

# Geological Survey & Mines Bureau Ministry of Environment



## Vacancy

### Assistant Director (Procurement)

Applications are called from Sri Lanka citizens to fill the above mentioned vacancy existing at the Geological Survey & Mines Bureau, which was established by the Mines and Minerals Act No. 33 of 1992.

#### Educational Qualifications & Experience

##### External Candidates:

1. A Bachelor's Degree in Management / Economics / Marketing /Accountancy or any other procurement related degree, which is recognized by the University Grants Commission (UGC)  
AND  
Minimum of One (01) year post qualifying experience in the field of Procurement relevant to the post, after obtaining the first degree.

##### Internal Candidates (1. or 2. below)

1. Having obtained the qualifications required by the External Candidates as above.
2. Completing of minimum five (05) years satisfactory service in a post of the " Junior Manager Category' (JM 1-1), in the field of Procurement relevant to the post.

##### Age Limit:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the Internal Candidates.

##### Salary:

Salary scale will be as per the Management Services Circular No.02/2016

MM 1-1 Rs.53,175 -10 X 1,375 -15x1910 = 95,575.00 + cost of living allowance and other approved allowances

(Professional allowance (as per the MSD circular No. 5/2017)

**General Conditions applicable to the post:**

- Selected applicants should contribute 10% of his salary to the Employees' Provident Fund. The Bureau will provide 15% to the Employees' Provident Fund (EPF) and an additional 3% to the Employees' Trust Fund (ETF).
- An assigned vehicle with the approved fuel allowance or transport allowance will be provided by the terms of the prevailing public enterprise circular 1/2015
- Entitlement to the Hospital Medical Insurance Scheme.
- Entitlement to reimbursement of outpatient medical bills.
- Applicants from the state corporations/ statutory boards should send their applications through the respective heads of institutions.
  
- Names, addresses and telephone numbers of two non-related referees should be stated in the application to obtain verifications of the applicant.
- Photocopies of educational and other relevant certificates should be attached to the application.

The post applying for should be stated at the left side top corner of the cover containing the application should be sent by registered post to the following address, to be received on or before 12<sup>th</sup> July 2024 only shortlisted applicants are called for an interview.

**Director General,  
Geological Survey & Mines Bureau,  
No. 569, Epitamulla Road,**