VACANCIES

DISASTER MANAGEMENT CENTRE

Applications are invited from qualified citizens of Sri Lanka to fill the vacancies that exist in the Disaster Management Centre.

01. Director (Human Resources and Administration) – HM 1-1 - 1 Post

Qualifications

Should have obtained a Degree in Human Resources Management, Public Administration, Public Management, Business Administration, Business Management or Management recognized by the University Grants Commission

And

Should have obtained a Postgraduate degree (Masters) in any of the above subject fields or should have obtained an Associate Membership of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And

Should have obtained at least fifteen (15) years experience in the relevant field in Managerial level post in Government, Government Corporation, Board, Statutory institution or reputed private institution.

02. Director (Finance) – HM-1-1 – 01 Post

Qualification:

Should have obtained a degree in Finance, Financial Management, Commerce, Accountancy, Business Management, Business Administration, Management recognized by the University Grants Commission

And

Should have obtained a Postgraduate degree (Masters) in any of the above subject fields or should have obtained an Associate Membership of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And

Should have obtained at least fifteen (15) years experience in the relevant field in Managerial level post in Government, Government Corporation, Board, Statutory institution or reputed private institution.

Or

Should have obtained full membership of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And

Should have obtained at least fifteen (15) years experience in the relevant field in Managerial level post in Government, Government Corporation, Board, Statutory institution or reputed private institution.

Qualification for Recruitment of Internal Applicants for Posts 01 and 02 above

Should have fulfilled the educational qualifications for external applicants relevant to each post or should have a satisfactory service period of 05 years in a Grade I post in the Management Service Category at the Disaster Management Centre.

Salary Scale

HM-1-1 – 2016 – Rs. 81,670 – 15x2,270 – 115,720.00

Age Limit

Should be not less than 35 years and no more than 50 years

Other facilities relevant to Posts 01 and 02

Transport facilities as per Department of Public Enterprises Circular No. PED 01/2015 dated 25.05.2015 and settlement of Telephone Bills as per Circular No. PED 02/2015 dated 25.05.2015.

03. Assistant Director (Mitigation) – MM-1-1 – 01 Post

Qualifications:

Should have obtained a degree in Civil Engineering or Geo Engineering or Geography (Special) degree or Special degree in Physical Science stream recognized by the University Grants Commission

Or

Should have obtained a degree in Civil Engineering or Geo Engineering / Geology (Special) degree or General degree in Physics recognized by the University Grants Commission with a postgraduate degree relevant to the field recognized by the University Grants Commission

Should have obtained three (03) years experience in the subject field relevant to the post.

Salary Scale:

MM 1-1 – 2016 – 53,175 – 10x1,375 – 15x1,910 – 95,575.00

Age Limit:

Should be not less than 22 years and not more than 45 years

04. Assistant Director (Research and Development) – MM-1-1 – 01 Post

Qualification:

Should have obtained a degree relevant to the subject field of Agriculture or Geography or Geology or Civil Engineering or Communication Engineering or Information Technology or Social Science or Natural Science recognized by the University Grants Commission

And

Geo Information Science (GIS) and Remote Sensing should have been followed as a subject with any of the above degree course. Or else with the above said degree course should have three (03) years experience in Geo Information Science (GIS) and Remote Sensing field.

Qualification for the recruitment of Internal Applicants for Posts 03 and 04

Should have completed a satisfactory service period of five (05) years in a post in the relevant field, in Grade One of the Junior Management Service Category at the Disaster Management Center.

Salary Scale:

MM 1-1 – 2016 – 53,175 – 10x1,375 – 15x1,910 – 95,575.00

Age Limit:

Should be not less than 22 years and not more than 45 years

05. Librarian – MA 3 – 01 Post

Qualification:

Degree with Library Science as a subject recognized by the University Grants Commission

Or

Should have obtained diploma with a proficiency Certificate of not less than N.V.Q. Level 05 in Library Science with 05 years experience

Salary Scale:

MA 3 – 2016 – 32,200 – 10x445 – 11x660 - 10x730 – 5x750 – 54,960.00

Age Limit:

Should be not less than 22 years and not more than 45 years

06. Communication Technician – MA 2-1 – 01 Post

Qualification

Should have obtained a Proficiency Certificate of not less N.V.Q. Level 05 issued in the subject field relevant to the post of Communication Technician by a technical / vocational training institute recognized by the Tertiary and Vocational Education Commission

Salary Scale:

MA 2-1 – 2016 – Rs. 30,310 – 10x300 – 7x350 – 4x495 – 20x660 – 50,940.00

Age Limit:

Should be not less than 18 years and not more than 45 years

Preference will be given persons who are able to work during day / night as per the service requirement of the Disaster Management Centre.

Nature of Appointment:

Permanent with entitlement to Employees Provident Fund and Employees Trust Fund

Age Limit:

Maximum age limit will not be applicable to internal applicants.

Every candidate,

(a) Should be citizen of Sri Lanka

(b) Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island

(c) Should have an excellent moral character

Method of Applying :

Self prepared applications as per the specimen appearing below should be sent by registered post addressed to **"Director General, Disaster Management Centre, Vidya Mawatha, Colombo 07"** to receive on or before 30.04.2021. Post applying for should be clearly mentioned on the left hand top corner of the envelope containing the application.

It is mandatory that the applicant should submit the copies of educational certificates, professional certificates, service certificates, Certificate of Birth and National Identity Card, self certified as "True Copy". Disaster Management Centre will not be responsible for any application lost or delayed in post.

Applicants already in public/provincial public service or state institutions should direct their applications through the heads of respective institutions and the applications that are not routed as above and the late applications will be rejected. Applicants who possess the required basic qualifications and are short listed only will be called for the interview.

Punishment for providing false information :

When filling the application you have to be extra cautious and should provide true information. Provision of false information, if detected at any time after the appointment he/she may be dismissed from the post.

Director General
Disaster Management Centre

Application for the Post of .....
of the Disaster Management Centre

(For Office Use only)

1.0 1.1 Name of the Applicant with Initials : .....
(In English Block Capitals)

1.2 Name in Full : .....
.....
(In English Block Capitals)

1.3 Name in Full : .....
.....
(In Sinhalese / Tamil)

2.0 National Identity Card No : [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

3.0 3.1 Permanent Address :
.....
.....
(In English Block Capitals)

3.2 Permanent Address : .....
.....

4.0 District : .....

5.0 Telephone No : .....
E-Mail Address (If available) : .....

6.0 Whether you are a Sri Lankan by birth or by registration : .....

7.0 Marital Status : .....

8.0 Date of Birth : Year [ ][ ][ ][ ] Month [ ][ ] Date [ ][ ]

9.0 Age as at Closing Date : Years [ ][ ] Months [ ][ ] Days [ ][ ]

10.0 Educational Qualifications :
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11.0 Experience :
.....
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12.0 Details of Previous / Present Employment

Organization	Post	Period of Service	Reason for Leaving

13.0 Have you ever been convicted by a Court for an Offence ?
(Place a tick (✓) in the relevant cage. If yes, please describe)

Yes [ ] No [ ]

14.0 Affirmation by the Applicant :

(a) I declare that the information furnished by me in this application is true and correct to the best of my knowledge and I have completed every section accurately.

Date : .....

.....
Signature of the Applicant

Certification by the Head of Department (in the case of those engaged in Public Service)

I certify that Mr / Mrs / Miss ..... is employed in ..... with effect from ..... as ..... (post held) in a permanent / temporary / casual (Please delete the unnecessary words) position, and that if selected for appointment as per the results of this interview, he/she can/cannot be released from his/her present position, and that the information furnished above is true.

.....
Signature and Official Frank of Head of Department

Date : .....

Name of the Attesting Officer : .....

Designation : .....

Address : .....