



# Ministry of Education

Skills Development, Vocational Education,  
Research and Innovation Division



## CEYLON GERMAN TECHNICAL TRAINING INSTITUTE

### VACANCIES

Applications are invited for the recruitment for following vacancies on permanent basis in the Ceylon German Technical Training Institute affiliated to the Ministry of Education, Skills Development, Vocational Education, Research and Innovation Division.

#### 01. Deputy Chief Engineer - Quality Assurance - (MM 1-1) - Post 01

##### Qualifications -

##### External -

- (A) A Degree in Automobile/Mechanical or Electrical Engineering recognized by the University Grants Commission and a minimum one year post qualifying experience in the relevant field to the post, after obtaining the first degree
- Or
- (B) Having obtained a certificate of proficiency not below the National Vocational Qualifications Level 7, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission and a minimum of one year post qualifying experience in public service, a corporation, Statutory Board/Institution or a reputed private institution.

##### Internal -

- (A) Having obtained the qualifications required by the external candidates
- Or
- (B) Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

**Salary Scale** - According to the DMS Circular No. 02/2016  
**MM 1-1** - Rs. 53,175 - 1375x10-1910x15 - 95,575/-  
(In addition, government approved allowances will be paid.)

**Method of Recruitment** - Selection by on the results of a written competitive examination and /or a Structured interview.

##### Age Limit -

Should be not less than 22 years and not more than 45 years as at closing date of applications. The upper age limit will not apply to the internal candidates.

#### 02. Training Engineer - (JM 1-1) - Post 01

##### Qualifications -

##### External -

- (A) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 7, issued by a Technical/Vocational training institute accepted by the Tertiary and Vocational Education Commission.
- Or
- (B) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 6, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
- AND
- At least five (05) years post qualifying experience in a relevant field in a Corporation, Board or Reputed Statutory Institution
- Or
- (C) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
- AND
- At least ten (10) years post qualifying experience in a relevant field in a Corporation, Board or Reputed Statutory Institution

##### Internal -

- (A) Having obtained the qualifications required by the external candidate.
- Or
- (B) Completion of minimum five (05) years satisfactory service in a post of the Management Assistant Technological (MA - 2-2) grade II in the subject area relevant to the post.

**Salary Scale** - According to the DMS Circular No. 02/2016  
**JM 1-1** - Rs. 42,600 - 755x10-1135x18 - 70,580/-  
(In addition, government approved allowances will be paid.)

**Method of Recruitment** - Selection by on the results of a written competitive examination and /or a Structured interview.

##### Age Limit -

Should be not less than 22 years and not more than 45 years as at closing date of applications. The upper age limit will not apply to the internal candidates.

#### 03. Secretary to Director/Principal - (JM 1-1) - Post 01

##### Qualifications -

##### External -

- A. Having passed G.C.E. (O/L) Examination in six subjects with four credit passes including Sinhala/Tamil, English and Mathematics in one sitting and a Diploma of Secretarial Practice Course conducted by Poly Technical/NAITA/NIBM with a minimum of ten years experience in Secretarial Works out of which at least three years experience as a Personal Assistant/Confidential Secretary in a Government Department / Corporation / Board or a reputed Mercantile Establishment.
- B. Good command of written and spoken English and Computer Literacy are essential.
- C. Fluency in reading, writing and understanding Tamil Language will be an added qualification.

##### Internal -

- A. Having obtained the qualifications required by the external candidate.
- Or
- B. Completion of minimum five (05) years satisfactory service in a post of the Management Assistant Non - Technological (MA 1-2) grade II with a Diploma of Secretarial Practice and Good command of written and spoken English and Computer Literacy are essential.

**Salary Scale** - According to the DMS Circular No. 02/2016  
**JM 1-1** - Rs. 42,600 - 755x10-1135x18 - 70,580/-  
(In addition, government approved allowances will be paid.)

**Method of Recruitment** - Selection by on the results of a written competitive examination and /or a Structured interview.

##### Age Limit -

Should be not less than 22 years and not more than 45 years as at the closing date of applications. The upper age limit will not apply to the internal candidates.

##### General conditions of above positions :

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the posts well and to serve in any part of the Island.
- Should be of excellent moral character.
- The employees appointed to this category externally will be on probation for a period of three years. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous posts will be subjected to an acting period of one year.
- Recruitment to the above posts will be on the starting salary step.
- Employee's contribution towards employees' provident fund will be 08% of the salary, while contribution of the Institution will be 12 % and 03 % towards the employees' Trust Fund.

Applicants should attach Photostat copies of following documents to their applications.

- (a) Birth Certificate
- (b) Certificates to confirm educational and professional qualifications
- (c) Certificates relevant to service experience
- (d) National Identity Card

Employees of State Corporations, Statutory Bodies and Government Departments should forward their applications through the Heads of respective institutions and the Head of Institution should certify whether he/she could be released from service, if the applicant is selected. Applications with comprehensive Bio-data and contact details of Two Non-related Referees, self certified copies of relevant certificates should be sent on or before **15.03.2024** to the **Manager – Administration & HR, Ceylon German Technical Training Institute, No. 582, Galle Road, Mount Lavinia** by Registered Post. The post applied for should be stated on the top left hand corner of the envelope. Incomplete applications will be rejected. Only short listed applications will be called for interview. Applications received after the closing date will not be considered.

Canvassing for the recruitment will be a disqualification.

**Director - Principal**  
**Ceylon German Technical Training Institute,**  
**No. 582, Galle Road, Mount Lavinia.**