

**MINISTRY OF WOMEN, CHILD AFFAIRS AND SOCIAL EMPOWERMENT  
DEPARTMENT OF SOCIAL SERVICES**

**Vocational Instructor (Grade III)**

**MATRON (GRADE III)**

APPLICATIONS are invited from the citizens of Sri Lanka with the qualifications stipulated here under for the recruitment to be made for 2 Posts of Vocational Instructors and 1 Post of Matron for the Vocational Training Centre for the Persons with Disabilities, which has been initiated in the District of Kilinochchi of the Department of Social Services. Prepared applications according to the format given at the end of this notification should be sent by registered post to the Director, Department of Social Services, Second Floor, Sethsiripaya Stage II, Battaramulla to reach before the 30. 11. 2023. The top left hand corner of the envelope should clearly carry the words “Recruitment to the Posts of Vocational Instructor (Grade III) / Matron (Grade III)” Specimen application form and details could also be obtained through the web site; [www.socialservices.gov.lk](http://www.socialservices.gov.lk)

Qualifications for the recruitment of this post : -

**1. Vocational Instructor (Dressmaking/ Sewing technique, Information Technology)**

1.1 Age Limit : -

The age should not be less than 18 years and not more than 35 years to the closing date of the applications.

1.2 Educational Qualifications: -

(a) Educational Qualifications for Vocational Instructor (Sewing technique, Information Technology)

- (i) Should have passed General Certificate of Education (Ordinary Level) Examinational with 06 subjects including 4 credit passes for Sinhala/Tamil/ Language, Mathematics and other two subjects and

And

- (ii) Should have passed General Certificate of Education (Advanced Level) Examination with all subjects under any subject stream (Excluding Common General Test) and obtained the required achievement level for following a tertiary educational program

1.3 Professional Qualifications :-

Should be obtained a certificate of two year duration or more on the relevant **vocational course from** the Ceylon Technical College or the Ceylon-German Technical Training Institute

or

Should be obtained a certificate of two year duration or more on the relevant vocational course from the Department of Small Industries or the Department of Textile Industries

or

Should be obtained a certificate of two year duration or more on the relevant vocational course conducted by the Department of Social Services or the National Youth Service Council or the affiliated institutions

or

Should be obtained a certificate of two year duration or more on the relevant vocational course conducted by the Vocational Training Authority or the affiliated institutions

or

Should be obtained a certificate having successfully followed a relevant technical course recognized by a the Tertiary and Vocational Education Commission to be included into the National Vocational Qualifications (NVQ) level five (05) or a similar course recognized by a the Tertiary and Vocational Education Commission

1.4 Experiences :

Not applicable

1.5 Physical Qualifications :

All the applicants should be of excellent physical and mental character to perform the duty at any part of Sri Lanka.

1.6 Other:-

- i The applicant should be a citizen of Sri Lanka
- ii Should be of excellent character
- iii. All the qualifications required to the recruitment to the post from 1.1 to 1.6 should be fulfilled to the date on which the notification/ *Gazette* for calling applications mentioned

1.7 Recruitment Procedure:-

Candidates will be recruited on the basis of the merit at the written and professional test. The written test will be held at first. A number equal to two times existing vacancies will be called for the general interview from among the candidates who obtained highest marks at the written test. Those who are qualified from the general interview only will be forwarded to the professional test. The candidates equal to the number of vacancies are selected to the training course on the basis of the aggregate marks scored at both written test and professional test .The Selected candidates should be obtained a certificate following the successful completion of the 3 months training course on the teaching methods. Only the candidates who obtain the certificates in the manner described above will be recruited.

**1.7.1. Written Examination :-**

Subjects	Time	Total Marks	Pass marks
Intelligence Test	01 hour	100	40%
Comprehension	01 hour	100	40%

1.8. Salary Scale :-

MT- 01 -2016, in terms of PAC. 03/2016,  
Salary Scale Rs. 29, 840-10x300-11x350-10x560-10x660-Rs. 48,890/-

1.9. Regulations on Employment :

This post is permanent and pensionable. Selected candidates will be subjected to the policy decision taken by the Government in the future with regard to the method of pension which is entitled to them and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

1.10. Note

- The Written test will be held in Colombo by an institution decided by the Director of Social Services.
- Only candidates who have fulfilled the above qualifications should apply and the selected candidates will be eligible for annual transfer only after five years of compulsory service in the institution with the respective vacancies.

## 2. Matron (01)

### 2.1 Age Limit :-

The age should not be less than 18 years and not more than 30 years to the closing date of the applications

### 2.2 Education Qualifications :-

- Should have passed General Certificate of Education (Ordinary Level) Examinational with six 06 subjects including 4 credit passes for Sinhala/Tamil/English, Mathematics and other two subjects and
- Should have passed General Certificate of Education (Advanced Level) Examination minimum of one subject under any subject stream (Excluding Common General Test)

### 2.3. Professional Qualifications :-

Having completed a course of not less than three months in Child Development or Social Work or Hostel Management from a government registered institution and obtained a certificate

### 2.4 Experience :-

Not Applicable

### 2.5 Physical Qualifications :

All the applicants should be of excellent physical and mental character to perform the duty at any part of Sri Lanka.

### 2.6. Other :-

- The applicant should be a citizen of Sri Lanka
- Should be of excellent character
- All the qualifications required to the recruitment to the post from 2.1 to 2.6 should be fulfilled to the date on which the notification/ *Gazette* for calling applications mentioned

### 2.7 Recruitment Procedure :-

Candidates equal to the exiting vacancies will be recruited on the basis of the maximum marks obtained for two written papers.

#### 2.7.1 Written Test :-

I. Intelligence Test -	Time 01 Hour,	Total Marks 100,	Pass Marks 40%
II. Language Proficiency -	Time 01 Hour,	Total Marks 100,	Pass Marks 40%

### 2.8. Salary Scale :-

MN 01 -2016 in accordance with 03/2016

Salary Scale - Rs. 27,140-10X300-11X350-10X495-10X660-Rs. 45,540.

2.9. Regulations on Employment:-

This post is permanent and pensionable. Selected candidates will be subjected to the policy decision taken by the Government in the future with regard to the method of pension which is entitled to them and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

2.10. Note

- The Witten test will be held in Colombo by an institution decided by the Director of Social Services.
- Only candidates who have fulfilled the above qualifications should apply and the selected candidates will be eligible for annual transfer only after five years of compulsory service in the institution with the respective vacancies.

**ANOJA HERATH,**  
Director of Social Services.

Department of Social Services  
2 Floor  
Stage II  
Sethsiripaya  
Battaramulla.

16.10.2023