



Tertiary and Vocational Education Commission – VACANCIES

(Ministry of Education, Higher Education and Vocational Education)



The Tertiary and Vocational Education and Commission (TVEC), established under the Tertiary Education and Vocational Education Act, No. 20 of 1990 and re-established as a statutory body under the (Amendment) Act, No. 50 of 1999, is a national regulatory body responsible for policy implementation, planning, coordination, quality assurance and accreditation in the Technical and Vocational Education and Training (TVET) sector of Sri Lanka.

Applications are invited from eligible persons for the vacant positions in the TVEC.

The officers selected for these positions must be qualified to serve in any division of the Commission.

1. Deputy Director General (HM 2-1)

Number of Posts 01

Qualifications

External applicants

(i) Obtained a Bachelor's Degree in any of the following subjects: Engineering, Education, Economics, Management or Natural Science from an institute established under an Act of the Parliament of Sri Lanka or a local/ foreign University recognized by the University Grants Commission.

and
(ii) Obtained a Master's Degree in any of the following subjects: Engineering, Education, Economics, Management or Natural Science from an institute established under an Act of the Parliament of Sri Lanka or a local/ foreign University recognized by the University Grants Commission.

or
Hold a Chartered Membership of a professional body established by an Act of Parliament which confers a corresponding membership equivalent to a degree in the subject area specified above

(iii) Experience

Having a Bachelor's degree and 20 years of post experience at the management level with five (05) years of experience at the Senior Management (HM) level in the Technical and Vocational Education and Training sector.

Internal applicants

Qualifications and experience:

(i) Possession of qualifications for external applicants.

or
(ii) Having completed five (05) years of satisfactory service as a Director in the Senior Management Service Grade (HM 1-1) at the Tertiary and Vocational Education Commission.

Other Qualifications (Other qualifications relevant to the post/service)

Ability to use mother tongue and English, ability to use computer, ability to use software such as Word Processing, Spread Sheet, Presentation, and ability to communicate via email will be considered as additional qualifications.

Salary Scale

Rs. 161,140 – 12X 4,850 – Rs.219,340
(This salary will be paid as per the Department of Management Services Circular 01/2025, effective from 01.04.2025 . Monthly salary received on 01.04.2025 : Rs. 119,494)

Age Limit:

Must be between 35 – 55 years of age. No upper age limit will be applied to internal applicants.

2. Director (Administration) (HM 1-1) - Number of Posts 01

Qualifications

Qualification
External applicants

01' Obtained a Bachelor's Degree in the relevant subject area recognized by the University Grants Commission relevant to the post.

And
Obtained a Master's degree (MA) in a relevant subject area recognized by the University Grants Commission or Associate Membership from a recognized chartered professional institution appropriate to the subject area relevant to the post.

And
Having 15 years of experience in the relevant field with service at the "Executive Level" in a Government Institution, Government Corporation, Statutory Board, Fully State Owned Companies or a recognized private institution.

2. Possess full membership (Certificate of Professional Qualification) from a recognized chartered professional institution appropriate to the subject area relevant to the position.

and
Having 15 years of experience in the relevant field with service at the "Executive Level" in a Government Institution, Government Corporation, Statutory Board, Fully State Owned Companies or a recognized private institution.

Internal Applicants
(01 or 02 mentioned below)

01' Possession of qualifications for external applicants

02. (Having completed five (05) years of satisfactory service as a Deputy Director in Grade 1 (MM 1-1) in the Administrative Service of the Tertiary and Vocational Education Commission

Other Qualifications (Other qualifications relevant to the post/service)

Ability to use mother tongue and English, ability to use computer, ability to use software such as Word Processing, Spread Sheet, Presentation, and ability to communicate via email will be considered as additional qualifications.

Salary Scale: Rs. 140,640 – 15X4,100 – Rs.202,140
(This salary will be paid as per the Department of Management Services Circular 01/2025 , effective from 01.04.2025 . Monthly salary received on 01.04.2025 : Rs.105,399)

Age Limit:
Must be between 35 – 55 years of age. No upper age limit will be applied to internal applicants.

Other Requirements

Every applicant,

- Must be a Sri Lankan citizen.
- Must be physically and mentally fit to perform the duties assigned to the position and to serve in any part of the country.
- Must be of good character.

General Conditions

- You are required to pay 8% of your salary to the Employees' Provident Fund (EPF), and this Commission will pay an amount equal to 12% of your salary to the EPF and an amount equal to 3 % to the Employees' Trust Fund (ETF).
- In addition to the above basic salary, you are also entitled to other allowances approved by the Government.
- This position is permanent and subject to a probationary period.
- Subject to amendments that may occur when revising Scheme of Recruitment (SoR)
- Certified copies of the certificates required to be submitted at the time of submission of applications should be submitted along with the applications.

Self - prepared application should be prepared as per the **format published in the TVEC website** and should be sent by registered post to the following address before 02.09.2025 Applicants already in the public sector institute should send their applications through the Head of the Institution and should also indicate whether they agree to be released from service. The post applied for should be mentioned in the upper left corner of the envelope. Applications received late, incomplete or inaccurate will be rejected without any notice.

3. Assistant Director (MM 1-1)

Number of Posts 09

Qualifications
External applicants
(01 or 02 or 03 mentioned below)

01. Obtained a Bachelor's Degree in a relevant subject area recognized by the University Grants Commission relevant to the post.

and
At least five (05) years of experience in the field related to the position.

02. Passed in the Intermediate Examination in a relevant subject area from a recognized Chartered Professional Institution relevant to the post.

and
At least five (05) years of experience in the field related to the position.

03. For posts only related to the technical sector, a certificate of proficiency of not less than National Vocational Qualification (NVQ) Level 7 issued by a Technical/Vocational Training Institute recognized by the Tertiary and Vocational Education Commission.

At least five (05) years of experience in the field related to the position.

Internal Applicants (01 or 02 mentioned below)

01. Possession of qualifications for external applicants

02. Having completed a period of service of not less than five (05) years at the Tertiary and Vocational Training Commission at the Junior Management (JM) Level.

Other Qualifications (Other qualifications relevant to the post/service)

Ability to use mother tongue and English language and ability to use information technology computer, ability to use software such as Word Processing, Spread Sheet, Presentation, and ability to communicate via email will be considered as additional qualifications.

Salary scale:

Rs. 91,690 - 10X2,480 – 15X3,450 – Rs. 168,240
(This salary will be paid as per the Department of Management Services Circular 01/2025 , effective from 01.04.2025 . Monthly salary received on 01.04.2025 : Rs. 71,730)

Age limit:

Must be not less than 22 years and not more than 45 years. No upper age limit will be applied to internal applicants.

4. Administrative Officer (JM 1-1))

Number of Posts 01

External applicants

Education

(i) Obtained a Bachelor's Degree from an institute established under an Act of the Parliament of Sri Lanka or a local/ foreign University recognized by the University Grants Commission and having one (01) year of experience in the relevant field.

or
Associate membership in an institution that grants chartered professional membership in the subject area mentioned above)

Internal Applicants a (01 or 02 mentioned below)

(i) Possession of qualifications for external applicants

Having completed at least five (5) years of satisfactory service in the relevant division in the Management Assistant (Non-Technical) (MA 1) Grade II position at the Tertiary and Vocational Education Commission.

or
(02) Having completed at least five (5) years of satisfactory service in the relevant division in the Management Assistant (Non-Technical) (MA 1) Grade II position at the Tertiary and Vocational Education Commission.

Other Qualifications (Other qualifications relevant to the post/service)

Ability to use mother tongue and English, ability to use computer, ability to use software such as Word Processing, Spread Sheet, Presentation, and ability to communicate via email will be considered as additional qualifications.

Salary Scale:
Rs. 72,650 – 10X1,360 – 18X2,040 – Rs.122,970

(This salary will be paid as per the Department of Management Services Circular 01/2025, effective from 01.04.2025. Monthly salary received on 01.04.2025 : Rs. 58,615)

Age limit:

Must be not less than 22 years of age and not more than 45 years of age. No upper age limit will be applied to internal applicants.

5. Programme Coordinating Officer (JM 1-1) - Number of Posts 05

Qualification
Education and experience
External applicants

(i) Obtained a Bachelor's Degree from an institute established under an Act of the Parliament of Sri Lanka or a local/ foreign University recognized by the University Grants Commission and having two (02) years of experience in the relevant field

Internal Applicants (01 or 02 mentioned below)

(i) Possession of qualifications for external applicant

and
Have completed a satisfactory period of service at the Tertiary and Vocational Education Commission for a minimum of two (02) years of permanent service.

(ii) Having completed at least five (5) years of satisfactory service in the relevant division in the post of Management Assistant (Technical/Non-Technical) (MA 1) Grade II at the Tertiary and Vocational Education Commission.

Other Qualifications (Other qualifications relevant to the post/service)

Ability to use mother tongue and English, ability to use computer, ability to use software such as Word Processing, Spread Sheet, Presentation, and ability to communicate via email will be considered as additional qualifications.

Salary Scale:

Rs. 72,650 – 10X1,360 – 18X2,040 – Rs.122,970

(This salary will be paid as per the Department of Management Services Circular 01/2025, effective from 01.04.2025. Monthly salary received on 01.04.2025 : Rs.58,615.)

Age limit:

Must be not less than 22 years of age and not more than 35 years of age. No upper age limit will be applied to internal applicants.

Recruitment Method

Recruitment will be made on the basis of the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the Appointing Authority, as determined by the Board of Directors of the Institutions, through internal advertisement.

6. Information Technology Officer (MA - 3)

Number of Posts 01

Qualification
Education

(i) Obtained a Bachelor's Degree in Information Technology from an institute established under an Act of the Parliament of Sri Lanka or a local/ foreign University recognized by the University Grants Commission

or
(ii) Obtained chartered professional membership in the subject area mentioned above.

or
(iii) Possession of a Higher National Diploma in Information Technology/NVQ Level 06 qualification in Information Technology with a minimum of eight (08) years of experience in a public or private sector institution.

Other qualifications (other qualifications relevant to the position/service)

Ability to use mother tongue and English language.

Additional Qualifications

knowledge on computer software design, programming, and development in a computer networking environment.

- Experience in gathering and analyzing system requirements.
- Sound knowledge of software design patterns and OOP concepts.
- Familiarity with Agile methodologies.
- Proven experience troubleshooting and resolving integration issues. Debugging, identifying bugs and driving them to closure by working closely with the development team
- Experience with MS SQL Server technologies.
- Familiarity with Git and version control workflows.
- Experience with third-party libraries and APIs.
- Strong problem-solving, analytical, and troubleshooting skills.
- Excellent communication and teamwork abilities.
- Knowledge on dynamic website development and maintenance using PHP, MYSQL and Content Management Systems (CMS)

Salary Scale:

Rs. 53,940 - 10X800 - 11X1,190 - 10X1,320 - 05X1,350 - Rs. 94,980

(This salary will be paid as per the Department of Management Services Circular 01/2025, effective from 01.04.2025. Monthly salary received on 01.04.2025 : Rs. 45,722)

Age Limit

Must be not less than 22 years of age and not more than 35 years of age (No upper age limit will be applied to internal applicants)

7. Development Officer (MA - 3)

Number of Posts 09

Qualification
External applicants

(i) Obtained a Bachelor's Degree from an institute established under an Act of the Parliament of Sri Lanka or a local/ foreign University recognized by the University Grants Commission

Other Qualifications (Other qualifications relevant to the post/service)

Ability to use mother tongue and English, ability to use computer, ability to use software such as Word Processing, Spread Sheet, Presentation, and ability to communicate via email will be considered as additional qualifications.'

Salary Scale:

Rs. 53,940 - 10 X 800 - 11 X 1,190 - 10 X 1,320 - 05 X 1,350 - Rs. 94,980 (This salary will be paid as per the Department of Management Services Circular 01/2025, effective from 01.04.2025 . Monthly salary received on 01.04.2025 : Rs. 45,722)

Age limit:

Must be not less than 22 years of age and not more than 35 years of age (No upper age limit will be applied to internal applicants)

8. Management Assistant (Technical)

Computer Applications Assistant (MA 2-2) - Number of Posts 01

Qualification

Must have a certificate not less than National Vocational Qualification (NVQ) Level 5 in Computer Word Processing, Database Management, Computer Networking, Spreadsheet Management, Computer Printing and Statistical Software.

or
Must have successfully completed a course of not less than 720 hours covering the subjects mentioned above from a training institution registered with the Tertiary and Vocational Education Commission .

Technical skills / competence (experience)

Must have successfully completed a technical course of not less than National Vocational Qualification (NVQ) Level 5.

Salary Scale:

Rs. 50,540 - 10X540 – 07X630 – 04X1,080 - 20X1,280 - Rs. 90,270

(This salary will be paid as per the Department of Management Services Circular 01/2025, effective from 01.04.2025. Monthly salary received on 01.04.2025 : Rs.43,379.)

Age limit:

18 years of age and not more than 35 years of age. No upper age limit will be applied to internal applicants.

9. Management Assistant (Non-Technical) (MA 1-2) - Number of Posts 06

Qualifications (Compulsory General Qualification)

External applicants

(a) Management Assistant - 05

Must have passed in G.C.E. (O/L) in not more than two sittings in six subjects, including Sinhala/Tamil, English and Mathematics, with credit passes in four subjects.

and
Must have passed all subjects (except Common General Test) in G.C.E. (A/L) in one sitting.

(b) Management Assistant (Shroff) – 01

(i) Must have passed in G.C.E. (O/L) in not more than two sittings in six subjects, including Sinhala/Tamil, English and Mathematics, with credit passes in four subjects.

and
(ii) Must have passed all subjects in Commerce Stream (except Common General Test) in G.C.E. (A/L) in one sitting.

Internal applicants

Education

(a) Employees in the Primary Level - Unskilled, Semi-skilled and Skilled Grade who possess the following qualifications as mentioned in (b), (c) and (e) may apply.

(b) In G.C.E. (O/L),
(i) Sinhala/Tamil
(ii) Mathematics

(iii) Must have passed in six (06) subjects in one sitting, including credit passes in four (04) subjects, including English (only if required for the performance of the duties) .

(c) Must have obtained the National Vocational Qualification Level 3 (NVQ 3) certificate in Computer Literacy.

(d) Must have been made permanent in the job.

(e) Must have completed five (05) years of continuous satisfactory service in permanent appointment before the closing date of application.

Salary Scale:

Rs. 46,220 - 10X540 - 07X630 – 12X1,080 - 12X1,280 - Rs. 84,350

(This salary will be paid as per the Department of Management Services Circular 01/2025, effective from 01.04.2025. Monthly salary received on 01.04.2025: Rs. 40,403.)

Age limit:

Must be not less than 18 years and not more than 30 years of age. No upper age limit will be applied to internal applicants.

(Maximum age limit will not be applicable in cases of recruitment for limited competitive examinations or internal a applicants)

Director General
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