

# NATIONAL DESIGN CENTRE

STATE MINISTRY OF BATIK, HANDLOOM TEXTILES & LOCAL APPAREL PRODUCTION

## VACANCIES

National Design Centre which functions under the State Ministry of Batik, Handloom Textiles & Local Apparel Production is a state statutory board providing services for handicraftsmen. Applications are invited from citizens of Sri Lanka who have fulfilled the qualifications for the following posts.

### 1. POST - ASSISTANT DIRECTOR / DEPUTY DIRECTOR (MECHANICAL) (No. of Posts - 01)

#### Head Office

##### Qualifications:

###### External Applicants

1) BSc degree in Mechanical Engineering obtained from a university recognized by the University Grants Commission

And

At least one (01) year service experience relevant to the field after obtaining the Bachelor's degree.

2) A vocational certification of not less than NVQ Level 7 issued by a Technical / Vocational Training Institution approved by the Tertiary and Vocational Education Commission

And

Should have at least one (01) year service experience relevant to the field in government service / corporation / statutory institution / board / reputed private institution.

###### Internal Applicants

1) Should have obtained the specific qualifications for the above external applicants (1 or 2)

**Salary Scale:** MM 1-1 (59,175 – 10 x 1375 – 15 x 1910 – 95,575/-)

### 2. POST - ADMINISTRATIVE OFFICER (No. of Posts - 01) Nattarampotha Office

##### Qualifications:

###### External Applicants

Specialized degree in Management or Commerce in the subject field relevant to the post obtained from a university recognized by the University Grants Commission

###### Internal Applicants (1 or 2 below)

1. Should have obtained the qualifications for the above external applicants.  
2. Should have completed at least five (05) years of satisfactory service relevant to the field in Grade II of Management Assistants Salary Category MA 1-1 of the National Design Centre.

**Salary Scale:** JM 1-1 (42,600 – 755 x 10 – 1135 x 18 – 70,580/-)

### 3. POST - MARKETING OFFICER (No. of Posts - 01) Head Office

##### Qualifications

###### External Applicants (1 or 2 below)

1) Specialized degree in Marketing Management, Management, Business Administration and Commerce obtained from a university recognized by the University Grants Commission.  
2) Should have passed the Intermediate examination of a recognized Chartered Professional Institute in the subject field relevant to the post.

###### Internal Applicants

1) Should have fulfilled the qualifications for the above external applicants.  
2) Should have completed a satisfactory service period of five (05) years in the post of Marketing Assistant in MA 3 Salary Category of the National Design Centre.  
3) Should have completed satisfactory service period of at least five (05) years in the subject field relevant to the post in Grade II of the post of Management Assistant at the National Design Centre.

### 4. POST - DESIGNER (No. of Posts – 06) Moratuwa Head Office (04) Nattarampotha Office (02)

##### Qualifications:

Should have obtained a degree in Designing, Fine Arts, Designs, Environment Designing, Production Designing, Industrial Designing, Glass and Ceramic Designing, Graphic Designing, Sculpture Designing, Textile and Garments Designing, Batik Designing, Furniture Designing, Interior Décor Designing, Home Appliances Designing, Brass related Designing, Gem and Jewellery Designing, Clay related Designing, Packaging Designing or any other equivalent degree from a university recognized by the University Grants Commission

With

One year service experience in the designing field relevant to the post

**Salary Scale:** MA 5-1 (34,870 – 660 x 10 – 755 x 15 – 930 x 11 – 63,025/-)

### 5. POST - PROGRAMME COORDINATOR (No. of Posts - 01) Head Office

##### Qualifications:

A degree obtained from a university recognized by the University Grants Commission

With

At least one year service experience in Programme Coordination

**Salary Scale:** MA 5-1 (34,870 – 660 x 10 – 755 x 15 – 930 x 11 – 63,025/-)

### 6. POST – MARKETING ASSISTANT (No. of Posts – 01) Head Office

##### Qualifications:

Management or B Com degree specialized in subjects relevant to the post obtained from a university recognized by the University Grants Commission

**Salary Scale:** MA 3 (32,200 – 10 x 445 – 11 x 660 – 10 x 730 – 5 x 750 – 54,960/=)

### 7. Post – Library and Information Assistant (No. of Posts - 01) Head Office

##### Qualifications:

A degree in Library Science with subjects relevant to the field from a university recognized by the University Grants Commission

**Salary Scale:** MA 3 (32,200 – 10 x 445 – 11 x 660 – 10 x 730 – 5 x 750 – 54,960/=)

### 8. POST – DEVELOPMENT ASSISTANT (No. of Posts - 02) Head Office

##### Qualifications:

A degree obtained from a university recognized by the University Grants Commission

**Salary Scale:** MA 3 (32,200 – 10 x 445 – 11 x 660 – 10 x 730 – 5 x 750 – 54,960/=)

**Age** - Should be not below 23 years and not more than 45 years as at the closing date of application for the above posts from 1 to 8

### 9. POST – PERSONAL ASSISTANT (No. of Posts – 01) Head Office

##### Qualifications:

###### External Applicants

Should have obtained the National Vocational Qualification of not less than Level 5 (NVQ Level 5) from a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

###### Internal Applicants

Should have fulfilled the qualifications for the above external applicants.

**Salary Scale:** MA 2-1 (30310 – 300 x 10 – 350 x 7 – 495 x 4 – 660 x 20 – 50940/=)

### 10. POST – MANAGEMENT ASSISTANT (No. of Posts – 02) Head Office

##### Qualifications:

###### External Applicants

Should have passed in six (06) subjects in one sitting at the G.C.E. (Ordinary Level) Examination and it is mandatory to have obtained four (04) credit passes including Sinhala / Tamil and Mathematics

And

Should have passed in 03 subjects (except in General Common Test) at the G.C.E. (Advanced Level) Examination.

###### Internal Applicants

Should have passed in six (06) subjects with four (04) credit passes at the G.C.E. (Ordinary Level) Examination

And

Should have completed five (05) years satisfactory service period in the permanent service in PL 3 and PL 1 salary category in Primary Service Category of the National Design Centre.

**Salary Scale:** MA 1-1 (27,910 – 10 x 330 – 7 x 350 – 4 x 495 – 20 x 660 – 48,540/=)

### 11. POST - CRAFTS INSTRUCTOR (No. of Posts - 04) Head Office 02 Nattarampotha Office 02

##### Qualifications:

###### External Applicants

(i) Should have passed in six (06) subjects in one sitting at the G.C.E. (Ordinary Level) Examination

(ii) A training certificate in the following fields from a recognized institution and five (05) years' service experience (Reed and Fibre / Leather / Coir / Red Clay and Ceramic ware / Bamboo and Cane / Brass / Lacquer / Textile / Wood Work)

(iii) Applicants should face a Practical Test and an Interview

(iv) Preference would be given to applicants with creative and technological abilities

###### Internal Applicants

(i) Qualifications for the external applicants

(ii) Should have completed five (05) years satisfactory service period in the permanent service in PL 3 and PL 1 salary category in Primary Service Category of the National Design Centre.

(iii) Applicants should face a Practical Test and an Interview

(iv) Preference would be given to applicants with creative and technological abilities

**Salary Scale:** MA 1-1 (27,910 – 10 x 330 – 7 x 350 – 4 x 495 – 20 x 660 – 48,540/=)

**Age** - Should be not below 18 years and not more than 45 years as at the closing date of application for the above posts 9, 10 and 11.

##### NOTE:

Institution will contribute 12% to the Employees Provident Fund (EPF) and 3% to the Employees Trust Fund (ETF). Employees should contribute 8% to the Employees Provident Fund (EPF).

Applicants who fulfill the above qualifications should send their applications mentioning the Names, Addresses and Telephone Numbers of two non related referees along with photocopies of certificates to prove the educational, professional qualifications and experience addressed to "Chairman, National Design Centre, No. 10, De Mel Road, Katubedda, Moratuwa" to receive before 19.07. 2021. Post applying for should be mentioned on the left hand top corner of the envelope containing the application. Applications without the photocopies of relevant certificates will not be accepted. Only the selected applicants will be called for the interview.

##### Chairman

National Design Centre

No. 10 De Mel Road,

Katubedda,

Moratuwa.