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தேசிய மொழிக்கல்வி மற்றும் பயிற்சி நிறுவனம்



National Institute of Language Education and Training

Applications are invited for the Post of Director General that is vacant in the National Institute of Language Education and Training

This is a Semi Government institution established by the Parliament Act No. 26 of 2007 and applications are invited for the Post of Director General that is vacant.

01. DIRECTOR GENERAL - 01 Post

Duties: Should carry out duties as the Chief Executive Officer regarding all activities including Administration and Financial Matters of the institution subject to the guidance and administration of the Management Board and performing the duties entrusted by the Competent Authority on appointments.

Salary Scale: HM 1-3 - Rs. 86,865.00 - 15 x 2270 - 120,915.00

Educational Qualifications:

External Applicants

Should have obtained a First Division degree in Education or Language subject field and should have obtained a postgraduate degree

Experience: Should have at least 18 years service experience in management level in government or private sector institution after obtaining the Bachelor's degree and out of them at least five years should be in Senior Management level.

Additional Qualifications: Should be an individual having other professional qualifications and with positive attitudes that new ideas could be realized.

Internal Applicants

An officer who has Completed three (03) years satisfactory service in the Post of Director in Senior Management Service Category of the National Institute of Language Education and Training is qualified to apply.

Additional Qualifications:

1. High level of proficiency in Sinhala and English languages
2. Having experience in Information Technology

Age: Should be not less than 35 years and not more than 50 years

General conditions for the above post:

- (a) Applicants should be citizens of Sri Lanka
- (b) Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
- (c) Employee should contribute 8% of the salary to Employees Provident Fund (EPF) and the employer will contribute 12% to the Employees Provident Fund and 3% to the Employees Trust Fund

Method of Applying:

Self prepared application to include the Bio-Data, names, telephone numbers, email address and postal address of two non-related referees along with copies of educational / professional qualifications should be sent by registered post to the address given below to receive on or before 02nd February 2024. Post applying for should be mentioned on the left top corner of the envelope containing the application. Applicants already in government / provincial public / state corporation service should direct their applications through the heads of the respective institutions.

Chairman

National Institute of Language Education and Training
No. 321/1A, Highlevel Road
Makumbura
Pannipitiya