

# STATE PRINTING CORPORATION

## VACANCY

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 result-oriented Sri Lankan having good track records for the following Vacancy.

### POST OF ASSISTANT MANAGER (SECURITY)

#### **Job Description :**

- 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 arrangement.

#### **Qualifications:**

##### **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.

##### **(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.

#### **Salary. Scale:**

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

#### **Method of Recruitment:**

Structured interview

#### **Service Conditions:**

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 on or before 31.08.2020. 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**