



NATIONAL CRAFTS COUNCIL

Ministry of Industry and Commerce

VACANCIES

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

(01) 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 (5) years satisfactory service as a Management Assistant - NonTech Category Grade I of the National Crafts Council in handling accounts and procurement work.

Salary Scale: JM 1-1-2006 A; Rs. 20525 - 10x365 - 18x550 - 34075/- (Monthly)
In addition, allowances approved by the Government will be paid.
(As per Management Service Circular 02/2016)

(02) 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 2006 A - Rs. 15,600/- 10x215 - 4x240 - 15x320 - 7x360 - 26,030/- (Monthly)
In addition, allowances approved by the Government will be paid.
(As per Management Service Circular 02/2016)

(03) Post of Marketing 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 from a recognized university with Marketing Management as a subject.

Note: Experience in marketing field will be an added qualification.

Salary Scale: MA-3 2006 A - Rs. 15,600/- 10x215 - 4x240 - 15x320 - 7x360 - 26,030/- (Monthly)
In addition, allowances approved by the Government will be paid.
(As per Management Service Circular 02/2016)

(04) Post of Crafts Demonstrator - Grade III (10 Vacancies)

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

Qualifications:-

(I) Having passed the G.C.E. (O/L) examination in six (6) subjects with four credit passes including Sinhala / Tamil language and Maths.

AND

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

Salary Scale: MA 1-2 2006 A - Rs. 13,450 / - 10x145 - 7x170 - 12x290 - 12x345 - 23,710/- (Monthly)
In addition, allowances approved by the Government will be paid.
(As per Management Service Circular 02/2016)

(05) Post of Driver - Grade III (01 Vacancy)

in the employee category of Primary Level - Skilled (PL - 3)
Vacancy exists in the National Crafts Council Head Office

Qualifications:-

(I) G.C.E (O/L) in six subjects in one sitting including Sinhala / Tamil Language and Mathematics

AND

(II) A valid Licence to drive heavy vehicles and minimum of three years (03) experience in driving heavy vehicles in a reputed establishment.

Salary Scale: PL 3 - 2006 A - Rs. 12,670/- 10x130 - 10x145 - 10x160 - 12x170 - 19,060/- (Monthly)
In addition, allowances approved by the Government will be paid.
(As per Management Service Circular 02/2016)

(06) Post of Electrician - Grade III (01 Vacancy)

in the employee category of Primary Level - Skilled (PL - 3)
Vacancy exists in the National Crafts Council Head Office

Qualifications:-

Educational: G.C.E. (O/L) in six subjects in one sitting including Sinhala / Tamil Language and Mathematics

AND

Vocational: Certificate course not below the National Vocational Qualification (NVQ) Level 4 in the relevant field conducted by a recognized organization.

Salary Scale: PL 3 - 2006 A - Rs. 12,670/- 10x130 - 10x145 - 10x160 - 12x170 - 19,060/- (Monthly)
In addition, allowances approved by the Government will be paid.
(As per Management Service Circular 02/2016)

GENERAL CONDITIONS:

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 candidate shall contribute 8% of his gross monthly salary to the Employees' Provident Fund during the period of his service in the National Crafts Council (NCC) while the National Crafts Council will contribute a sum not less than 12% of his 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.

Applicants 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 Chairperson, National Crafts Council, Rohina Mawatha, Pelawatta, Battaramulla under a Registered Cover on or before 30.06.2016.

On the top left-hand corner of the envelope enclosing the application the Post applied for should be written.

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

**Chairperson
National Crafts Council**

**Rohina Mawatha,
Pelawatta,
Battaramulla.**