



# Vacancies

## National Institute of Education



Applications are invited for the following posts in the National Institute of Education. Qualified candidates are requested to forward their bio – data to reach the Director General, National Institute of Education, P.O. Box : 21, High Level Road, Maharagama on or before 31<sup>st</sup> July 2017 by registered post.  
A Separate application should be forwarded for each post and indicate the post applied on the top left hand corner of the envelope.

### 1. Deputy Director General (Administration, Finance & Support Services)

#### Qualifications & Experience

- (i) A Bachelor's Degree in Management / Commerce / Finance / Accounting from a University / Institution recognized by the U.G.C.
- AND**
- (ii) Postgraduate qualifications in Management / Educational Administration / Finance or Professional qualifications in Accounting / Finance.
- AND**
- (iii) 09 years proven experience in General and Financial Administration at a Senior Manager level in a Government Department, Public Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 35 years and not more than 55 years.  
**Salary Scale** :- Rs. 63,076 - 12 x 1,866 - 85,468 (Year 2017)  
Rs. 91,645 - 12 x 2,700 - 124,045

- 2. Director (Science & Technology)**  
**3. Director (Commerce)**  
**4. Director (Inclusive Education)**

#### Qualifications & Experience

##### **Group I**

- (i) A Bachelor's Degree from a University / Institution recognized by the U.G.C and Postgraduate Diploma in Education or equivalent Postgraduate Diploma in the relevant subject area.
- OR**
- B. Ed. Degree from a University / Institution recognized by the U.G.C
- AND**
- (ii) Ph.D / M.Phil from a University / Institution recognized by the U.G.C in the relevant subject area.
- AND**
- (iii) Minimum of 08 years experience in a relevant subject area
- |   |                         |   |
|---|-------------------------|---|
| { | 1. Science & Technology | } |
|   | 2. Commerce             |   |
|   | 3. Inclusive Education  |   |
- at Senior Academic research in a Government Department, Public Corporation or in a recognized Establishment.

##### **Group : II**

- (i) A Bachelor's Degree from a University / Institution recognized by the U.G.C and Postgraduate Diploma in Education or equivalent Postgraduate Diploma in the relevant subject area.
- OR**
- B. Ed. Degree from a University / Institution recognized by the U.G.C

**AND**

- (ii) Master's Degree from a University / Institution recognized by the U.G.C in the relevant subject area.

**AND**

- (iii) Minimum of 12 years' experience at Senior Academic Research / Academic Research in a relevant subject area

- [ 1. Science & Technology  
2. Commerce  
3. Inclusive Education ]

of which a minimum of 10 years should be in the category of Senior Academic Research (AR 2) in a Government Department, Public Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 35 years and not more than 55 years.

**Salary Scale** :- Rs. 55,236 - 15 x 1,568 - 78,756 - (Year 2017)  
Rs. 80,295 - 15 x 2,270 - 114,345

## **5. Assistant Director (Programming)**

### **Qualifications & Experience**

- (i) A Bachelor's degree in Information Technology from a University / Institution recognized by the U.G.C, with at least 05 years post qualifying experience in programming in a Government Department, Public Corporation or in a recognized Establishment.

**OR**

Advanced Higher Diploma in IT from a recognized Institution with at least 06 years post qualifying experience in programming in a Government Department, Public Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 22 years and not more than 45 years.

**Salary Scale** :- Rs. 38,552 - 16 x 937 - 53,544 - (Year 2017)  
Rs. 55,925 - 10 x 1,375 - 15 x 1,910 - 98,325

## **6. Engineer (Civil)**

### **Qualifications & Experience**

- (i) A Bachelor's degree in Engineering (Civil) from a University / Institution recognized by the U.G.C. with at least 05 years post qualifying experience in building construction in a Government Department, Public Corporation or in a recognized Establishment.

**OR**

National Diploma in Technology from a recognized Institution and 08 years experience in building construction and maintenance work in a Government Department, Public Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 22 years and not more than 45 years.

**Salary Scale** :- Rs. 38,552 - 16 x 937 - 53,544 - (Year 2017)  
Rs. 55,925 - 10 x 1,375 - 15 x 1,910 - 98,325

## **7. Chief Warden**

### **Qualifications & Experience**

- (i) A Bachelor's degree from a University / Institution recognized by the U.G.C. with at least 05 years post qualifying experience in hostel management / house keeping in a Government Department, Public Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 22 years and not more than 45 years.

**Salary Scale** :- Rs. 38,552 - 16 x 937 - 53,544 - (Year 2017)  
Rs. 55,925 - 10 x 1,375 - 15 x 1,910 - 98,325

## 8. Translator

### Qualifications & Experience

- (i) A Bachelor's Degree including Sinhala / Tamil and English Languages from a University / Institution recognized by the U.G.C.
- AND**
- (ii) A minimum of 03 years working experience in language translation in Tamil / English or Sinhala / English in a Government Department, Public Corporation or in a recognized establishment.

**Age limit** :- Age should be not less than 18 years and not more than 45 years  
**Salary Scale** :- Rs. 26,126 - 15 x 521 - 33,941 - (Year 2017)  
Rs. 37,970 - 10 x 755 - 15 x 930 - 5 x 1,135 - 65,145

## 9. Technical Assistant

### Qualifications & Experience

- (i) 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
  - (iii) Maths
- AND**
- (ii) Having passed G.C.E. A/L examination with 03 subjects in one sitting other than the General Paper
- AND**
- (iii) Having successfully completed a Diploma or Certificate Course not below N.V.Q. Level 5 or equivalent qualification recognized by the Vocational Tertiary Education Commission, relevant to the fields mentioned below.

- (A) Building construction and maintenance
- (B) Electrical maintenance
- (C) Maintenance of office equipment & machinery
- (D) IT related technical work
- (E) Printing related work

- AND**
- (iv) 03 years post qualification experience in the relevant field in a Government Department, Public Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 18 years and not more than 45 years.  
**Salary Scale** :- Rs. 20,890 - 18 x 207 - 24,616 - (Year 2017)  
Rs. 30,310 - 10 x 300 - 7 x 350 - 4 x 600 - 20 x 710 - 52,360

## 10. Computer Graphic Designer

### Qualifications & Experience

- (i) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes in four subjects including
- (i) Sinhala / Tamil
  - (ii) English
  - (iii) Maths
- AND**
- (ii) Having passed G.C.E. A/L examination with 03 subjects in one sitting other than the General Paper
- AND**
- (iii) Having a certificate from a Diploma or Certificate Course not below N.V.Q. level 5, or equivalent qualification recognized by the Vocational Tertiary Education Commission in the field of in Computer Graphic Designing

- AND**
- (iv) 03 years post qualification experience in the relevant field in a Government Department, Public Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 18 years and not more than 45 years  
**Salary Scale** :- Rs. 20,890 - 18 x 207 - 24,616 - (Year 2017)  
Rs. 30,310 - 10 x 300 - 7 x 350 - 4 x 600 - 20 x 710 - 52,360

## 11. Lab Assistant

### Qualifications & Experience

- (i) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes in four subjects including
- (i) Sinhala / Tamil
  - (ii) English
  - (iii) Maths

**AND**

- (ii) Having passed at least three subjects (Other than the General Paper) at the G.C.E. (A/L) examination in Science stream including Chemistry

**AND**

- (iii) Having successfully completed a Diploma or Certificate Course not below N.V.Q. Level 5, or equivalent qualification recognized by the Vocational Tertiary Education Commission, in the relevant field.

**AND**

- (iv) A Minimum of 03 years experience in the relevant field in a Government Department, State Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 18 years and not more than 45 years

**Salary Scale** :- Rs. 20,890 - 18 x 207 - 24,616 - (Year 2017)

Rs. 30,310 - 10 x 300 - 7 x 350 - 4 x 600 - 20 x 710 - 52,360

## 12. Management Assistant

### Qualifications & Experience

- (i) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes in four subjects including
- (i) Sinhala / Tamil
  - (ii) English
  - (iii) Maths

**AND**

- (ii) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination in one sitting

**AND**

- (iii) Diploma in Computing from a recognized institute with 03 years experience in a Government Department, State Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 18 years and not more than 45 years

**Salary Scale** :- Rs. 19,234 - 18 x 207 - 22, 960 (Year 2017)

Rs. 27,910 - 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - 49,080

## 13. Assistant Hostel Superintendent

### Qualifications & Experience

- (i) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes in four subjects including
- (i) Sinhala / Tamil
  - (ii) English
  - (iii) Maths

**AND**

- (ii) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination in one sitting

**AND**

- (iv) Home Science / Home Economics or equivalent Certificate Course from a recognized institution and minimum of 03 years experience in hostel / dining hall / restaurant management in a Government Department, State Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 18 years and not more than 45 years

**Salary Scale** :- Rs. 19,234 - 18 x 207 - 22, 960 (Year 2017)

Rs. 27,910 - 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - 49,080

## 14. Pre School Teacher

### Qualifications & Experience

- (i) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes in four subjects including
- (i) Sinhala / Tamil
  - (ii) English
  - (iii) Maths

**AND**

- (ii) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination in one sitting

**AND**

- (iii) Diploma in Early Childhood Development & Primary Education or equivalent / relevant diploma qualifications and 03 years experience in a recognized Pre School or Education Institute.

**Age limit** :- Age should be not less than 18 years and not more than 45 years

**Salary Scale** :- Rs. 19,234 - 18 x 207 - 22, 960 (Year 2017)

Rs. 27,910 - 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - 49,080

## 15. Driver

### Qualifications & Experience

- (i) Have sat the G.C.E.(O/L) Examination and passed minimum of 02 subjects.

**AND**

- (ii) A valid License to drive heavy vehicles and a minimum of three years experience in driving heavy vehicles at a reputed establishment.

**AND**

- (iii) Passed the relevant trade test conducted by the RMV.

**Age limit** :- Age should be not less than 18 years and not more than 45 years

**Salary Scale** :- Rs. 18,118 - 18 x 186 - 21,466 (Year 2017)

Rs. 26,290 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - 39,490

## 16. Cook

### Qualifications & Experience

- (i) Have sat the G.C.E.(O/L) Examination and passed minimum of 02 subjects.

**AND**

- (ii) National Vocational Qualification (NVQ) Level 3 or equivalent qualification recognized by the Vocational Tertiary Education Commission, in the relevant field.

**AND**

- (iii) A minimum of 05 years working experience in a recognized hotel / inn / rest house / hostel in the relevant field.

**Age limit** :- Age should be not less than 18 years and not more than 45 years

**Salary Scale** :- Rs. 17,746 - 18 x 186 - 21,094 (Year 2017)

Rs. 25,750 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - 38,950

## 17. Printing Machine Operator

### Qualifications & Experience

- (i) Have sat for the G.C.E.(O/L) Examination and passed minimum of 02 subjects.

**AND**

- (ii) National Vocational Qualification (NVQ) Level 3 or equivalent qualification recognized by the Vocational Tertiary Education Commission, in the relevant field.

**OR**

Certificate of Printing School.

**AND**

- (iii) A minimum of 05 years working experience in a Government Department, State Corporation or in a recognized Establishment.

**Age limit** :- Age should be not less than 18 years and not more than 45 years

**Salary Scale** :- Rs. 17,746 - 18 x 186 - 21,094 (Year 2017)

Rs. 25,750 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - 38,950

**GENERAL CONDITIONS**

- Preference will be given to qualified officers of the N.I.E.
- The adjustment allowance and cost of living allowance will be paid in addition to the salary mentioned above.
- The upper age limit does not apply to candidates from the Public Sector, Corporations, Statutory Boards, Government Departments and National Institute of Education.
- Applicants from the Public Sector, Corporations, Statutory Bodies and Government Departments should forward their applications through the respective Heads of Organizations.
- These Posts are permanent and the selected candidates will contribute 8% of their salary to EPF and the Institution will contribute 12% to EPF and a further 3% to ETF.
- Further information, if necessary, is available on the NIE Website [www.nie.lk](http://www.nie.lk)

**Director General  
National Institute of Education  
Maharagama**