



VACANCIES

Applications are invited from suitably qualified citizens of Sri Lanka to serve at the University of Vocational Technology and University College – Jaffna in following posts.

01. Director/Chief Executive Officer

University College – Jaffna

Qualifications:

1. (a) A degree with specialization in the field of Engineering, Economics, Business Management or similar subject.

OR

- (b) Corporate membership of a recognized Professional Chartered Institution or Corporate membership of Institute of Engineers Sri Lanka.

AND

2. A Masters Degree obtained in the field of Engineering, Economics, Business Management or similar subject.

AND

3. (a) Candidate should have been in the post of Senior Lecturer Grade I or above post of a University.

OR

- (b) Candidate should have at least ten (10) year’s experience in a post of senior managerial level in a public institution / establishment or recognized private mercantile establishment after obtaining first degree / professional qualification.

OR

- (c) Candidates should be an officer in an all island services serving 15 years or more in the executive capacity and out of the 15 years, 03 years should be in the Grade I or above post of the relevant service.

02. Associate Officer

To perform the duties as the female sub warden to the hostel.

Qualifications

A Degree from a University or a Higher Educational Institution.

Note.

- “Degree”, means Degree offered by a University or a Higher Educational Institution established by an Act of Parliament of Sri Lanka or Recognized by the University Grant Commission of Sri Lanka.
- The selected candidate will be provided accommodation at the bachelor’s quarters.

03. Management Assistant (Non-Technical)

Qualifications

- (a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

1. Sinhala / Tamil
2. English Language
3. Mathematics

and

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

04. Demonstrator – (Food Technology & Information Communication Technology)

Qualifications

A Degree in the relevant field.

Note.

- “Degree”, means Degree offered by a University or a Higher Educational Institution established by an Act of Parliament of Sri Lanka or Recognized by the University Grant Commission of Sri Lanka.
- ‘in the relevant field’ means a degree relevant to the degree programmes conducted by the University of Vocational Technology.
- For the field of ICT preference will be given to the candidates who have followed Networking, Software and Multimedia as a major component of the degree.

Nature of the Appointments

1. Director/CEO – On contract for a term of three years.
2. Associate Officer – Permanent.
3. Management Assistant – Permanent.
4. Demonstrator - On contract for a term of one year.

Entitled to “Employees Provident Fund and Employees Trust Fund”

Salary Scales

Director - Initial salary of Rs.100,000/- with Rs.10,000/- annual increment.

Demonstrator - U-AC 1 2016 – 40920 (Fixed) with other applicable allowances.

For other positions salaries will be paid as per the provisions of UGC circular 17/2016 dated 05/12/2016.

Age Limit.

1. Director/CEO - Not less than Thirty Five (35) years and not more than Fifty Four (54) years.
2. Associate Officer } Not less than twenty two (22) years and more than forty five (45) years.
3. Demonstrator }
4. Management Assistant - Not less than eighteen (18) years and not more than forty five (45) years.

❖ **The upper age limit will not be considered for the candidates who are presently employed in Higher Educational Institutions, Government Corporations and Government Departments.**

Selection Criteria.

1. Director/CEO
 2. Associate Officer
 3. Demonstrator
 4. Management Assistant – Written Test and or Structured Interview
- (If the University decided to conduct a Written Test, the short listed candidates needs to pay a sum of Rs. 500/- as the Examination fee. University reserves the right on shortlisting criteria

Every applicant,

- 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 island.
- III. Should be of excellent moral character.

Other Conditions:

- Duly filled application form indicating the academic and professional qualifications along with certified copies should be sent to the Director General’s Office by registered post on or before 05.03.2021. The applicants to the post of Director/CEO University College – Jaffna should specifically mention the achievements of the career path.
- Applicants presently employed in Higher Educational Institutions, Government Departments and Government Corporations should apply through the Heads of their Institutions.
- The desired post applied should indicate clearly on the top left hand corner of the envelope.
- All incomplete applications will be rejected.
- Only the short-listed applicants will be called for the interview and or written examinations