

Circular No. :SSD/03/2024

My No. : SSD/04/09/09/01

Department of Social Services,

02<sup>nd</sup> Floor, Stage II,

Sethsiripaya,

Battaramulla.

.08.2024

Through the District Secretary/Divisional Secretary,

Social Service Officer,

Development Officer (Social Services),

Development Officer (Adult Rights),

Divisional Secretariat,

.....

**Inviting applications for the recruitment of trainees for the academic year 2025 for the vocational training institutes under the Department of Social Services.**

One of the main roles of the Department of Social Services is to provide vocational training for developing the knowledge, skills and attitudes of the persons with disabilities to empower them to live their lives as useful citizens in society without being a burden to their homes and communities. The successful completion of this vocational training enables earning an income by engaging in self-employment and also supports securing a decent job in the public or private sector.

At present, the vocational training centers located around the island recruit nearly 500 people annually for vocational training, and there are cases where the trainees who successfully complete the training are engaged in various professions and live independently as entrepreneurs.

For this purpose, the government allocates a large amount of money from the annual budget, and it will be a great responsibility for you to make arrangements for the proper utilization of that money by directing suitable persons for the relevant vocational training.

It is essential that the trainees recruited for vocational training in vocational training institutes under the Department of Social Services meet the following qualifications.

**01. Qualifications to be met to apply for vocational training**

- I. Being a Sri Lankan citizen.
- II. Being a person with a disability.
- III. Being unmarried.
- IV. Being within the age of 16 – 35 years.
- V. Having not followed a course previously in a vocational training institute under the Department of Social Services.
- VI. Having fulfilled the following qualifications as it is applicable to the training course.
  - Independency.
    - ❖ Ability to perform his/her day-to-day activities independently
    - ❖ Being able to live away from home without the parents' care.
  - Being a person of trainable level.
    - ❖ Being able to understand the instructions given and act accordingly.  
(Listening/ grasping/ following instructions/ paying attention/ memorizing)
    - ❖ Having minimum readiness for institutionalized learning.

**02. Submission of applications for vocational training.**

- I. Applications for enrollment should be submitted through Social Service Officer, Development Officer (Social Services)/ Development Officer (Adult Rights), attached to the Divisional Secretariat relating to the applicant according to his/her residence, Provincial Social Service Officer, Principals of Assisted Schools, Heads of Rehabilitation Institutions and Gram Niladari.
- II. The application can also be downloaded from the website <https://www.socialservices.gov.lk/>.
- III. Applicants can also submit applications directly to the Department of Social Services for enrollment in vocational training.

**03. Selection of trainees for vocational training**

Selection for vocational training is made on the basis of the results of the aptitude test conducted by an examination board nominated by the Director of Social Services.

**04. Types of vocational training courses**

The details about the training courses conducted in each vocational training institute is given in Annexure 01 at the end of the circular and you should provide the said details to the applicants along with the application.

**05. Disability conditions to be considered**

- I. Visual Impairment
- II. Speech Impairment
- III. Physical handicap
- IV. Intellectual disability
- V. Hearing Impairment
- VI. Thalassaemia
- VII. Epilepsy
- VIII. Mental Impairment
- IX. Dwarfism
- X. multiple disabilities

**06. Vocational training institutes**

No.	Vocational training institute and address	District	Telephone / Fax / Email
01.	Seeduwa Vocational Training Institute Liyangemulla, Seeduwa	Gampaha	0112253503 <a href="mailto:vtcsiduwasilanka@gmail.com">vtcsiduwasilanka@gmail.com</a>
02	Amunukumbura Vocational Training Institute Amunukumbura, Waturugama	Gampaha	0332279321 <a href="mailto:vtiamunukumbura@gmail.com">vtiamunukumbura@gmail.com</a>
03	Katawala Vocational Training Institute Katawala - Lewla, Kandy	Kandy	0812219153 <a href="mailto:katawalavti@gmail.com">katawalavti@gmail.com</a>
04	Wattegama Vocational Training Institute Vavinna, Wattegama	Kandy	0812476209 <a href="mailto:Socialservices.vtiwathttegama@gmail.com">Socialservices.vtiwathttegama@gmail.com</a>
05	Thelambuyaya Vocational Training Institute Thelambuya, Angunukolapalassa.	Hambantota	0473489296 <a href="mailto:Telembuyaye@gmail.com">Telembuyaye@gmail.com</a>
06	Ragama Vocational Training Centre Rehabilitation Hospital, Ragama.	Colombo	0112958294 / 0112958212 <a href="mailto:ragamavtc@gmail.com">ragamavtc@gmail.com</a>
07	Madampe Vocational Training Institute Devala Road, Pothuwila, Madampe	Puttalam	0322248568 <a href="mailto:Vtcssdoffice.madampe@gmail.com">Vtcssdoffice.madampe@gmail.com</a>
08	Kalawana Vidhavi" Vocational Training Institute Pahala Kukulegama, Meepagama, Kalawana	Ratnapura	0452255071 <a href="mailto:vibhawivti@gmail.com">vibhawivti@gmail.com</a>
09	Batticaloa Vocational Training Institute Kumburumulai, Valachchenai	Batticaloa	0653132223 <a href="mailto:Socialservices.vtcvalaichchenai@gmail.com">Socialservices.vtcvalaichchenai@gmail.com</a>
10	Kilinochchi Vocational Training Institute Araviar Nagar, Karachi	Killinochchi	0212286005/ 0212286004 <a href="mailto:kilinochchivti@gmail.com">kilinochchivti@gmail.com</a>
11	Tholangamuwa Affiliated Vocational Training Institute, Warakapola	Kegalle	0812462097 <a href="mailto:tholangamuwavti@gmail.com">tholangamuwavti@gmail.com</a>

**07. Daily allowance**

Daily Allowance is Rs.150/- for resident or non-resident trainees undergoing vocational training. This daily allowance may change based on government policies and decisions and this money should not be considered as remuneration or any other statutory payment and is only an allowance given for planning the future activities of the trainee with disabilities. It will be credited to the trainee's bank account and will be utilized appropriately as per the requirement to provide the required toolkit for self-employment according to the individual development plan prepared at the end of the course.

**08. Special facilities and opportunities**

- I. Free accommodation and meals
- II. Free uniforms and daily necessities (rubber slippers, undergarments, hygiene products for female children, toothbrushes, toothpaste, soap, razors)
- III. Daily allowance according to attendance
- IV. Free medical treatment
- V. Opportunities to use modern technological tools
- VI. Spiritual programs
- VII. Personality development and leadership training
- VIII. Development of sports skills
- IX. Various programs for development of artistic and aesthetic skills
- X. Opportunities for national and international competitions for talented trainees in athletics and arts.
- XI. Opportunity to participate in educational tours/excursions and various concerts
- XII. Speech therapy, physical therapy and vocational therapy services
- XIII. Preparing business plans for the trainees who engage in self-employed after training and providing them with tool kits accordingly
- XIV. Awarding an NVQ / recognized certificate at the end of the course
- XV. Guidance for Private Sector Jobs

**09. Other special points**

01. Trainees who drop out of the course without giving a valid reason will not be re-enrolled for vocational training. For trainees who are unable to participate in the scheduled course due to illness or other acceptable reasons, the training period may be extended with the special approval of the Director of Social Services.

02. Trainees who are damaging to the institution or who violate the disciplinary rules during the period of vocational training, will be removed from the course based on the decision of the Director of Social Services.

03. The follow-up of the trainees who complete their vocational training from the vocational training institutes under the Department of Social Services is carried out by the Social Service Officers, Development Officers (Social Services), Development Officers (Adult Rights Promotion) of the relevant Divisional Secretariats, and by the Social Service Officers / Development Officers (Social Services) situationally assigned to the vocational training institutes.

04. Applications for the enrollment of trainees should be sent to the Department of Social Services before 30 September 2024.

05. Applications should be sent to Director, Department of Social Services, 02nd Floor, Stage II, Sethsiripaya, Battaramulla.

06. Further details in this regard can be obtained by calling the telephone number 011-2187042.

**Darshanie Karunaratne**  
**Director of Social Services**

Copies :

01. Secretary, Ministry of Women, Child Affairs and Social Empowerment - F.Y.K.I.
02. Provincial Directors of Social Services - F.Y.K.I.
03. Provincial Directors of Education - F.Y.K.I.
04. Officer-in-Charge, Vocational Training Institute, ..... - F.Y.K.I. and F.Y.N.A.
05. Principals - Assisted Schools - F.Y.K.I. and F.Y.N.A.
06. Chairman / Director / Voluntary Organizations - F.Y.K.I. and F.Y.N.A.