



# GEM AND JEWELLERY RESEARCH AND TRAINING INSTITUTE

(State Ministry of Gem & Jewellery Related Industries)



## VACANCY

The GJRTI is calling for applications from qualified and experienced candidates for the following position.

### **01. Assistant Director (Administration & Human Resource) - 01 Post**

#### **Qualifications:**

#### **External Candidates**

1. A Degree in a Human Resource Management which is recognized by the University Grants Commission (UGC)  
(Preference will be given at the interview for those who have special degree in relevant field)

**AND**

Minimum one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

#### **Internal Candidates (1 or 2 below)**

1. Having obtained qualifications required by the external candidates above.
2. Completion of minimum five (5) years satisfactory service in a post in the Junior Manager Category, in the subject area relevant to the post.

#### **Salary Scale:**

MM 1-1 2016

Rs. (53,175 - 10 x 1,375 - 15 x 1,910 - 95,575) + Approved Government Allowances, E.P.F 15%, E.T.F 3%

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

#### **Every applicant,**

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- iii. Should be of excellent moral character.

#### **Method of Applying:**

- (1) Interested qualified candidates should submit their curriculum vitae with contact details of two (2) non-related referees together with certified copies of Educational / Professional and other certificates.
- (2) Incomplete applications, applications received without attaching necessary documents mentioned in (1) and late applications will be rejected.
- (3) The application should be sent by registered post to reach undermentioned address on or before 20.12.2021 indicating the post applied for on the top left corner of the envelope.
- (4) The applicants already in National or Provincial Government Service/ Cooperation and Statutory Board should submit their applications through the heads of the respective departments or corporations.
- (5) Only the eligible candidates will be called for an interview.

**Chairman,**

**Gem and Jewellery Research and Training Institute,**

**“Ruwan Sewana”, No. 73/5/A, Weliwita, Kaduwela.**

**Tel: 0114-324 679 0112-579 187**