

STATE PRINTING CORPORATION

VACANCIES

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 Lankans having good track records for the following Vacancies.

Res.No.	Vacancies	Job Description	Qualifications
01.	Deputy General Manager	<ul style="list-style-type: none"> Assist the General Manger In Overall Administration and Financial Control of the corporation. Being engaged in all operational, Managerial and Strategical function of the corporation Formulate Plans and Direct Activities to enhance Production with a view to increase revenue. Advice the Board of Directors on policy matter in the absent of the General Manager. Attend to coordinating Activities between relevant Agency as and When Required. Attend to work Connected with International Agencies as and When Required. Attend Tender Board and Technical Evaluation Committees of other institutions When Required. Preparation Of Various official Reports Required by General Manager or The Board Of Directors. 	<p>Educational : (External): A Bachelor's Degree in Physical Science from a university recognized by the University Grants Commission AND a Postgraduate (Masters) qualification from a recognized institute or Corporate Membership of a recognized professional institute WITH minimum of 18 years experience Managerial Level in a large scale printing establishment.</p> <p>(Internal) Those who have completed minimum of three (03) years satisfactory service in senior manager category are eligible for this post.</p>

Salary Scale:

HM 1-3 – Rs.86,865/-15 x 2,270 – 120,915 (Monthly)

Other Benefits :

Corporation maintained official vehicle or allowance for own vehicle as per the circular No. PED 1/2015 (i)

Fuel allowance (120 Litres of Diesel or Petrol per month)

Age Limit:

Age should be not less than 35 years and not more than 55 years. The upper age limit will not be applied to an acting period of one year.

Fringe Benefits:

- Medical Scheme covering the employee and the family
- Annual Bonus
- EPF & ETF
- Encashment of unutilized leave

02.	Assistant Manager (Works) - Estimate	<ul style="list-style-type: none"> Assist in managerial functions in the respective Production Departments. General supervision of the respective departments. Assist the Manager (Works) in implementing production plan to achieve maximum productivity. Detect deviations in the production plans with regard to the operations in the respective sections and taking necessary action in consultation with the management. Analyzing the monthly utilization reports and the variance reports to maximize productivity, controlling material consumption recognizing and enacting any improvement required in the production process. Preparing the annual spare parts requirement for the machines in the section and follow up the receipt of spare parts consulting the Manager (Supplies) Preparing official reports required by the management. Assigning duties to subordinates and monitoring. 	<p>Educational : (External) A Science degree from a university recognized by the University Grants Commission with three years post qualifying experience in a large scale printing Establishment.</p> <p>(Internal) Those who have completed minimum of five (05) years satisfactory service in junior Manager category in the relevant field are eligible for this post.</p>
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03.	Assistant Manager (Works) – Litho	<ul style="list-style-type: none"> Assist in managerial functions in the respective Production Departments. General supervision of the respective departments. Assist the Manager (Works) in implementing production plan to achieve maximum productivity. Detect deviations in the production plans with regard to the operations in the respective sections and taking necessary action in consultation with the management. Analyzing the monthly utilization reports and the variance reports to maximize productivity, controlling material consumption recognizing and enacting any improvement required in the production process. Preparing the annual spare parts requirement for the machines in the section and follow up the receipt of spare parts consulting the Manager (Supplies) Preparing official reports required by the management. Assigning duties to subordinates and monitoring. 	<p>Educational : (External) A Science degree from a university recognized by the University Grants Commission with three years post qualifying experience in a large scale Printing Establishment.</p> <p>(Internal) Those who have completed minimum of five (05) years satisfactory service in junior Manager category in the relevant field are eligible for this post.</p>
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Res.No.	Vacancies	Job Description	Qualifications
04	Assistant Manager (Works) - Process	<ul style="list-style-type: none"> Assist in managerial functions in the respective Production Departments. General supervision of the respective departments. Assist the Manager (Works) in implementing production plan to achieve maximum productivity. Detect deviations in the production plans with regard to the operations in the respective sections and taking necessary action in consultation with the management. Analyzing the monthly utilization reports and the variance reports to maximize productivity, controlling material consumption recognizing and enacting any improvement required in the production process. Preparing the annual spare parts requirement for the machines in the section and follow up the receipt of spare parts consulting the Manager (Supplies) Preparing official reports required by the management. Assigning duties to subordinates and monitoring 	<p>Educational : (External) A Science degree from a university recognized by the University Grants Commission with three years post qualifying experience in a large scale Printing Establishment.</p> <p>(Internal) Those who have completed minimum of five (05) years satisfactory service in junior Manager category in the relevant field are eligible for this post.</p>
05	Assistant Manager (Stores)	<ul style="list-style-type: none"> Assist the Manager (Works) in the Management functions in the Stores Department. General Supervision of the Main Stores and the STF Stores Department. Assist the Manager (Supplies) in implementing the procurement plan in order to achieve the maximum productivity. Co-ordinate with other production and service department with regard to procurements of material and services. Preparation of arrangements to receive imported raw materials and other receipts. Supervision of raising PRs for the MRs received from production and service departments and the progress of processing there. 	<p>Educational : (External) A Bachelor's degree from a university recognized by the University Grants Commission with three years post qualifying experience in the relevant field in a Government Department / Corporation / Board or in a reputed Mercantile Establishment.</p> <p>(Internal) Those who have completed minimum of five (05) years satisfactory service in Junior Manager category in the relevant field are eligible for this post.</p>
06.	Assistant manager (Security)	<ul style="list-style-type: none"> Supervise all managerial functions in the Security Dept. Checking the overall supervision of Security operations of the corporation including fire security. Conducting investigations and inquiries as and when required by the Management. Carrying out surprise check ups and day and night patrol in the premises of the corporation. Enacting security plans regarding corporation personnel and property. Supervision of making security arrangements in Security Printing Department. Be vigilant on illegal activities, if any, happening in the corporation premises. Co-ordinate with the senior management regarding special security arrangements as and when required. Co-ordinate with the police force or any other security force with regard to the required Security arrangements. 	<p>Educational : (External) A Bachelor's degree from a university recognized by the University Grants Commission with three years post qualifying experience as a Senior Security Officer in a Government Department / Corporation / Board or in a reputed Mercantile Establishment.</p> <p>(Internal) Those who have completed minimum of five (05) years satisfactory service in Junior Manager category in the relevant field are eligible for this post.</p>

Salary Scale:

MM 1-1 - Rs. 53,175/- 10 x 1375 – 15x1910 - 95,575/- (Monthly)

Method of Recruitment :

Structured Interview

Service Condition:

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

The employees selected internally who are already confirmed in the previous post will be Subjected to an acting period of one (01) year.

Age Limit :

Age should be not less than 22 years and not more than 45 years.

The upper Age limit will not be applied to the internal candidates.

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
- * 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 or send via email on or before 26.07.2021.

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

Email : stateprinting.career@gmail.com