for company welfare benefits, etc.

#### **• Age Limit**

Not less than 22 years and not more than 45 years. (On or before the closing date of the application). The upper age limit would not apply to the internal candidates.

Interested candidates should submit their applications, **along with the contact details of two non-related referees, and certified copies of their educational, professional, and other relevant certificates, via registered post on or before 03.10.2025** to the following address. **Position applied for should be written on the top left-hand corner** of the envelope.

**Applications without certified photocopies to prove the required qualifications & experience, and late applications will be rejected.**

**Only the eligible applicants will be called for an interview.**

**Chairman**

**GSMB Technical Services (Pvt) Ltd.,**

**No.569, Epitamulla Road,**

**Pitakotte.**