



# STATE PRINTING CORPORATION VACANCY 2026



State Printing Corporation, a well-established profit making Commercial Organization involved in Commercial Printing, Security Printing, Publishing and Stationery Production and Marketing, looks for a dynamic and results oriented Sri Lankans having good track records for the Post of Assistant Manager (Administration and Human Resource Development)

## 01. POST OF ASSISTANT MANAGER (ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT) (MM 1-1) (01 Post)

### Job Description:

Being the Supportive role of Administration and Human Resource Management of the organisation and assist the Manager (Administration and Human Resource Development) in carrying out responsibility for formulation and implementation of proper Administrative and Human Resource Policy and plan ensuring highly motivated knowledgeable and skilful workforce.

### Qualifications

#### Educational: (External)

A Bachelor's Degree from a University recognized by the University Grants Commission with three years (03) post qualifying experience in the relevant field in a Government Department / Corporation / Board or in a reputed Mercantile Establishment.

#### (Internal)

- Those who have completed minimum of five (05) years satisfactory service in Junior Manager Category in the relevant field are eligible for this post.
- In addition to the above, those who are in JM category and have fulfilled the qualifications of external candidates are also eligible for this post.

**Method of Recruitment:** Structured Interview

### Age Limit:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

### Salary Scale:

With effect from 01.01.2027.

MM 1-1- 2025 Rs. 91,690/- 10x2,480 - 15 x 3,450 - 168,240/- (Monthly)

As per Management Service Department Circular No. 01/2025 of 25.03.2025

ASSISTANT MANAGER (ADMIN & HRD) MM 1-1	
01.01.2026	01.01.2027
Rs.81,710	Rs.91,690

### Service Conditions:

The above post is permanent and should undergo 03 years probationary period.

The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one (01) year.

### Other Allowances:

The following allowances are applicable for the post in addition to the salary.

- \* Govt. approved allowances as per the circulars
- \* Attendance Incentive
- \* Meal allowance

### Other Fringe benefits:

- \* Medical Scheme covering the employee and the family.
- \* KPI based Incentive system
- \* EPF & ETF
- \* Encashment of unutilized Leave

### How to apply:

- Applicants who have fulfilled the relevant qualifications as at 19.06.2026 should submit their applications with the certified **copies of certificates of**, Educational Qualifications, Professional Qualifications, Working experience and Birth certificate that could prove the qualifications. Applications not compatible to the above will be rejected. Those already in the service of Government / Public Institute / Corporations / Boards, should direct their applications through the Heads of their respective institutions.
- Post applied for should be mentioned on the **left-hand top corner of the envelope** containing the application.
- All applications should be sent either by registered post addressed to **"Chairman, State Printing Corporation, Panaluwa, Padukka"** or hand delivered to receive on or before 19.06.2026.

### Late applications will be rejected.

- If there is any matter that is not mentioned here, Competent Authority on recruitments will decide on such matter. Canvassing in any form will be a disqualification.

**Chairman,  
State Printing Corporation,  
Panaluwa,  
Padukka.**

