



# STATE PRINTING CORPORATION VACANCY



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 Lankan having good track records for the following Vacancy.

## POST OF SECRETARY TO CHAIRMAN

### Job Description:

- ❖ Handling all confidential documents of the Chairman & Vice Chairman. Co-ordinate with Ministry officials, and other external parties regarding official matters as and when required by the chairman.
- ❖ Organizing official meetings held by the Chairman and take minutes as and when required.
- ❖ Forwarding letters sent by various institutions to the Chairman and drafting the replies for Chairman's approval.
- ❖ Maintaining registers for Auditor General's reports sent by the Auditor General Dept. and Internal Audit Section and to ensure that the replies are sent promptly.

### Qualifications:

A Bachelor's Degree from a University by the University Grants Commission with one (01) year post qualifying experience in the relevant field. (Selected candidate should have working knowledge in English).

### Salary Scale:

JM 1-1 - Rs. 20525/= 10x365 - 18x550 - 34075/= (monthly)

Successful candidate will be placed on a suitable salary step depending on qualifications, experience and present remuneration.

### Service Condition:

The above Post is Permanent and should undergo 03 years probationary Period.

### Age Limit:

Age should be not less than 22 years and not more than 45 years. This age limit will not be applicable to candidates from Government Departments, Corporations and Statutory Bodies. Method of Selection is by Structured interview.

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

- \* Govt. approved allowances
- \* Attendance incentive
- \* Meal allowance

### Other fringe benefits:

- \* Medical Scheme covering the employee and the family
- \* Annual Bonus equivalent to two months salary
- \* EPF & ETF
- \* Encashment of unutilized Leave

### How to apply:

Applications giving full bio data, address and telephone numbers with copies of educational & professional certificates and names and telephone numbers of two non related referees should be sent under registered cover to reach the undersigned on or before 11.09.2015.

Applications from candidates employed in Government Departments and Public sector institutions should be forwarded through the respective heads of Departments.

The post applied for should be stated on the top left hand corner of the envelope.

**Chairman  
State Printing Corporation  
Panaluwa  
Padukka.**

