



STATE PRINTING CORPORATION

VACANCIES - 2024/2025



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 Vacancies.

01) POST OF GENERAL MANAGER (HM 2-1)

Job Description:

As the highest level executive officer of the corporation, General Manager is accountable and responsible for all activities, and administrative and financial affairs of the corporation, who under the general direction and control of the Board of Directors; exercise, perform and discharge powers, functions and duties of the Board as may be delegated by the Board and provide leadership and encouragement to the staff of corporation, for excelling in official achievements and generation and transfer of Technology.

Qualifications:

Educational: (External)

A Bachelor's Degree in Science or any other relevant field, obtained from a university recognized by the U.G.C. and a Master Degree from a university recognized by the University Grants Commission with at least five years of experience at senior managerial level after obtaining Master Degree, with a proven track record and management experience in a Government Department / Corporation / Board or in a reputed Mercantile Establishment.

(Internal)

Those who have Completed minimum of three (03) years satisfactory service in the post of Deputy General Manager in the senior manager category or (05) years satisfactory service in the post of a senior manager (HM1-1) category are eligible for this post.

Note : A proven ability to lead and direct multi-disciplinary teams experience in proper deployment and efficient management of human and other resources.

Method of Recruitment : Structured Interview

Age Limit : Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Salary Scale :

HM 2-1- Rs. 91,645/- 12 x 2,700 – 124,045/- (Monthly)

Other Benefits

- ❖ Corporation Maintained Official Vehicle or Transport allowance as per the Circular No. PED 1/2015 (ii)
- ❖ In achievement of organizational goals and higher caliber in Management skills will be recognized for KPI based special performance rewarding system

02) POST OF DUPUTY GENERAL MANAGER (HM 1-3) (01 Post)

Job Description:

Being the Deputy General Manager, accountable and responsible in assist the General Manager in overall administration and financial control of the corporation, engaged in all operational, managerial and strategic functions of the corporation, formulate plans and direct activities to enhance production with a view to increase revenue, advice the Board of Directors on policy matters in the absence of the General Manager and attend to work connected with international agencies to coordinating activities between relevant agencies and internal committees operating.

Qualifications:

Educational: (External)

A Bachelor's Degree in Physical Science from a university recognized by the University Grants commission AND a Postgraduate (Masters) qualification from a recognized institute or Corporate Membership of a recognized professional institution WITH minimum of 18 years experience in Managerial Level out of which 05 years experience in Senior Managerial Level in a large scale printing establishment.

(Internal)

Those who have completed minimum of three (03) years satisfactory service in Senior Manager category are eligible for this post.

Method of Recruitment: Structured Interview

Age Limit : Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Salary Scale:

HM 1-3 - Rs. 86,865/- 15 x 2,270 – 120,915/- (Monthly)

Other Benefits

- ❖ Transport allowance as per the Circular No. PED 1/2015 (ii)

03) POST OF MANAGER (MARKETING) (HM1-1) (01 Post)

Job Description:

Being in charge of the Marketing Department, responsible in all Managerial functions of the Marketing Department, overall supervision of the Marketing Department and the sales outlets and implementing of effective & efficient Marketing strategies to improve sales of the product of the corporation.

Qualifications:

Educational: (External)

Bachelor's Degree (preferred Marketing or Business Administration) from a University recognized by the University Grants Commission and a post graduate (Masters) degree qualification or Corporate Membership of a recognized professional institution with fifteen (15) years experience in the relevant field in a Government Department / Corporation or in a reputed Mercantile Establishment.

(Internal)

Those who have completed minimum of five (05) years satisfactory service in Grade I of Managerial category in the relevant field are eligible for this post.

Method of Recruitment: Structured Interview

Age Limit: Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Salary Scale:

HM 1-1- Rs. 80,295/- 15 x 2,270 – 114,345/- (Monthly)

Other Benefits

- ❖ Transport allowance as per the Circular No. PED 1/2015 (ii)

04) POST OF MANAGER (SUPPLIES) (HM1-1)(01 Post)

Job Description:

Being in Charge of the Supplies Department, supervision of overall managerial function of the department and responsible in both local and foreign procurement of the corporation and maintaining and coordinating the activities related with the same to supply of goods, services or works timely to ensure uninterrupted production process and better supporting services of the Corporation.

Qualifications:

Educational: (External)

Bachelor's Degree (Preferred Supply Chain Management/Logistic) from a university recognized by the University Grants Commission and a Post Graduate (Masters) Degree qualification or Corporate Membership of a recognized professional institution with fifteen (15) years experience in the relevant field in a Government Department / Corporation or in a reputed Mercantile Establishment.

(Internal)

Those who have completed minimum of five (05) Years satisfactory service in Grade I of Managerial category in the relevant field are eligible for this post.

Method of Recruitment: Structured Interview

Age Limit : Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Salary Scale:

HM 1-1- Rs. 80,295/- 15 x 2,270 – 114,345/- (Monthly)

Other Benefits

- ❖ Transport allowance as per the Circular No. PED 1/2015 (ii)

05) POST OF ASSISTANT MANAGER (SECURITY) (MM1-1) (01 Post)

Job Description:

Supervision of all managerial functions in the Security Dept. and overall supervision of the Security operations of the corporation including fire security.

Qualifications:

Educational : (External)

A Bachelor's degree from a university recognized by the University Grants Commission with three (03) years post qualifying experience as a Senior Security officer in a Government Department / Corporation / Board or in a reputed mercantile Establishment.

(Internal)

- a) Those who have completed minimum of five (05) years satisfactory service in Junior Manager category in the relevant field are eligible for this post.
- b) In addition to the above, those who are in JM category and have fulfilled the qualifications of external candidates are also eligible for this post.

Method of Recruitment : Structured interview

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.

Salary Scale:

MM 1-1- Rs. 53,175/- 10 x 1,375 –15x1,910 - 95,575/- (Monthly)

06) POST OF ASSISTANT MANAGER (WORKS)-SECURITY PRINTING (MM1-1) (01 Post)

Job Description:

As the Assistant Manager (Works) - Security Printing, supervision of all the security printing works of the department and overall managerial functions in the security printing dept.

Qualifications:

Educational: (External)

A Science Degree from a university recognized by the University Grants Commission with three (03) years post qualifying experience in a large scale printing Establishment.

(Internal)

- a) Those who have completed minimum of five (05) years satisfactory service in Junior Manager category in the relevant field are eligible for this post.
- b) In addition to the above, those who are in JM category and have fulfilled the qualifications of external candidates are also eligible for this post.

Method of Recruitment : Structured interview

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.

Salary Scale :

MM 1-1- Rs. 53,175/- 10 x 1,375 –15x1,910 - 95,575/- (Monthly)

07) POST OF SUPERINTENDANT (JM1-1) (Grade II) (02 Post)

Job Description :

❖ Supervising the operational level functions of the respective departments of the Corporation

Qualifications:

External:

A Bachelor's Degree in the relevant field for the post which is recognized by the U.G.C.with one (01) year post qualifying experience in the relevant field in a Government Department / Corporation/Board or in a reputed Mercantile Establishment.

Internal:

- a) Having obtained the qualification required by the external candidates above.
- b) Completion of minimum five(05) years satisfactory service in Grade III of Associate Officer (MA-3) Category,

OR

- c) Grade II of Management Assistant (MA2-2) Technological category in the Subject area relevant for the post are eligible for this post.

Method of Recruitment: Structured interview

Age Limit :

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Salary Scale:

JM1-1 - Rs. 42,600/- 10 x 755 – 18x 1,135 – 70580/- (Monthly)

08) POST OF MARKETING OFFICER (JM1-1) (Grade II) (1 Post)

Job Description:

❖ Assist in all operational and managerial level marketing and sales functions of the Marketing Department and the sales outlets of the Corporation; achieve the monthly sales and income targets in sales outlets with effective strategic approach.

Qualifications:

External:

A Bachelor's Degree in the related field from a university recognized by the University Grants Commission with one (01) year post qualifying experience in the relevant field in a Government Department / Corporation/Board or in a reputed Mercantile Establishment.

Internal:

- a) Those who have completed five (05) years satisfactory service in Grade II of Management Assistant (MA 1-2) Non tech. Category are eligible for this post.
- b) In addition to above candidates, those who are in MA category and have fulfilled qualifications of external candidates are also eligible for this post. They must have fulfilled satisfactory service record of one year immediate preceding in the State Printing Corporation

Method of Recruitment: Structured interview

Age Limit :

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Salary Scale:

JM1-1 - Rs.42,600/- 10 x 755 – 18x 1,135 – 70,580/- (Monthly)

09) POST OF ASSISTANT SUPERINTENDENT (MA 3) (Grade III) (09 Post)

Job Description:

❖ Support the role of Superintendent in the overall production control and administration functions of the relevant departments of the Corporation

Qualifications:

External/ Internal:

A Science Degree from a university recognized by the University Grants Commission.

OR

Having passed National Diploma in Printing Technology / Technology from a recognized Institute not below NVQ level 6 with six years post qualifying experience at supervisory level.

Method of Recruitment: Structured interview

Age Limit :

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Salary Scale:

MA-3 - Rs. 32,200/-10x445 – 11x660 – 10x730 – 5x750 – 54,960/- (Monthly)

TECHNICAL ASSISTANT POSTS (MA 2-2)

10 to 13 posts in the following technical (MA2-2) category are recruited and placed on a rotational basis from time to time depending on the service requirements of each post.

10) POST OF TECHNICAL ASSISTANT (ELECTRICAL) (MA2-2) (Grade III) (03 Post)

Job Description:

❖ Performing all the electrical and electronic repairs of printing machines, electrical repairs related with single phase and three phases wiring in buildings, repairs of security lamps and other electrical appliances, motor winding and repairs of air conditioners and generators.

OR

11) POST OF TECHNICAL ASSISTANT (PRINTING MACHINE MECHANIC) (MA2-2) (Grade III) (03 Post)

Job Description:

❖ Performing mechanical repairs and services on all the machineries and other office equipment including welding, lathe, and milling requirements of machines of the Corporation

OR

12) POST OF TECHNICAL ASSISTANT (LITHO MACHINE MINDER) (MA2-2) (Grade III) (06 Post)

Job Description:

❖ Ability to operate, print and obtain the reproduction according to the original supplied achieving the correct colour combination on a four colour offset sheet fed or four colour web offset machines and to work on computerized offset Litho machines.

OR

13) POST OF TECHNICAL ASSISTANT (LETTER PRESS MACHINE MINDER) MA2-2 (Grade III) (01 Post)

Job Description:

❖ Setting and operating hand platen, auto platen and cylinder machine for the required job efficiently and effectively and obtaining of last print product according to the approved proof at the highest possible quality and accuracy from the relevant dept.

14 to 15 posts in the following technical (MA2-2) category are recruited and placed on a rotational basis from time to time depending on the service requirements of each post.

14) POST OF TECHNICAL ASSISTANT (PROOF READING) (MA2-2) (Grade III) (02 Post)

Job Description:

❖ Perform reading Proofs.Final Check up of the layouts Prepared for printing, reading machine proofs and authorizing the machine proof to continue printing with responsibility for the accuracy of the proof read. (Preferred (a) Sinhala / English, (b) Tamil /English language)

OR

15) POST OF COMPUTER TYPE-SETTING OPERATOR (GRAPHIC DESIGN) (MA2-2) (Grade III) (02 Post)

Job Description:

❖ Create layout, and type text in three languages – Sinhala/Tamil/English according to the instructions and specifications given with the manuscript and create and edit illustrations,import digital images and scan and edit images, design and create graphics for print and Web,prepare final product for proofing/colour separation/printing, perform colour separations, if facilities are provided in house

16) POST OF TECHNICAL ASSISTANT (BINDING) MA2-2 (Grade III) (03 Post)

Job Description:

❖ Folding printed or blank sheet manually or mechanically, Insetting or gathering the folded sections, wire stitching or thread sewing the inserted or gathered sections, preparing cover or case cover, performing finishing using the recognized binding methods, binding spring back books, carrying out rebinding and special binding and operating related machines in the Bindery and performing the routine maintenance work on the machines such as oiling & greasing.

Qualifications : (for the posts of Technical Assistant (MA 2-2) category 10 to 16 above mentioned

Educational

External candidates :

- a) Having Obtained a Certificate of Proficiency not below than the National Vocational Qualification Level 5, in the relevant field, issued by a technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission

And

At least one (01) year post qualifying experience in a relevant field.

OR

- b) Having Obtained a Certificate of Proficiency not below than the National Vocational Qualification Level 4, in the relevant field, issued by a technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission

And

At least three (03) years post qualifying experience in a relevant field.

Internal candidates :

Having obtained the qualifications required by the external candidates above.

Method of Recruitment : Trade test and a Structured interview

Age Limit :

Age should be not less than 18 years and not more than 45 years.The upper age limit will not apply to the internal candidates.

Salary Scale :

MA2-2 - Rs. 30,310/- 10 x 300 – 7 x 350 – 4 x 600 – 20 x 710 – 52,360/- (Monthly)

The following applies in general to the all posts (1-16) mentioned above.

Service Conditions :

The above post is permanent and should undergo 03 years probationary period. The employees selected internally who are already conformed in the previous will be subjected to an acting period of one (01) year.

Allowances :

❖ The following allowances are applicable for the post in addition to the salary.

- * Govt. approved allowances as per the circulars
- * Attendance Incentive
- * Meal allowance

Other Fringe benefits :

- * Medical Scheme covering the employee and the family.
- * KPI Based Bonus System.
- * EPF & ETF
- * Encashment of unutilized Leave

How to apply :

- ❖ Applicants who have fulfilled the relevant qualifications as at 27.01.2025 should submit their applications with the certified **copies of certificates** of, Educational Qualifications, Professional Qualifications, Working experience and Birth certificate that could prove the qualifications. Applications not compatible to the above will be rejected. Those already in the service of Government/Public institute/ Corporation/ Boards, should direct their applications through the Heads of their respective institutions.
- ❖ Post applied for should be mentioned on the **left-hand top corner of the envelope** containing the application.
- ❖ If applying for **more than one post, separate applications** should be submitted for each post.
- ❖ All applications should be sent either by registered post addressed to "Chairman, State Printing Corporation, Panaluwa, Padukka" or hand delivered to receive on or before **27.01.2025. Late applications will be rejected.**
- ❖ If there is any matter that is not mentioned here, Competent Authority on recruitments will decide on such matter. Canvassing in any form will be a disqualification.

Chairman, State Printing Corporation, Panaluwa, Padukka

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