



INVITATION FOR APPLICATIONS

POST OF DIRECTOR GENERAL

Applications are invited from suitably qualified citizens of Sri Lanka to serve at the University of Vocational Technology as the Director General. The Director General is responsible for the General Administration and disciplinary control of Non-Academic staff of the University, subject to the direction and control of the Vice Chancellor.

Job Description of the Director General:

- (a) Exercise and perform duties and functions as may be conferred or imposed on or assigned to him by this Act or by any appropriate Instrument.
- (b) Advise the Board of Governors and the Vice -Chancellor of the University on policy matters to ensure continuity and legal advice on policy matters.
- (c) Formulate a development policy for the University in consultation with the Academic Community.
- (d) Shall function as the Secretary to the Admission, Accreditation & Quality Assurance Council.
- (e) Shall function as the Secretary to the Board of Governors of the University.

Qualifications:

External

- (a) Degree with First or Second Class and a Postgraduate Degree at the level of PhD in Administration or Management from a recognized University/ Higher Educational Institution with not less than fifteen (15) years of administrative experience which should be at executive level after obtaining the first Degree.

OR

- (b) Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Masters' level in Administration or Management from a recognized University / Higher Educational Institution with not less than fifteen (15) years of administrative experience at executive level after obtaining the first Degree.

Internal

Minimum of five (5) years satisfactory service in a post in the senior executive Category Grade I, in the subject area relevant to the post.

Notes:

"Administrative Experience" means, experience gained in post in Sri Lanka Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University / Higher Educational Institution. Experience gained in specialized field such as Finance / Engineering or other Technical fields are not considered for this purpose.

"Degree", "Masters Degree", "Doctoral Degree" means Degree, Masters Degree, Doctoral 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.

Salary Scale:

- U-EX3 (1) – 2025 : Rs.189,530 – 11*4,850 – 246,780 p.m.
(Salaries will be paid as per the Provisions of Management Services Circular No. 06/2025 dated 25/03/2025).

Age:

- Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Recruitment Procedure:

- Appointments will be made through a structured interview by the appointing Authority and purely in the order of merit at the interview.

Nature of Appointment:

- Permanent with entitlement to employees 'Provident Fund and Employees' Trust Fund and entitle for official transport.

General Instructions:

- This post is non-transferable.
- The post applied for should be clearly marked on the top left hand corner of the envelope.
- A letter from the employer indicating whether the applicant could be released in the event of his/her appointment to the post in case of an applicant serving in the Institution.
- Applications should be in a sealed cover/envelope addressed to the Acting Vice Chancellor, University of Vocational Technology, No. 100, Kandawala, Ratmalana and either hand delivered or sent under registered cover to reach the above office on or before 13.11. 2025.
- All incomplete applications will be rejected.
- Only the shortlisted applicants as per the Schemes of Recruitments will be called for interview.
- Any attempt to make undue influence on the selection process would lead to disqualification of the applicant.

Acting Vice Chancellor
University of Vocational Technology
No. 100,
Kandawala,
Ratmalana

Tel: 0112-630 704

Web: www.uovt.ac.lk

12th October 2025