



Vacancies National Institute of Education



Applications are invited from citizens of Sri Lanka for the following posts in National Institute of Education. A Separate application should be forwarded for each post and indicate the post applied on the top left hand corner of the envelope.

1. Director (Administration & Human Resources) - (HM 1 - 1)

External /Internal

Qualifications & Experience

(i) A Bachelor's Degree with a 2nd lower division from a University / institution recognized by the U.G.C. in the field of Management / Administration / Human Resource Management.

OR

(ii) A Bachelor's Degree from a University / institution recognized by the U.G.C. in the field of Management / Administration / Human Resource Management with Human Resource Diploma or Personnel Management Diploma from a professional organization.

AND

(iii) Minimum of 15 years' administrative & human resource management experience at "Middle Manager level" in a Government Department, State Corporation or in a recognized establishment.

Age limit :- Age should be not less than 35 years and not more than 55 years.

Salary Scale :- Rs. 63,589 - 15 x 1,802 - 90,619 (Year 2018)
Rs. 80,295 - 15 x 2,270 - 114,345 (Year 2020)

2. Director (Examination) - (HM 1 - 1)

External

Qualifications & Experience

Group : I

(i) A Bachelor's Degree from a University / Institution recognized by the U.G.C and Postgraduate Diploma in Education or equivalent Postgraduate Diploma in the relevant subject area.

OR

B. Ed. Degree from a University / Institution recognized by the U.G.C

AND

(ii) P.hd / M.phil from a University / Institution recognized by the U.G.C in the relevant subject area.

AND

(iii) Minimum of 08 years' experience in the relevant subject area at Senior Academic research in a Government Department, Public Corporation or in a recognized establishment.

Group : II

- (i) A Bachelor's Degree from a University / Institution recognized by the U.G.C and Postgraduate Diploma in Education or equivalent Postgraduate Diploma in the relevant subject area.
OR
B. Ed. Degree from a University / Institution recognized by the U.G.C
AND
- (ii) Master's Degree from a University / Institution recognized by the U.G.C in the relevant subject area.
AND
- (iii) Minimum of 12 years' experience at Senior Academic Research / Academic Research in the relevant field of which a minimum of 10 years should be in the category of Senior Academic Research (AR 2) in a Government Department, Public Corporation or in a recognized establishment.

Internal :

- (i) A Bachelor's Degree from a University / Institution recognized by the U.G.C and Postgraduate Diploma in Education or equivalent Postgraduate Diploma in the relevant subject area.
OR
B. Ed. Degree from a University / Institution recognized by the U.G.C
AND
- (ii) Master's Degree from a University / Institution recognized by the U.G.C in the relevant subject area.
AND
- (iii) Minimum of 08 years' Satisfactory service at Senior Academic Research in the relevant field.
OR
At least 12 years experience in the category of Senior Academic Research (AR 2) and Academic Research (AR1) - Grade I of which a minimum of 07 years should be in the category of Senior Academic Research (AR 2) with outstanding Academic performance.

Age limit :- Age should be not less than 35 years and not more than 55 years.

Salary Scale :- Rs. 63,589 - 15 x 1,802 - 90,619 (Year 2018)
Rs. 80,295 - 15 x 2,270 - 114,345 (Year 2020)

3. Board Secretary - (AR 2)

External /Internal

Qualifications & Experience

- (i) A Bachelor's Degree in English medium with a 2nd lower division from a University / Institution recognized by the U.G.C. and Postgraduate Diploma in Education.
OR
B.Ed. Degree in English medium with a 2nd lower division from a University / Institution recognized by the U.G.C.
OR
A Bachelor's Degree in English medium from a University / Institution recognized by the U.G.C. and Professional qualification in Chartered secretariat.
AND
- (ii) Master's Level Postgraduate Degree from a recognized Institution in Education.
AND
- (iii) Minimum of 06 years' experience in secretarial work related to Academic Research in the Universities / Educational institutions.

Age limit :- Age should be not less than 30 years and not more than 55 years

Salary Scale :- Rs. 59,540 - 10 x 1570 - 75,240 (Year 2018)
Rs. 76,200 - 10 x 2000 - 96,200 (Year 2020)

Note : Research publications relevant to the respective discipline will be an added qualification.

4. Procurement Officer - (JM 1 - 1)

Qualifications & Experience

External

- (i) A Bachelor's Degree in Management from a University / Institution recognized by the U.G.C., with a minimum of 03 years post qualification experience in relevant field in a Government Department, Public Corporation or in a recognized Establishment.

OR

- (ii) A Diploma in supplies or material management from a recognized Institution with 8 years post qualification experience in relevant field in a Government Department, Public Corporation or in a recognized Establishment.

Internal

Employees who have completed a minimum of 05 years satisfactory service in the relevant field with a Diploma in Management from a recognized Institution in the "Management Assistant – Non Technical" Category (MA 1-2)

Age limit :- Age should be not less than 22 years and not more than 45 years

Salary Scale :- Rs. 33770 - 15 x 599 - 42755/- (Year 2018)
Rs. 42600 - 10 x 755 - 18 x 1135 - 70580/- (Year 2020)

5. Book Keeper - (MA 2 - 2)

Qualifications & Experience

External

- (i) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including.
- Sinhala / Tamil
 - English Language
 - Maths

AND

Having passed the G.C.E. (A/L) examination in Commerce stream with 3 subjects in one sitting other than the General Paper.

AND

- (ii) A pass in a Certificate level 01 Examination of Chartered Institute or AAT level III.

AND

- (iii) 03 years experience as a Book Keeper / Accounts Clerk in a Government Department, State Corporation or in a recognized Establishment.

Internal

Employees who have completed a minimum of 05 years satisfactory service in the categories of Primary Level, who have pass in a Certificate Level 01 Examination of Chartered Institute or AAT Level III.

Age limit :- Age should be not less than 18 years and not more than 45 years

Salary Scale :- Rs. 24,030 - 18 x 238 - 28,314 (Year 2018)
Rs. 30,310 - 10 x 300 - 7 x 350 - 4 x 600 - 20 x 710 - 52,360 (Year 2020)

GENERAL CONDITIONS

- Salaries will be paid according to the Management Service Department Circular No. MSD/2/2016 issued by Management Service Department. The adjustment allowance and cost of living allowance will be paid in addition to the salary mentioned above.
- The upper age limit does not apply to candidates from the Public Sector, Corporations, Statutory Boards, Government Departments and National Institute of Education.
- Applicants from the Public Sector, Corporations, Statutory Bodies and Government Departments should forward their applications through the respective Heads of Organizations.
- These Posts are permanent and the selected candidates will contribute 8% of their salary to EPF and the Institution will contribute 12% to EPF and a further 3% to ETF.
- Further information, if necessary, is available on the NIE Website www.nie.lk.
- Application giving bio-data with copies of certificates and the names and addresses of two referees (non-related) should be forwarded to the "**Director General, National Institute of Education, P.O. Box 21, High level Road, Maharagama**" to reach on or before 17th April 2018.

**Director General
National Institute of Education
Maharagama**