

Ministry of Education



NAITA

National Apprentice & Industrial Training Authority

Applications are invited from Citizens of Sri Lanka for the following Posts of this Authority

01. POST OF TRAINING OFFICER GR.II (15 POSTS)

Qualifications & Experience :

External: (1 or 2 or 3 or 4 or 5 below)

01. Bachelor's Degree in Engineering /Technology/ Education/ Agriculture/ Science/Mathematics/Management/ Sociology/ disciplines recognized by the U.G.C. with minimum of One (01) year post qualifying experience in the relevant field in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment

02. Intermediate level qualification from a recognized chartered institution in a relevant field.

03. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 07, issued by a University / Technical and Vocational training organization accepted by the Tertiary and Vocational Education Commission with Minimum of One (01) year **post qualifying experience in the relevant field** in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment

04. Having Successfully completed a Diploma in Engineering Technology (NDT/NDES/HNDE/D.Tech) or disciplines conducted by a recognized university/ organization of Technical and Vocational Training or a Certificate of proficiency not below than the National Vocational Qualification Level 06 in Engineering Technology and Technical & Vocational Education disciplines, issued by a Technical and Vocational training institute accepted by the Tertiary and Vocational Education Commission with Minimum of Six (06) years **post qualifying experience in the relevant field** in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment

05. Certificate of proficiency not below than the National Vocational Qualification Level 05 in engineering technology and technical and vocational education discipline, issued by a Technical and Vocational training organization accepted by the Tertiary and Vocational Education Commission with minimum of Eleven (11) years **post qualifying experience in the relevant field** in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment

Internal: (1 or 2 or 3 below)

01. Having obtained the qualifications required by the external candidates above

02. Completion of minimum Five (05) years satisfactory service in a post of the Operational Instructional category (MA -4) in the relevant field.

03. Completion of minimum Five (05) years satisfactory service in a post of the Management Assistant –Technological (MA 2-2) Grade II in the relevant field.

Salary : As per DMS Circular No. 02/2016

Rs.42,600 - 10x 755 - 18 x 1,135 -70,580 (JM 1-1)

(In addition, government approved cost of living allowance and other allowances will be paid)

POST OF ADMINISTRATIVE OFFICER GR.III (04 POSTS)

Qualifications & Experience :

External: Bachelor's Degree (Human Resources Management, Public Administration or Business Administration) recognized by the U.G.C

WITH

Minimum of One (01) years post qualifying experience in a Government Department/ Corporation/Board or in a reputed Mercantile Establishment in the relevant field.

Internal: (1 or 2 below)

01. Having obtained the qualifications required by the external candidates above.

02. 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 : As per DMS Circular No. 02/2016

Rs.42,600 - 10x 755 - 18 x 1,135 -70,580 (JM 1-1)

(In addition, government approved cost of living allowance and other allowances will be paid)

POST OF ACCOUNTS OFFICER GR.III (02 POSTS)

Qualifications & Experience :

External: (1 or 2 or 3 below)

01. A Degree in Accountancy & Financial Management/ Commerce/ Business Administration recognized by the U.G.C. with Minimum of One (01) year post qualifying experience in the relevant field in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

02. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post with Minimum of One (01) year post qualifying experience in the relevant field in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

03. HNDA/ HNDC in Government Technical College with Minimum of One (01) year post qualifying experience in the relevant field in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment

Internal: (1 or 2 below)

01. Having obtained the qualifications required by the external candidates above.

02. Completion of minimum Five (05) years satisfactory service in a post of the Management Assistant –Technological (MA 2-2)/ Management Assistant –Non Technological (MA 1-2) **Grade II** in the subject area relevant to the post.

Salary : As per DMS Circular No. 02/2016

Rs.42,600 - 10x 755 - 18 x 1,135 -70,580 (JM 1-1)

(In addition, government approved cost of living allowance and other allowances will be paid)

POST OF INTERNAL AUDIT OFFICER GR.III (01 POSTS)

Qualifications & Experience :

External: (1 or 2 or 3 below)

01. A Degree in Accountancy & Financial Management/ Commerce/ Business Administration/ disciplines recognized by the U.G.C. with Minimum of One (01) year post qualifying experience in the relevant field in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

02. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post with Minimum of One (01) year post qualifying experience in the relevant field in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

03. HNDA/ HNDC in Government Technical College with Minimum of One (01) year post qualifying experience in the relevant field in a Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

Internal: (1 or 2 below)

01. Having obtained the qualifications required by the external candidates above.

02. Completion of minimum Five (05) years satisfactory service in a post of the Management Assistant –Technological (MA 2-2)/ Management Assistant –Non Technological (MA 1-2) **Grade II** in the subject area relevant to the post.

Salary : As per DMS Circular No. 02/2016

Rs.42,600 - 10x 755 - 18 x 1,135 -70,580 (JM 1-1)

(In addition, government approved cost of living allowance and other allowances will be paid)

Age Limits: Post of Training Officer , Post of Administrative Officer, Post of Accounts Officer and Post of Internal Audit Officer

Age should be not less than 22 years and not more than 45 years.

(The upper age limit will not apply to the internal candidates.)

General Conditions :

Employees of State Corporations, Statutory Bodies and Government Departments should forward their applications through the Heads of respective Institutions.

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 **06 November 2023** to the Chairman, National Apprentice & Industrial Training Authority, No.971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya by Registered Post. The post applied should be stated on the top left hand corner of the envelop. Incomplete applications will be rejected. Only short listed applicants will be called for interviews.

Chairman,
National Apprentice & Industrial Training Authority,
No.971, Sri Jayawardanapura Mawatha,
Welikada, Rajagiriya.
Tel : 011 2888782 - 5