



# Ministry of Education, Higher Education and Vocational Education

## Vocational Education Division

# CEYLON GERMAN TECHNICAL TRAINING INSTITUTE

## VACANCIES

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

### 01. Deputy Director – Deputy Principal- (HM 1-3) – Post 01

#### Qualifications -

##### External -

- (A) B.Sc degree in Automobile/Mechanical or Electrical Engineering field which is recognized by the University Grants Commission.

And

Postgraduate (Master's) Degree qualification in the field of Engineering or any other relevant field with at least 15 years of experience at the Managerial Level in a Corporation, Board, or reputed Mercantile Establishment, out of which 02 years should be at the Senior Managerial Level with a proven track record in public sector or private sector organization.

Or

- (B) Having obtained a Corporate Membership of a recognized professional institution in the Engineering Field.

And

At least 15 years experience at Managerial Level out of which 02 years of experience should be at Senior Managerial Level with a proven track record in public sector or private sector organization.

##### Internal -

- (A) Having obtained the qualifications required by the external candidates

Or

- (B) Completion of minimum of two (02) years satisfactory service in the post of Chief Engineer (Training), Chief Engineer (Production, Services and Maintenance) in the Senior Manager (HM 1-1) Category.

**Salary Scale –** According to the DMS Circular No. 01/2025

**HM 1-3** - Rs. 152,500-4100 x 15 -214,000/-

(In addition, government approved allowances will be paid.)

**Method of Recruitment** - Selection by a Structured Interview.

##### Age Limit -

Should be not less than 40 years and not more than 55 years in age as at closing date of applications. The maximum age limit will not be applicable to the internal candidates.

### 02. Chief Engineer (Training)- (HM 1-1)– Post 01

#### Qualifications -

##### External -

- (A) A Degree in Automobile/Mechanical or Electrical Engineering field which is recognized by the University Grants Commission with a postgraduate degree qualification (Master's) in the relevant field or Membership of a recognized Professional Chartered Institute which is relevant to the subject area of the post and minimum of fifteen (15) years experience at a "Managerial Level" in a Corporation, Statutory Board/Institution or a reputed private institution

Or

- (B) Fellow Membership of a recognized Professional Chartered Institution, in a related field to the post and a minimum of fifteen (15) years experience at a "Managerial Level" in 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 Manager (MM) Category Grade 1, in the subject area relevant to the post.

**Salary Scale –** According to the DMS Circular No. 01/2025

**HM 1-1** - Rs. 140,640 - 4100 x 15 - 202,140/-

(In addition, government approved allowances will be paid.)

**Method of Recruitment** - Selection by a Structured Interview.

##### Age Limit -

Should be not less than 35 years and not more than 55 years in age as at closing date of applications. The maximum age limit will not be applicable to the internal candidates.

### 03. Registrar - (HM 1-1)– Post 01

#### Qualifications -

##### External -

- (A) A Degree in Human Resources Management, Public Administration, Commerce, Business Administration, or any other degree that is relevant to the post with a postgraduate degree qualification (Master's) in the relevant field and a minimum of thirteen (13) years experience at a "Managerial Level" in a Corporation, Statutory Board/Institution or a reputed private institution.

Or

- (B) Corporate Membership of a recognized professional institute that is relevant to the subject area of the post and a minimum of thirteen (13) years experience at a "Managerial Level" in 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 of three (03) years of satisfactory service in a post in the Manager (MM) Category Grade 1, in the subject area relevant to the post with postgraduate degree qualification (Master's) in the relevant field.

**Salary Scale –** According to the DMS Circular No. 01/2025

**HM 1-1** - Rs. 140,640 - 4100 x 15 - 202,140/-

(In addition, government approved allowances will be paid.)

**Method of Recruitment** - Selection by a Structured Interview.

#### Age Limit -

Should be not less than 35 years and not more than 55 years in age as at closing date of applications. The maximum age limit will not be applicable to the internal candidates.

### 04. Planning Officer- (JM 1-1) – Post 01

#### Qualifications -

##### External -

- (A) A Degree in Public Administration, Business Administration or Economics recognized by the University Grants Commission with a minimum of one year post qualifying experience relevant to Planning/Project implementation in a managerial capacity in a Government Department/ Corporation/Board or in a 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 with minimum of one year experience relevant to Planning/Project implementation

**Salary Scale –** According to the DMS Circular No. 01/2025

**JM 1-1** - Rs. 72,650 - 1360x10 - 2040x18 - 122,970/-

(In addition, government approved allowances will be paid.)

**Method of Recruitment** - Selection 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 in age as at closing date of applications. The maximum age limit will not be applicable to the internal candidates.

### 05. 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. 01/2025

**JM 1-1** - Rs. 72,650 - 1360x10 - 2040x18 - 122,970/-

(In addition, government approved allowances will be paid.)

**Method of Recruitment** - Selection 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 in age as at closing date of applications. The maximum age limit will not be applicable 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.

- Birth Certificate
- Certificates to confirm educational and professional qualifications
- Certificates relevant to service experience
- 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 and self certified copies of relevant certificates should be sent on or before **28.09.2025** 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 recruitments will be a disqualification.

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