

MINISTRY OF RURAL ECONOMY



NATIONAL LIVESTOCK DEVELOPMENT BOARD.

POST VACANT

Applications are called for the following Post from eligible citizens of Sri Lanka.

1. Post - Assistant Manager (Farm) MM 1-1-2016

Qualification - A Degree in Animal Husbandry /Agriculture / Plantation Management with 01 year post qualifying experience in reputed Public / Private Sector Farm / Estate.

Age – Should be not less than 22 years and not more than 45 years.

Salary - MM 1-1-2016 : Rs. 53,175/-, 10 x 1,375/-, 15 x 1,910/- – 95,575/-
(As per the Management Service Department Circular No. 2/2016 / 2018.01.01 – Basic Salary Point Rs.42,161/-)

2. Post - Personal Assistant to General Manager JM 1-1-2016

Qualification - Final Examination of the Institute of Chartered Secretaries with 03 years post qualifying experience as a P.A. / Confidential Secretary / Stenographer in a Public / Reputed Private Organization.

OR

A Diploma in Secretarial Practice from a recognized Institution with 07 years experience as a P.A. / Confidential Secretary / Stenographer in a Private / Public Organization.

AND

- a) Shorthand Speed - 80 w.p.m.
- b) Typing Speed - 40 w.p.m.

Sound knowledge in Ms Office package, Internet/ E-mail and Web Application.

Age – Should be not less than 22 years and not more than 35 years.

Salary - JM 1-1-2016 : Rs. 42,600/-, 10 x 755/-, 18 x 1,135/- – 70,580/-
(As per the Management Service Department Circular No. 2/2016 / 2018.01.01 – Basic Salary Point Rs.33,770/-)

3. Post - Assistant Superintendent JM 1-1-2016

Qualification - Degree in Agriculture / Plantation Management / Animal Husbandry or in a related field obtained from a recognized University with 01 year post qualifying experience in Livestock / Plantation / Agriculture activities in a Public / Private Sector Farm / Estate.)

Age – Should be not less than 22 years and not more than 35 years.

Salary - JM 1-1-2016 : Rs. 42,600/-, 10 x 755/-, 18 x 1,135/- – 70,580/-

(As per the Management Service Department Circular No. 2/2016 / 2018.01.01 – Basic Salary Point Rs.33,770/-)

In addition to the above salary allowances approved by the Government will be paid.

Additional Benefits Indoor and outdoor Medical benefits.

Every Applicant

- i. Should be a Srilankan Citizen.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- iii. Sheould have an excellent character.
- iv. Working knowledge in English will be a distinct advantage.

Self prepared applications including all Bio – data, their address and telephone numbers along with copies of certificates should be sent by registered post, on or before 28th February, 2018 addressed to Chairman, National Livestock Development Board, No. 40, Nawala Road, Narahenpita, Colombo 05. Please indicate the post applies for on the top left hand corner of the envelop.

Chairman

**NATIONAL LIVESTOK DEVELOPMENT BOARD,
No. 40, Nawala Road,
Narahenpita, Colombo 05.**