



VACANCIES

The Institute of Chemistry Ceylon will entertain applications from suitably qualified persons for the following posts up to 16.09.2019.

1. POST OF SECRETARY TO THE OFFICE

Applications are invited for the above post from those possessing a Degree with the following qualifications.

He/She should be able to work without time limitation, possess strong organizational skills & able to work under pressure and conflicting demands & maintain confidentiality.

He/She should have excellent English & Sinhala oral & written communication skills (Tamil language skills an added advantage). Typing (45 words/min). Draft, translate letters and maintain filing system. Age 30 - 40 years.

Salary is negotiable and will be in the range of Rs. 32915 - 13 x 645 - 41320 p.m. (with COL, EPF & ETF benefits)

Working on week-ends is essential but two week-days will be given off in lieu.

2. POST OF MANAGEMENT ASSISTANT

Applications are invited for the above post from those possessing GCE Advanced Level. Computer literacy and a good working knowledge in English are essential. Age between 25 - 35 years.

Salary is negotiable and will be in the range of Rs. 25090 - 8 x 465 : 5 x 585 - 31735 p.m. (with COL, EPF & ETF benefits)

Working on week-ends is essential but two week-days will be given off in lieu.

3. POST OF LABORATORY ATTENDANT

Applications are invited for the above post from those possessing GCE Advanced Level in Bio/Agri stream. Experience as a laboratory attendant is an added qualification. Age between 18 - 25 years.

Salary is negotiable and will be in the range of Rs. 21125 - 4 x 245 : 13 x 320 - 26265 p.m. (with COL, EPF & ETF benefits)

Working on week-ends is essential but two week-days will be given off in lieu.

Self-prepared applications (with biodata / qualifications / experience) should reach **Registrar, Institute of Chemistry Ceylon, 341/22, Kotte Road, Welikada, Rajagiriya** not later than 16.09.2019. The "post applied for" should be marked on the top left-hand corner of the envelope.

Applications received after the closing date will not be considered. Incomplete applications will be rejected.