

Fax : 2424108

E.mail :

Executive Director (Monitoring)
Board of Investment of Sri Lanka
Level 6th, West Tower,
World Trade Centre,
Colombo 01.

EC/16/17/EMP-01

Attention : Mr. Subasinghe
(Executive Assistant)

EMPLOYMENT DATA

01. Name of Enterprise :

02. Employment Data as at

	Male	Female	Total	No. of Vacancies
3.1 Permanent employees – Local				
a. Trainees / unskilled
b. Semi Skilled / skilled
c. Supervisory / Technical
d. Clerical / Allied
e. Executives	
3.2 Expatriates				
a. Skilled / Technical/ Professional Managerial	
Total

Date :

Signature :

Name :

Designation

BOARD OF INVESTMENT OF SRI LANKA

Explanatory notes for completing the Employment Data

1. Trainee :-

Those who are undergoing training for specific period according to the relevant wages Board decisions, are classified as trainees/apprentices

Eg:- Trainee Sewing Machine Operator for 156 days (06 months)

2. Unskilled :-

Those who involve in an occupation, which does not require any initial training, as classified as unskilled workers.

Eg;- Layout men/women, packers, helpers and stores labourers.

3. Semi-skilled :-

Those who involve in an occupation after successful completion of a required Training, are classified as semi-skilled workers.

Eg:- Sewing Machine Operators, Ironing Operators, Checkers, Sorters and Issuing Operators etc.

4. Skilled :-

A worker with the acquired requisite skills for the job is classified as skilled workers.

Eg: - Cutters, Machine Minders, Final Checkers.

5. (a) Supervisory – Technical :-

A worker with the requisite technical skills for the job and who supervise the work of other workmen is classified as supervisory – Technical.

Eg:- Designers, Tailors, Disket makers, Electricians

(b) Supervisory – Non Technical :-

Worker who does not necessarily acquired any technical training, but supervise others work is classified as supervisory – Non Technical.

Eg: Line Leader and Section Supervisor

6 (a) Technical staff – Executive :-

Those who are in an occupation of technical nature in the executive positions are classified as technical staff executive.

Eg: Production Executive, shift in Charge

(b) Technical Staff – Non Executive :-

Those who involve in an occupation of technical nature but not in Executive position are classified as Technical Staff – Non Executive.

Eg: Forman, Maintenance Officer

7. Admin Staff/Executive :-

Those who involve in administration of work with decision-making capacity are classified as Admin. Staff/Executive.

Eg: Managers, Asst. Managers and Executive Officers

8. Clerical & Allied :-

Those who involve in documentation and clerical work are classified as clerical and allied employees.

Eg: Clerks, Typists, stenos, Data entry Operators.

9. Others :-

Those who are not categorized is one of the above.

Eg:- Security, Welfare, Medical Officer aids and drivers etc.

10. Total Local Employment :-

11. (a) Expatriates – Technical :-

Those foreigners who are employed on fixed term contract and entrusted the technical nature job.

Eg: Plant Manager, Technical Manager, Trainer, Technician

(b) Expatriates – Non Technical :-

Those foreigners who are employed on fixed term contract and entrusted the administration work.

Eg: General Manager, Managing Director and Country Manager etc.