



ජාතික භාෂා අධ්‍යාපන සහ පුහුණු ආයතනය  
தேசிய மொழிக் கல்வி மற்றும் பயிற்சி நிறுவனம்  
National Institute of Language Education and Training



## Applications are invited for the Recruitment of vacant post of Coordinating Officer in the National Institute of Language Education and Training

Post of Coordinating Assistant (Recruitment for a period of one year on Casual basis)

### 1. Work

Activation of work assigned to the Institute by the National Institute of Language Education and Training Act No. 26 of 2007 and organising Language Training Programmes for the efficient implementation of State Language Policies, coordinating the said programmes and post reviewing.

### 2. Nature of Appointment

There are two vacant positions. The appointment is temporary. Will be recruited for a period of one year. Entitled for Employees Provident Fund and Employees Trust Fund.

### 3. Salary

Basic Salary under MA-3 method and Government approved allowances.

### 4. Educational Qualifications

A Degree approved by the University Grants Commission

#### 4.1 Additional Qualifications

- Should possess Higher Proficiency in Sinhala, Tamil and English knowledge, in addition to the medium for which recruitment is made.
- Experience in Information Technology.

### 5. Age

Should not be below 21 years and not more than 35 years.

### How to Apply :

A self-prepared application including details of Bio-Data, names, Telephone No., Email address and postal address of two non-related referees with copies of educational/professional certificates should be sent by Registered Post to the following address on or before **14.10.2024**. The post applied for should be mentioned on the top left-hand corner of the envelope.

**Director General,  
National Institute of Language Education and Training,  
No. 321/1A,  
High Level Road, Makumbura, Pannipitiya.**