



NATIONAL CRAFTS COUNCIL

State Ministry of Cane, Brass, Clay, Furniture and Rural Industry Promotion

VACANCIES

Applications are invited from suitably qualified persons for the following Posts in the National Crafts Council

(01) POST OF ASSISTANT DIRECTOR (PROVINCE) GRADE II - (01 Vacancy)

in the employee category of Manager. (MM 1-1)
Vacancy exists in Northern Province

Qualifications:

Degree from a recognized University with the Project Management, Economics, Management, Sociology, Demography, Archaeology, Commerce or Fine Arts as a subject

AND

Three (03) years post qualifying experience in development and project management field in a Government Department /Corporation /Board or in a reputed Mercantile Establishment.

Note:

Experience and knowledge in handicrafts field will be an added qualification.

Salary Scale:

MM 1-1-2016 Rs.53,175/- 10 x 1,375 - 15 x 1910 - 95,575/- (Monthly)
In addition allowances approved by the Government will be paid.
(Applicable Management Service Circular 02/2016)

Age Limit:

Should be not less than 25 years and not more than 45 years of age.
(The upper age limit will not apply to the internal candidates)

(02) POST OF ACCOUNTS AND PROCUREMENT OFFICER GRADE II - (01 Vacancy)

in the employee category of Junior Manager. (JM 1-1)
Vacancy exists in the National Crafts Council Head Office

Qualifications:-

External Candidates:

A degree in the field of Accountancy from a recognized university with one (1) year post qualifying experience in local and foreign supplies work in a Government Department/Corporation/Board or a reputed mercantile establishment.

AND

One year certificate course in supplies and material management from a recognized institution.

Internal Candidates:

Minimum of five (05) years satisfactory service as a Management Assistant - Non Tech Category Grade I of the National Crafts Council in handling accounts and procurement work.

Salary Scale:

JM 1-1-2016 : Rs.42,600 - 10 x 755 - 18 x 1,135 - 70,580/- (Monthly)
In addition allowances approved by the Government will be paid.
(Applicable Management Service Circular 02/2016)

Age Limit:

Should be not less than 18 years and not more than 45 years of age
(The upper age limit will not apply to the internal candidates)

(03) POST OF ADMINISTRATIVE ASSISTANT GRADE III - (01 Vacancy)

in the employee category of Associate Officer. (MA - 3)
Vacancy exists in the National Crafts Council Head Office

Qualifications:-

Degree in Public Administration / Business Administration / Human Resource Management / Business Management / Law / Management or related field from a recognized University.

Note :

Preference will be given to the applicants who have post qualifying experience in establishment and administrative work.

Salary Scale:

MA 3 - 2016 - Rs.32,200/- 10 x 445 - 11 x 660 - 10 x 730-5 x 750 - 54,960/- (Monthly)
In addition allowances approved by the Government will be paid.
(Applicable Management Service Circular 02/2016)

Age Limit:

Should be not less than 18 years and not more than 45 years of age.
(The upper age limit will not apply to the internal candidates)

(04) POST OF DEVELOPMENT ASSISTANT GRADE III - (21 VACANCIES)

in the employee category of Associate Officer. (MA - 3)
Vacancies exist in Head Office and Provincial Offices

Qualifications:

Degree from a recognized University with Project Management, Economics, Management, Commerce, Sociology, Demography, Archaeology, or Fine Arts as a subject

Note:

Preference will be given to the applicants who have post qualifying experience in relevant field

Salary Scale:

MA 3 - 2016 - Rs. 32,200/- 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54960/- (monthly)
In addition allowances approved by the Government will be paid.
(Applicable Management Service Circular 02/2016)

Age Limit:

Should be not less than 18 years and not more than 45 years of age.
(The upper age limit will not apply to the internal candidates)

(05) POST OF MANAGEMENT ASSISTANT GRADE III - (10 Vacancies)

in the employee category of Management Assistant - Non Technical (MA 1-2)

Qualifications:

External Candidates:

Educational:

(I) Having passed the G.C.E. (O/L) examination in six (06) subjects with four (04) credit passes including Sinhala/Tamil language and Mathematics.

(II) Having passed three (03) subjects (other than the General Paper) at the G.C.E. (A/L) examination

Internal Candidates:

Employees of the categories of Primary Level - Skilled (PL 3) and Primary Level - Unskilled (PL 1) who possess the following qualifications are eligible to apply.

(I) Having passed the G.C.E. (O/L) examination in six (06) subjects with credit passes for four (04) subjects including First Language and Mathematics).

WITH

(II) Having completed a minimum of five (05) years service in a permanent post under the above employment category.

Salary Scale:

MA 1-2 - 2016 - Rs.27,910/- 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - 49,080/- (Monthly)

In addition allowances approved by the Government will be paid.
(Applicable Management Service Circular 02/2016)

Age Limit:

Should be not less than 18 years and not more than 45 years of age.
(The upper age limit will not apply to the internal candidates)

(06) POST OF HANDICRAFT EXTENSION ASSISTANT GRADE III - (04 Vacancies)

in the employee category of Management Assistant - Non Technical (MA 1-2)

Qualifications:

External Candidates:

Educational:

(I) Having passed the G.C.E. (O/L) examination in six (06) subjects with four (04) credit passes including Sinhala/Tamil language and Mathematics.

AND

(II) Having passed three (03) subjects (other than the General Paper) at the G.C.E. (A/L) examination

Internal Candidates:

Employees of the categories of Primary Level - Skilled (PL 3) and Primary Level - Unskilled (PL 1) who possess the following qualifications are eligible to apply.

(I) Having passed the G.C.E. (O/L) examination in six (06) subjects with four (04) credit passes including First Language and Mathematics.

WITH

(II) Having completed a minimum of five (05) years service in a permanent post under the above employment category.

Salary Scale:

MA 1-2 - 2016 - Rs. 27,910/- 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - 49,080/- (Monthly)

In addition allowances approved by the Government will be paid.
(Applicable Management Service Circular 02/2016)

Age Limit:

Should be not less than 18 years and not more than 45 years of age
(The upper age limit will not apply to the internal candidates)

(07) POST OF CRAFT DEMONSTRATOR GRADE III - (21 Vacancies)

in the employee category of Management Assistant - Non Technical (MA 1-2)

Vacancies exist in Provincial Offices

Qualifications:

(I) Having passed the G.C.E. (O/L) examination in six (06) subjects with four (04) credit passes including Sinhala/Tamil language and Mathematics.

AND

(II) One year Handicrafts Training Certificate from a recognized state institution with minimum of 03 years experience in the handicrafts field.

OR

(III) National level awards winner of the Presidential Handicrafts Competition with 03 years experience in the handicrafts field

Salary Scale:

MA 1-2 2016 - Rs. 27,910/- 10 x 300 7 x 350 - 12 x 600 - 12 x 710 - 49,080/- (Monthly)

In addition allowances approved by the Government will be paid.
(Applicable Management Service Circular 02/2016)

Age Limit:

Should be not less than 18 years and not more than 45 years of age.
(The upper age limit will not apply to the internal candidates)

The selected candidates shall contribute 8% of the gross monthly salary to the Employees' Provident Fund during the period of service in the National Crafts Council (NCC) under the Employees' Provident Fund Act No. 15 of 1958 or any other Provident Fund established under the Act while the National Crafts Council will contribute a sum not less than 12% of the salary to the fund.

In addition, the NCC will contribute 3% to the Employees' Trust Fund. The selected candidates should serve in any part of the country on the exigency of services.

Candidates should send in their applications giving full bio-data together with copies of certificates (birth certificate, educational certificates, professional certificates and work experience) to reach Chairman, National Crafts Council, Rohina Mawatha, Pelawatta, Battaramulla under a Registered Cover on or before 15th December 2020. Applicants should mention the post applied for on the top left corner of the envelope.

Applications from the employees of the Public Service/State Corporations/Statutory Boards should be forwarded through the respective Heads of Institutions with their recommendations.

**Chairman,
National Crafts Council
Rohina Mawatha,
Pelawatta, Battaramulla.**