



Ministry of Education

**NATIONAL ENGINEERING RESEARCH & DEVELOPMENT
CENTRE OF SRI LANKA**

V A C A N C I E S

NERD Centre is the premier engineering research and development institution in the country, coming under the purview of the Ministry of Education engaged in a variety of intellectually challenging Engineering Research & Development projects and industrial services on national importance and priority.

Applications are invited from qualified, energetic, proactive and innovative Sri Lankan professionals for the following post.

ASSISTANT DIRECTOR (ADMINISTRATION) - (MM 1-1)

Qualifications & Experience :

Bachelor's Degree of 4 year duration in Art/Commerce/Business/Public Administration/ Management/ Law Human Resources Development/ Engineering/Social Science from a university recognized by University Grants Commission (U.G.C.) of Sri Lanka

And

A minimum one year post qualifying experience in the relevant field to the post after obtaining the first degree

Age : Should be not less than 22 years and not more than 45 years
(The upper age limit will not apply to the employees of the Government Corporations/ Boards/ Public Sector)

Salary Scale : MM 1-1-2016 : Rs. 53,175 (10 × 1,375 - 15 × 1,910) 95,575/-

Salary : Rs. 53,175/- + 7,800/- + 5,000/-
(Basic salary + Government approved other allowances)

Other Benefits :

- Centre contributes 15% of the salary to the Employees Provident Fund and employee should contribute 10%
- Centre contributes 3% of the salary to the Employees Trust Fund
- Reimbursement of medical bills as per the approved Medical Scheme of the NERD Centre
- Other Government approved allowances /privileges will be given as per the relevant Government Circulars.

Closing Date for Applications : **11 December 2023**

Applications giving full Bio-Data with names, addresses and telephone numbers of two non-related referees and copies of the certificates relevant to educational, professional and experience should be forwarded by registered post to reach the under mentioned address.

- *The post applied should be marked on the top left hand corner of the envelope.*
- *Applications from employees in the Government Corporations/ Boards/ Public Sector should be forwarded through their respective Heads of institutions, if such applications are to be considered.*

Director General
NERD Centre of Sri Lanka
Industrial Estate,
Ekala, Ja-Ela.

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