

## Post – Vacant

### MINISTRY OF WOMEN EMPOWERMENT AND SOCIAL WELFARE

#### Vacancies in the National Institute of Social Development

01. *Post : Deputy Director (School of Social Work).*

*Educational Qualifications.*— First or Second Class Bachelor's Degree in Social Work obtained from recognized School of Social Work/ College of Social Work ; or

Master's Degree in Social Work obtained from a recognized School of Social Work together with a Bachelor's Degree in a Social Science subject ; and

Teaching experience of at least 08 years in a recognized School of Social Work (04 years of this period should be after obtaining post graduate degree) ; and

02 years experience in second welfare in the field and in and administration and dedication to social welfare and social development.

*Salary Scale.*— Rs. 2,33,160 - 10 x 8,820 - Rs. 3,21,360. (Salary will be converted/adjusted according to Public Administration circular 9/2004).

*Age Limit.*— Between 21 - 45 years (this age limit will not apply to those already in public service.)

02. *Post : Deputy Director (Training).*

*Educational Qualifications.*— A First or Second Class Bachelor's Degree in Social Work obtained from recognized School of Social Work ; or

A Post Graduate Degree in Social Work obtained from a recognized School of Social Work together with a Bachelor's Degree in a subject like Social Science or Human Science or Education or Psychology or Economics ; or

A Post Graduate Degree in Social Work obtained from a recognized School of Social Work together with a Bachelor's Degree in Social Science subjects and at least 08 years experience in planning and conducting training programmes in Social Welfare and Development in a recognized School of Social Work.

*Salary Scale.*— Rs. 2,33,160 - 10 x 8,820 - Rs. 3,21,360. (Salary will be converted/adjusted according to Public Administration circular 9/2004).

*Age Limit.*— Between 21 - 45 years (this age limit will not apply to those already in public service.)

03. *Post : Deputy Director (Social Development Policies, Research and Publications).*

*Educational Qualifications.*— First or Second Class Bachelor's Degree in Science Subjects ; or

A Post Graduate Degree in Social Work, Social Policies, Social Science or Communication or Management or Social Planning or Demography ; or

A Bachelor's Degree in Social Sciences together with a Post Graduate Degree in subjects like Social Welfare, Social Policies, Development, Education, Demography and Social Development and at least 08 years research experience in the Social Development field. During the period at least 08 studies should have been completed, and in addition should meet the following requirements :-

- (i) ability to plan and conduct research projects on Social Development.
- (ii) ability to analyze and draft papers on Social Policies.
- (iii) ability to direct and supervise Social Development projects.
- (iv) dedication to Social Development and Social Welfare.

*Salary Scale.*— Rs. 2,33,160 - 10 x 8,820 - Rs. 3,21,360. (Salary will be converted/adjusted according to Public Administration circular 9/2004).

*Age Limit.*— Between 21 - 45 years (this age limit will not apply to those already in public service.)

04. *Post : Senior Lecturer.*

*Educational Qualifications.*— First or Second Class Bachelor's Degree in Social Work ; or

A Post Graduate Degree in Social Work obtained from a recognized School of Social Work together with a Bachelor's Degree in Social Sciences ; and

at least 08 years teaching experience in recognized School of Social Work (at least 06 years of this period should be after obtaining Post Graduate Degree) and dedication to Social Welfare and Social Development.

*Salary Scale.*— Rs. 2,33,160 - 10 x 8,820 - Rs. 3,21,360. (Salary will be converted/adjusted according to Public Administration circular 9/2004).

*Age Limit.*— Between 21 - 45 years (this age limit will not apply to those already in public service.)

05. *Post : Senior Training Officer.*

*Educational Qualifications.*— A First or Second Class (upper) Bachelor's Degree obtained from a recognized University/School of Social Work in Social Science/Social Work ; or

A Bachelor's Degree obtained from a recognized University/School of Social Work in Social Sciences/Social Work and a Post Graduate Degree obtained from a recognized University/School of Social Work in Social Sciences/Social Work ; and

At least 08 years experience in conducting training in a recognized Training Institute/School of Social Work (at least 06 years of this period should be after obtaining the Post Graduate Degree).

*Salary Scale.*— Rs. 2,33,160 - 10 x 8,820 - Rs. 3,21,360. (Salary will be converted/adjusted according to Public Administration circular 9/2004).

*Age Limit.*— Between 21 - 45 years (this age limit will not apply to those already in public service.)

06. *Post : Lecturer.*

*Educational Qualifications.*— First or Second Class Bachelor's Degree from a recognized School of Social Work ; or

A Bachelor's Degree in Social Sciences together with a Post Graduate Degree obtained from a recognized School of Social Work ; and

At least 03 years Teaching experience in a recognized School of Social Work, 03 years of practical experience in Social Work and dedication to Social Welfare and Social Development.

*Salary Scale.*— Rs. 1,85,340 - 11 x 6,360 - Rs. 2,55,300. (Salary will be converted/adjusted according to Public Administration circular 9/2004).

*Age Limit.*— Between 21 - 45 years (this age limit will not apply to those already in public service.)

07. *Post : Training Officer.*

*Educational Qualifications.*— First or Second Class (upper) Bachelor's Degree in Social Work obtained from a recognized University/School of Social Work ; or

First or Second Class (upper) Bachelor's Degree in Social Sciences obtained from a recognized University ; or

A Diploma in Social Work obtained from a recognized School of Social Work together with a Degree in Social Sciences obtained from a recognized University (The Diploma in Social Work should be of a 02 year full time course) ; and

06 years experience in training in a Social Welfare and Social Development.

*Salary Scale.*— Rs. 1,40,160 - 4 x 5,760 - 3 x 6,360 - Rs. 1,82,880. (Salary will be converted/adjusted according to Public Administration circular 9/2004).

*Age Limit.*— Between 21 - 45 years (this age limit will not apply to those already in public service.)

08. *Post : Administrative Officer (Clerk Supra Grade).*

*Educational Qualifications.*— (i) Senior School Certificate or General Certificate of Education (Ordinary Level) obtained in not more than two sittings with passes in 06 subjects, 04 of which should be with credits in subjects including Sinhala/English and Mathematics/Arithmetics/Commercial Arithmetics.

(ii) Vocational knowledge and merit.— A GCE Supra Grade Officer or a GCE Class I Officer, with 05 years service or an officer with experience in a similar post of an institution recognized by the Government with a sound knowledge of the English language.

*Salary Scale.*— Rs. 98,940 - 15 x 2,700 - Rs. 1,39,440. (Salary will be converted/adjusted according to Public Administration circular 9/2004).

*Age Limit.*— Between 21 - 45 years (this age limit will not apply to those already in public service.)

The post is permanent. The officer has to contribute to the Employees Provident Fund according to the approved provisions of the Government. The appointment will be subject to a probation period of 03 years (excepting in cases of secondment).

Applications with complete bio-data of the applicants should be sent to the address below to reach the addressee on or before 11.03.2005, by registered post. The post applied for should be noted on the top left hand corner of the envelope. Incomplete, indistinct or late applications will be rejected. Officers in public service should send their applications through their Heads of Department/Institution.

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National Institute of Social Development.

National Institute of Social Development,  
No. 191, Dharmapala Mawatha,  
Colombo 07,  
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