



# **TERTIARY AND VOCATIONAL EDUCATION COMMISSION**

**State Ministry of Skills Development, Vocational Education,  
Research and Innovations**



## **Vacancies**

The Tertiary and Vocational Education Commission (TVEC) was established as per the provisions of the Tertiary and Vocational Education (TVE) Act No. 20 of 1990 and was re-established as a statutory body as per the provisions of the TVE Act (amended) No. 50 of 1999. TVEC operates as the national level regulatory body in policy development, planning, standardization, quality assurance and certification for Technical and Vocational Education and Training (TVET) sector of Sri Lanka. The TVEC invites applications from suitably qualified persons for the following vacancies as given below.

The selected officials should possess the ability to serve in any division of the Commission.

### **Assistant Director/Deputy Director (No. of Vacancies 03)**

#### **Qualifications and Experience:**

#### **For External Applicants (01 or 02 or 03 from following qualifications):**

01. Should have obtained a degree in the relevant field recognized by the University Grants Commission (UGC).

with

05 years of minimum experience in the relevant field.

02. Should have passed the Intermediate Examination of a recognized Chartered Professional Institute relevant to the field.

with

05 years of minimum experience in the relevant field.

03. Should have possessed a certificate of proficiency not less than NVQ 7 issued by Technical/Vocational Institute recognized by the Tertiary and Vocational Education Commission, only in respect of positions relevant to the technical field.

with

05 years of minimum experience in the relevant field

**For Internal Applicants (Following 01 or 02):**

01. Should have fulfilled the qualifications for external applicants mentioned above.
02. Should have completed not less than five years of service in the Junior Manager (JM) Service Category.

**Other Qualifications (Other qualifications as applicable to the post / service):**

Ability to use computers, proficiency in native (Sinhala/Tamil) and English languages. Ability to work in word processing, spreadsheet, power point and ability to use email for effective communication

**Salary Scale (Monthly):** Salary scale of MM 1-1 category as per the Management Service Circular 2/2016 of MM1-1 is Rs: 53175- 10×1375 –15×1910- Rs. 95,575 (Monthly)

**Age Limit:** Should be between 22-45 years of age. Upper age limit is not applicable for internal applicants

**Development Officer (No. of Vacancies 06)**

**Qualifications and Experience:**

A first degree obtained from a local or foreign University recognized by the University Grants Commission (UGC) or from an Institution established by an Act of Parliament.

**Other Qualifications (As relevant to the post applied for):**

Ability to use computers, proficiency in native (Sinhala/Tamil) and English languages., Ability to work in word processing, spreadsheet, power point and ability to use email for effective communications

**Salary Scale (Monthly):** Salary scale of MA-3 category as per the Management Service Circular 2/2016, Rs.32,200 – (445 x 10 -660x11-730x10-750x5) – 54,960 (Monthly)

**Age Limit:** Should be between 22-35 years of age. Upper age limit is not applicable for internal applicants

**Other Information**

Each applicant,

- a) Should be a Citizen of Sri Lanka
- b) Should be in good physical and mental condition enabling him/her to effectively serve in respective posts in any part of the country

- c) Should have an excellent character

### **Procedure of Recruitment**

After publication of the advertisement, the candidates will be recruited on the basis of a written competitive examination and / or a structured interview conducted by a panel appointed by the Appointing Authority.

### **General Conditions:**

- (a) Applicants have to contribute 8% of the salary to the Employees' Provident Fund (EPF) and the TVEC will contribute 12% of the salary. Applicants have to contribute 3% of the salary to the Employees' Trust Fund (ETF).
- (b) Government approved allowances in addition to the basic salary.
- (c) These positions are permanent and subject to three (03) years of probation period.
- (d) Should comply to the changes that may be occurred in amendment of Scheme of Recruitment (SoR)
- (e) Should submit certified copies of certificates of all educational qualifications along with the application

Self-prepared applications can be forwarded by registered cover to reach the following address on or before 04<sup>th</sup> November 2020. Those who are already in government service should submit their applications through respective Head of Institutions with clear consent whether he/she can be released on selection. The post applied for shall be indicated on the top left hand corner of the envelope containing the application. Incomplete and delayed applications will be rejected without notice.

### **Director General**

### **Tertiary and Vocational Education Commission**

**“Nipunatha Piyasa”, 354/2, 3<sup>rd</sup> floor**

**Elvitigala Mawatha,**

**Colombo 05.**

**TVEC Website: [www.tvec.gov.lk](http://www.tvec.gov.lk)**