

Ministry of Industries

LANKA MINERAL SANDS LIMITED

Applications are invited from qualified applicants for the following posts at fully government owned Lanka Mineral Sands Limited

01. Deputy General Manager (Administration and Human Resources)

Senior Manager Service Category (HM-1-3)

Station where the vacancy exists – Pulmoddai Plant – 01 Vacancy

External Applicants

Educational and Professional Qualifications

(a) Should have obtained a Bachelor's Degree in Human Resources Management field obtained from a university recognized by the University Grants Commission along with a postgraduate degree (Master's) in the relevant field / Associate Membership of a reputed Chartered Professional Institute compatible to the relevant subject field

And

Should have at least 17 years of experience in the relevant subject field in a managerial level post in Government, Government Corporation, Board, Statutory Institution or reputed Private Sector Institution along with a very good service record.

(b) Should have obtained the Full membership in a reputed Chartered Professional Institute compatible to the relevant subject field

And

Should have at least 17 years of experience in the relevant subject field in a managerial level post in Government, Government Corporation, Board, Statutory Institution or reputed Private Sector Institution along with a very good service record.

Internal Applicants

Should have obtained one of the following qualifications

- (1) Should have fulfilled the qualifications for external applicants mentioned above.
- (2) Should have completed a satisfactory service period of at least 02 years in the relevant subject field in a post in Senior Managerial (HM 1-1) Service Category
- (3) Should have completed a satisfactory service period of at least 07 years in the relevant subject field in a Grade 1 post in Managerial (MM 1-1) Service Category

Salary Code No. and Monthly Salary Scale relevant to HM-1-3 Service Category

As per the Management Service Circular No. 02/2016

Salary Code No. HM-1-3, Rs. 86,865/- – 2,270x15 – 120,915/-

Salary will be paid placed at the initial salary step of Rs. 86,865/-

Age limit – Should be not less than 35 years and not more than 55 years. Maximum age limit will not be applicable to internal applicants.

Following additional allowances also will be entitled to HM-1-3 Salary Category

1. A Transport Allowance as per Circulars PED/1/2015, PED/1/2015(i) and PED/1/2015(ii) or a vehicle of the institution for official duties will be provided
2. Reimbursement of Communication Bills as per Public Enterprises Circular No. 02/2022
3. Professional Allowance will be paid based on active service period relevant to the post as per Management Service Circular No. 05/2017.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

Following additional allowances are entitled for HM-1-3 Salary Category

1. Either Transport Allowance or a Vehicle of the institution will be provided for official duties as per Circular Nos. PED/1/2015 and PED/1/2015(i) and PD/1/2015(ii)

02. Marketing Manager

Managerial Service Category (MM-1-1)

Station where the vacancy exists – Head Office (01 Vacancy)

External Applicants

Educational and Professional Qualifications

A Degree in Marketing Management obtained from a university recognized by the University Grants Commission

And

Should have at least one (01) year's experience in managerial level position in the relevant subject field in a Government Department / Corporation / Statutory Board or in a reputed Private Sector Institution after obtaining the degree.

Internal Applicants

Should have obtained one of the following qualifications

1. Should have fulfilled the qualifications for the external applicants mentioned above
2. Should have completed a satisfactory service period of at least 05 years in the relevant subject field in a post in Junior Managerial (JM 1-2) Service Category

Salary Code No. and Monthly Salary Scale relevant to MM-1-1 Service Category

As per the Management Service Circular No. 02/2016

Salary Code No. MM-1-1, Rs. 53,175/- – 1,375x10, 1,910x15 – 95,575/-

Salary will be paid placed at the initial salary step of Rs. 53,175/-

Age limit – Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

Allowances and Benefits

Allowances

01. Cost of Living Allowance of Rs. 7,600/- approved by the Treasury
02. Monthly Food Allowance – will be based on daily attendance
03. Monthly Attendance Incentive – Based on daily attendance
04. Handship Allowance of Rs. 4,000/- (Only for employees of the Pulmoddai Plant)
05. Production Incentive paid based on monthly production
06. Monthly Intermediate Allowance of Rs. 5,000/-
07. Paying the Communication bill as per government business Circular No. 02/2022
08. Professional Allowance will be paid based on active service period relevant to the post as per Management Service Circular No. 05/2017.
09. Monthly Transport Allowance of Rs. 1800/- approved by the Treasury

Benefits

01. Annual Bonus
02. Insurance cover for Surgery and Hospitalization and Outdoor Treatment
 - i. Hospitalization Insurance Cover per annum Rs. 200,000/- (including family members)
 - ii. Reimbursement of Outdoor Treatment Bills per annum Rs. 20,000/- (including family members)
 - iii. Reimbursement of Dental Treatment Bills per annum Rs. 5,000/- (including family members)
03. Payment of Medical Expenses up to a standard (specific) limit
 - i. An Allowance of Rs. 12,000/- once in two years under indoor medical aid scheme
 - ii. Allowance of Rs. 5000/- = once a year for outdoor treatment under indoor medical aid scheme
 - iii. Rs. 12,000/- once in two years for child birth
04. In addition to them will be entitled to other benefits applicable to permanent employees
05. Employee should contribute 10% to the Employees Provident Fund and the Company contribution will be 15% to the Employees Provident Fund and 3% to the Employees Trust Fund

General Conditions

1. Every applicant should be a citizen of Sri Lanka
2. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the Island.
3. Should have an excellent moral character.
4. PAYE (Pay As You Earn) Tax will be charged from the total earnings of the selected applicants

Applicants/employees in Government Service/Corporations/Statutory Boards and State institutions should forward their applications through the Heads of relevant Departments / Institutions.

When applying for the above posts your email address should be included in the application and the signature of the applicant should be placed and photocopies of all certificates should be sent with the application. (Applications that do not include the photocopies of certificates will be rejected).

Applications, clearly mentioning the post applying for on the left hand top corner of the envelope containing the application should be sent by registered post addressed to "Chairman, Lanka Mineral Sands Limited, No. 341/13, Sarana Mawatha, Rajagiriya" to receive before 03rd April 2024.

Chairman

Lanka Mineral Sands Limited

No. 341/13, Sarana Mawatha, Rajagiriya.