



## Ministry of Science & Technology



NATIONAL ENGINEERING RESEARCH & DEVELOPMENT CENTRE OF SRI LANKA

# V A C A N C I E S

## MANAGEMENT ASSISTANT (TESTING) on Contract Basis

National Engineering Research and Development Centre (NERDC) is the premier engineering research and development organization, operating under the purview of the Ministry of Science and Technology of the Government of Sri Lanka. Over the last five decades, NERDC has embarked on nationally important challenging engineering research & development projects and professional industrial services through its competent workforce and state-of-the-art facilities.

The Energy and Environmental Services Department (E & ESD) has consistently delivered high-value measurement and consultancy services to industries in the Energy and Environmental Management sectors. There is a need to recruit two (02) Management Assistant (Testing) to efficiently manage the functions of this Department.

### Post of Management Assistant (Testing)

**Nature of Appointment:** Contract basis for Six Months period

#### Qualifications

##### Educational :

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
    - i. Sinhala / Tamil
    - ii. English language
    - iii. Mathematics
  - b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination in Science Stream in one setting
- Preference will be given to candidates with
    - Exposure to Energy and Environmental Engineering fields
    - Basic understanding of ISO 17025 Laboratory practices

##### Age:

Age should be not less than 18 years and not more than 45 years.

##### Other:

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character

## **Duties & Responsibilities**

- Collection and paper handling of industrial and environmental samples
- Conducting laboratory testing according to standard procedures
- Operating and maintaining testing equipment and instruments
- Assisting in preparation of laboratory reports
- Supporting research engineers during field trials and technical investigations
- Supervising junior staff where required
- Maintaining laboratory inventories and stock records
- Ensuring proper documentation and record keeping in compliance with ISO 17025 requirements

## **Salary:**

As per DMS Circular 01/2025 (Schedule II) the monthly salary is Rs. 43,312/-.

In addition, will be paid a cost of living allowance of Rs. 17,800/-

**Duty period** : from 8.30 am to 4.15 pm for each official week day.

## **Selection Criteria**

Application will be screened and reviewed preferring to qualifications and experience.

Selected candidates are invited for an interview (Technical skills and experience aligned with project needs would be evaluated)

## **Performance Evaluation**

Continuous Performance Monitoring and Evaluation will be performed by the Head of the Department along with the NERDC Management to assess the employee's contribution to the duties of the respective Department. Based on the Evaluation results, the contract may be extended / terminated within the duration. If the performance is not at a Satisfactory level, NERDC Management reserves the right to terminate the service agreement after short notice.

## **Resignation Policy**

If an employee decides to resign from the position, he/she must provide one month notice prior to resignation or pay the Centre a sum of equivalent to one month salary.

**Closing Date for Applications:** **05 June 2026**

## **Selection Criteria**

Application will be screened and reviewed preferring to qualifications and experience.

Selected candidates are invited for an interview (Technical skills and experience aligned with project needs would be evaluated)

Send applications giving full Bio-Data with names, addresses and telephone numbers of two non-related referees and copies of the certificates relevant to educational, professional and experience should be forwarded to Registered post to reach the under mentioned address on or before the closing date. *(The position applied should be mentioned on the top left hand corner of the envelope)*

Director General

National Engineering Research and Development Centre of Sri Lanka

2P/17B, Industrial Estate, Ekala,

Ja el.

**TP:** 011-2236284 / 011-2236384 / 011-2236307

**WEB:** [www.nerdc.lk](http://www.nerdc.lk)

**19.05.2025**

