



**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, CGTTI Anamaduwa Regional Center and CGTTI Borella Regional Center affiliated to the Ministry of Education, Skills Development, Vocational Education, Research and Innovation Division.

**01. Assistant Manager - Administration and Human Resources - (MM 1-1)**

**Qualifications -**

- External -**
- (A) A Degree in Human Resource Management, Public Administration, Business Administration or Industrial Management which is recognized by the University Grants Commission
- Or**
- (B) Having obtained professional qualifications in the field of Human Resource Management and a minimum one (01) year post qualifying experience in a Government Department/ Corporation/Board or reputed Mercantile Establishment

- 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. Supplies Officer - (JM 1-1)**

**Qualifications -**

- External -**
- (A) A Degree in Commerce, Management or Economics recognized by the University Grants Commission with a minimum of one year post qualifying experience in a relevant field in a Government Department/ Corporation/Board or reputed Mercantile Establishment

- 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 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. Maintenance Assistant - Civil (JM 1-1)**

**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.

**04. Instructor - (MA 2-2)**

**CGTTI**  
(In the fields of Automobile, Refrigeration and Air Conditioning, Power Electrical, Millwright, Tool Machinery, Mechanical Drawing and Body Repair and Tinker Painting)

**CGTTI Anamaduwa Regional Center**  
(In the fields of Automobile, Millwright, Auto Electrical, Diesel Pump and Welding) CGTTI Borella Regional Center  
(In the field of Automobile)

**Vocational -**  
Having successfully completed a Diploma Course not below the National Vocational Qualifications (N.V.Q.) Level 5, in the fields of Automobile/ Mechatronic / Millwright/ Power Electrical/ Air Conditioning and Refrigeration/ Tool Machinery/ Auto Electrical/ Diesel Pump/ Welding/Motor Vehicle Body Repair & Painting or any other fields relevant to the CGTTI, conducted by a recognized Institute of Technical Training with CGTTI full time certificate with a Division Pass (First Class or Second Class)

**Or**

Having obtained Ceylon German Technical Training Institute 04 / 3 1/2 / 03 year full time certificate with a Division Pass (First Class or Second Class) at the final examination in the fields of Automobile/Mechatronic/Millwright/Power Electrical/Air Conditioning and Refrigeration/Tool Machinery/ Auto Electrical/ Diesel Pump/ Welding/Motor Vehicle Body Repair & Painting and the experience in the Industry or teaching of relevant subjects for a minimum period of three (03) years in a recognized training Institute.

**Salary Scale** – According to the DMS Circular No. 02/2016  
**MA 2-2** - Rs. 30,310 - 300x10-350x07-600x04-710x20 – 52,360/- (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 18 years and not more than 45 years as at closing date of applications. The upper age limit will not apply to the internal candidates.

**General conditions of All Positions -**

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post 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 post 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 **02.01.2024** to the **Manager – Administration & HR, Ceylon German Technical Training Institute, No. 582, Galle Road, Mount Lavinia** by Registered Post. The post applied and the Institute/Center should be stated on the top left hand corner of the envelope. Incomplete applications will be rejected. Only shortlisted applications will be called for interview. Applications received after the closing date will not be considered.

Canvassing for the recruitments will be a disqualification.

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