



# Ministry of Education Skills Development Fund Ltd.



## VACANCIES

Applications are invited to fill the following vacant posts in the Skills Development Fund Ltd. under the Ministry of Education from Sri Lankan citizens who have fulfilled the qualifications.

### 1) Service Category: “Senior Manager” (HM 1-1)

**Post: General Manager**

**Number of vacancies - 01**

● **Qualifications**

External Candidates -

(a) **Educational Qualifications -**

Should have obtained a degree along with Post Graduate Degree in Commerce / Economics / Business Administration / Management from a University recognized by the University Grants Commission or associated membership in a recognized professional Institute.

**and**

(b) **Experience -**

Should have obtained the experience minimum 15 years in a managerial level post in a State Corporation, Statutory Board or recognized private Institution after obtaining the degree qualifications.

**Internal Candidates -**

Should have completed satisfactory service period in the relevant subject area for minimum 5 years in the service category of “Manager” - Grade 1.

● **Age Limit -**

Should not be less than 40 years and not more than 55 years in age. The upper age limit will not be applied to the internal candidates.

● **Salary Code and Salary Scale**

HM 1-1-2016 - Rs. 80,295 - 15x2270 - 114,345.

### 2) Service Category: “Junior Manager” (JM 1-1)

**Post: Programme Officer**

**Number of vacancies - 02**

● **Qualifications**

**Educational Qualifications -**

External Candidates -

Should have obtained a degree relevant to any subject area from a University recognized by the University Grants Commission and should have completed satisfactory service period in the relevant subject area for minimum one year (01) in a State Department /Corporation/ Statutory Board or recognized Commercial Institution after obtaining the degree qualifications.

Internal Candidates -

Should have obtained a degree relevant to any subject area from a University recognized by the University Grants Commission and should have completed satisfactory service period in the relevant subject area for minimum one year (01) in a post of the service category of “Management Assistant” (Technical) after obtaining the degree qualifications.

**or**

Should have completed satisfactory service period in the relevant subject area for (05) years in a post of the service category of “Management Assistant” (Technical) Grade II.

● **Age Limit -**

Should not be less than 22 years and not more than 45 years in age. The upper age limit will not be applied to the internal candidates.

● **Salary Code and Salary Scale**

JM 1-1-2016 - Rs. 42,600 - 10x755 - 18x1135 - 70,580

### 3) Service Category: Management Assistant - (Technical) (MA 2-2)

**Post: Training Instructor**

**Number of vacancies - 01**

● **Qualifications**

**Educational Qualifications -**

(a) Having passed the G.C.E. (O/L) examination in (06) subjects with (04) credit passes including,

- Sinhala / Tamil
- English Language
- Mathematics

in one sitting.

(b) Having passed the G.C.E. (A/L) examination in all subjects (Except the General Test) and obtained the required level to follow a tertiary educational course.

**Technical skills /proficiencies -**

Should have minimum three (03) year experience in giving trainings or conducting lectures relevant to training occupational sector in a Government or State Institute or recognized Private Institution.

● **Age Limit -**

Should not less than 18 years and not more than 45 years in age. The upper age limit will not be applied to the internal candidates.

● **Salary Code and Salary Scale -**

MA 2 - 2 - 2016 - Rs.30,310 - 10 X 300 - 7 x 350 - 4 x 600 - 20 x 710 - 52,360

### 4) Service Category: Management Assistant - (Non - Technical) (MA 1-1)

**Post: Management Assistant**

**Number of vacancies - 02**

● **Qualifications**

**Educational Qualifications -**

External Candidates -

(a) Having passed the G.C.E. (O/L) examination in six (06) subjects with four (04) credit passes including,

- Sinhala / Tamil
- Mathematics
- English Language

in one sitting.

(b) Having passed the G.C.E. (A/L) examination in minimum three subjects (Except the General Test)

Internal Candidates-

(a) Primary Grade - Employees in the category of non-technical / technical who acquired the qualifications mentioned below ‘b’, ‘c’ and ‘e’ can apply for this post.

(b) Having passed the G.C.E. (O/L) examination in six (06) subjects with (04) credit passes including,

- Sinhala / Tamil
- Mathematics

in not more than two sittings.

Having followed a course on Computer Word processes / Type writing recognized by Tertiary & Vocational Education Commission or any other skills equal to similar level will be considered as additional qualifications.

(c) Should be appointed as a permanent employee of the Skills Development Funds Ltd. and the said appointment should be permanent.

(d) Should have completed continuous satisfactory service period for minimum 05 years in a permanent post, closed to the due date.

● **Age Limit -**

Should not be less than 18 years and not more than 45 years in age. The upper age limit will not be applied to the internal candidates.

● **Salary Code and Salary Scale -**

MA 1 - 1 - 2016 - Rs.27,910 - 10 X 300 - 7 X 350 - 4 x 495 - 20 x 660 - 48,540

**Other Qualifications:**

**Each candidate,**

- i. Should be a citizen of Sri Lanka.
- ii. Should have the mental and physical fitness to perform the duties entrusted to the post properly and to serve in any area of the country.
- iii. Should have an excellent moral character.
- iv. These posts are permanent and the selected officer is entitled to the benefits of Employees’ Provident Fund and Employees’ Trust Fund.
- v. In addition to the salary government approved Cost of Living Allowance and special allowances will be paid.
- vi. Applicants who are already serving in the State Corporations / Statutory Boards should submit their applications through the respective Heads of the Institutions.
- vii. The Appointing Authority reserves the right to take decisions to call for the interviews.

- Application prepared along with the copies of birth certificate with complete bio data, other relevant educational and professional qualifications, service certificates with the names and addresses of two non-related referees, should be sent by registered post to reach the address of Chairman, Skills Development Funds Ltd., “Nipunatha Piyasa”, 7th Floor, No. 354/2, Elvitigala Mawatha, Colombo 05, before 12<sup>th</sup> May 2024. Skills Development Fund Ltd. will not be responsible for the applications which are misplaced in the post or received late. Applications receive by the Institute after the closing date will be rejected. The post applied for should be written on the top left-corner of the envelope which enclosed the relevant application.

**Chairman,  
Skills Development Funds Ltd.  
“Nipunatha Piyasa”, 7th Floor,  
No 354/2, Elvitigala Mawatha, Colombo 05  
Tel :0112507815**

Date: 07.05.2024