

SD&CC

Ministry of Housing & Samurdhi



**STATE DEVELOPMENT &
CONSTRUCTION CORPORATION**



**STENOGRAPHER (ENGLISH) -
CLASS II (GR. XI)**

State Development and Construction Corporation, one of the leading Civil Engineering Construction Organizations, invites applications from suitably qualified persons for the following post on contract basis.

**1) POST OF STENOGRAPHER (ENGLISH) -
CLASS II (GR. XI)**

Qualifications :- G.C.E. (Ordinary Level) Examination in six subjects at not more than two sittings with Credit passes in three subjects including English.

Proficiency in English Stenography with the following minimum speeds.

Shorthand : 60 w.p.m. (English)

Typing : 50 w.p.m. (Computer)

[Preference will be given to those with Sinhala Stenography - Shorthand : 60 w.p.m. / Typing : 50 w.p.m. (Computer)]

Salary :- Negotiable

The Selected candidates will be offered an attractive remuneration package including.

- Annual Bonus
- Payment for unutilized medical leave
- Medical Insurance Cover
- Incentives

Applications with full details of qualifications, copies of certificates and the names and addresses / contact telephone numbers of two non-related referees, should be forwarded to the Senior Manager (Human Resources & Administration) within 10 days of this advertisement. The candidates should indicate the post applied for on the top left hand corner of the envelope.

**Chairman,
State Development & Construction Corporation
No. 07, Borupana Road,
Ratmalana.**

26-06-2015

"Pioneers in Infrastructure Construction"