



# Ministry of Labour National Institute of Occupational Safety & Health



## Vacancies

Applications are called from suitably qualified Sri Lankan citizens for the following posts which remain vacant in the National Institute of Occupational Safety & Health affiliated to the Ministry of Labour and established under the National Occupational Safety and Health Institute Act, No. 38 of 2009

### **01. Occupational Safety Officer (Grade II): 01 post**

#### 1.1 Nature of appointment

- i. Service category: Junior Manager
- ii. Salary code: JM 1-1-2016
- iii. Salary scale: Rs. 42,600- 10x755-18x1, 135-70,580 (As per M.S. Circular 02/2016)

#### 1.2 Functions assigned to the post

- i. Organizing inspection activities for monitoring the occupational hygienic level of workplaces.
- ii. Managing and monitoring of laboratory activities of the Occupational Safety Division and direct responsibility for the maintenance of laboratory equipment.
- iii. Conducting regular investigations for maintaining occupational hygienic level of workplaces and giving instructions necessary for such places.
- iv. Measuring service environment for the evaluation of unfavorable conditions in workplaces, maintaining equipment in the laboratory and calibrated equipment in the field.
- v. Assigning technical duties on occupational safety carried out in respect of the field by Management Assistant (Technical) Officers.
- vi. Other duties entrusted by the higher management.

#### 1.3 Qualifications of recruitment

1.3.1 Educational  
External applicants

Educational Qualifications

i. Bachelor of Science (Second Class Upper) degree inclusive of Chemistry and Physics. Second Class Lower Special Degree in Chemistry from a University recognized by the University Grants Commission.

And

ii. Not less than one year's experience relevant to the field in a government institution or a state corporation or an institution recognized by the government after receiving the degree

1.3.2 Additional Qualifications

A certificate from a recognized institution on proficiency in English Language and Information Technology

1.3.3 Age

Not less than 22 years and not more than 45 years as at the closing date of applications.

1.3.4 Other

All applicants-

i. Should be a citizen of Sri Lanka

ii. Should be physically fit to discharge duties entrusted to the post and serve in any part of the island.

iii. Should be of excellence moral character

1.4 Method of Recruitment : Will be selected through a structured interview

## 02. Management Assistant (Non Technical): 02 posts

### 2.1 Nature of appointment

- i. Service category : Management Assistant (Non Technical)
- ii. Salary code : MA 1-1-2016 Grade iii
- iii. Salary scale : Rs. 27,910- 10x300-7x350 4x495 -20 x660 -48,540

### 2.2 Functions assigned to the post:

- i. Assisting in the commencement and maintenance of various courses of the institute
- ii. Coordinating various projects
- iii. Preparing documents required for various projects
- iv. Assisting in the preparation of all reports including leave records, administrative reports and annual reports with the support of the administrative officers
- v. Assisting in accounting activities of the Institute
- vi. Other duties entrusted by the higher management

### 2.3 Recruitment Qualifications

#### 2.3.1 Educational

##### External applicants Educational Qualifications

- i. Should have passed 06 subjects with credit passes to 04 subjects including Sinhala/ Tamil, Mathematics and English language one sitting at the General Certificate of Education (Ordinary Level) examination, and
- ii. Should have passed at least 3 subjects at the General Certificate of Education (Advanced Level) examination other than the Common General Test

#### 2.3.2 Internal applicants

Primary Grade – Employees of the Technical Service Categories with the following qualifications can apply for the post.

i. Should have passed 06 subjects with credit passes to 04 subjects including Sinhala/ Tamil, Mathematics. English language in not more than two sittings at the General Certificate of Education (Ordinary Level) examination, and

ii. Should hold a permanent appointment in the service and should be confirmed in the post. Should have completed an uninterrupted satisfactory service of 05 years to the date immediately preceding the scheduled date.

2.3.3 Age : Not less than 18 years and not more than 45 years as at the closing date of applications. The maximum age limit is not applicable to internal candidates.

#### 2.3.4 Other

All applicants-

i. Should be a citizen of Sri Lanka

ii. Should be physically fit to discharge duties entrusted to the post and serve in any part of the island.

iii. Should be of excellence moral character

2.4 Method of Recruitment : Will be selected through a structured interview

Conditions of employment : This appointment is permanent and entitled to the Employees' Provident Fund and Employees' Trust Fund.

#### **Salary at the recruitment**

External applicants will be placed at the initial step of the salary scale at the recruitment. The salary scale on which the internal applicants should be placed shall be determined in terms of the provisions of Chapter VII of the Establishments Code.

#### **Method of Application**

The applications prepared in your own handwriting should be forwarded under the registered cover to reach the Director General, National Institute of Occupational Health and Safety, No. 97, Jawatta Road, Colombo 05 on or before 13.04.2022. If several posts are applied for, applications should be forwarded separately for each post.

The relevant post shall be clearly written on the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected.

#### **Closing date of applications:**

The applicant is deemed to have fulfilled the qualifications required to be appointed to the post, only if the abovementioned qualifications have been completed in every respect as at 13.04.2022.

The final decision as regards the recruitment to these posts shall lie with the Board of Governors of the National Institute for Occupational Safety and Health.

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Director General

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