



**National Library and Documentation Services Board
(Ministry of Education)
Vacancies**

Applications are invited from suitably qualified applicants to fill vacancies of the following posts in the National Library and Documentation Services Board

01. Services Category : Junior Manager (JM 1 – 1)

Salary Scale : JM 1 -1 – 2016 Rs: 42,600-10x755-18x1135-705,580/=(Monthly)

Age : should be not less than 22 years and not more than 45 years
(The upper age limit will not apply to internal candidates)

01.1 Marketing Promotion Officer - Grade II (Vacancies – 01)

Qualifications :

External Applicants ((1 or 2 below)

1. Should have obtained a degree (with Marketing/Commerce/Business Administration as a subject) recognized by the University Grants Commission
2. Should have obtained intermediate level qualification in marketing from Sri Lanka Institute of Marketing or Chartered Institute of Management Accountancy.

Internal Applicants ((1 or 2 or 3 below)

1. Should have fulfilled the above mentioned qualifications for external applicants
2. Should have completed minimum five (05) years satisfactory service in a post of Information Assistant / Management Assistant Grade II in Management Assistant (Technical/Non Technical) (MA 2-1/MA 1-1) in service category in the subject area relevant to the post.
3. Should have completed minimum five (05) years of satisfactory service in a post of the Library Development Assistant Grade III in Associate Officer (MA 3) service category in the subject area relevant to the post.

Note : Should have obtained the knowledge in using computer applications.

Method of Recruitment : Through an open competitive examination and / or a structured interview.

02. Services Category : Associate Officer (MA 3)

Salary Scale : MA 3 – 2016 Rs: 32,200-10x445-11x660-10x730-05x750-54,960/= (Monthly)

Age : should be not less than 22 years and not more than 45 years
(The upper age limit will not apply to internal candidates)

02.1 Library Development Assistant - Grade III (Vacancies – 05)

Qualifications :

External Applicants ((1 or 2 below)

1. Should have obtained a degree recognized by the University Grants Commission
2. Should have obtained the knowledge in using computer applications.

Method of Recruitment : Through an open competitive examination and / or a structured interview.

03. Services Category : Management Assistant (Technical) (MA 2 – 1)

Salary Scale : MA 2-1-2016 Rs: 30,310-10x300-07x350-04x495-20x660-50,940/= (Monthly)

Age : should be not less than 18 years and not more than 35 years
(Maximum age limit will not be applicable to internal candidates)

03.1 Information Technology Assistant - Grade III (Vacancies – 01)

Qualifications :

External Applicants

Educational

- (a) Should have passed in six (06) subjects in one sitting with credit passes for four (04) subjects Including
- (i) Sinhala / Tamil Language
 - (ii) Mathematics
 - (iii) Science
 - (iv) English Language
- at the General Certificate of Education (Ordinary Level) Examination

- (b) Should have passed in at least three (03) subjects including physics (except General Common Test) at the General Certificate of Education (Advanced Level) Examination
- (c) Should have followed a proficiency certificate passed a course not less than National Vocational Qualification (NVQ) level five (05) issued by a technical/vocational training institute recognized by the Tertiary and Vocational Education Commission in computer programming/information technology.

Internal Applicants

Should have fulfilled the above mentioned qualifications for the External Applicants

Method of Recruitment : Through an open competitive examination and / or a structured interview.

03.2 Information Assistant - Grade III (Vacancies – 03)

Qualifications :

External Applicants

Educational

- (a) Should have passed in six (06) subjects in one sitting with credit passes for four (04) subjects including
 - (i) Sinhala / Tamil Language
 - (ii) Mathematics
 - (iii) English Language
 As the General Certificate of Education (Ordinary Level) Examination
- (b) Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination
- (c) Should have followed and passed a Course of not less than three (03) months in computer applications Usage and should pass the Trade Test conducted by the Board.

Technical Skills / Proficiency

Should have passed the stage I of the Three (03) year Diploma Course in Library and Information Science of a recognized University/Sri Lanka Library Association.

Internal Applicant

1. Should have fulfilled the abovementioned qualification for the External Applicants
2. (a) Should have completed a satisfactory service period of five (05) years in Primary Grade – Non Skilled (PL 1), Semi Skilled (PL 2) and Semi Skilled (PL 3)
 - (b) Should have passed in six (06) subjects in not more than two sittings with credit passes in four (04) subjects including

i. Sinhala / Tamil Language

ii Mathematics

At the General Certificate of Education (Ordinary Level) Examination

- (c) Should have passed the stage I of the three (03) months year Diploma course in computer applications Usage and should pass the Trade Test conducted by the Board.
- (d) Should have passed the stage I of the Three (03) year Diploma Course in Library and Information Science of a recognized University/Sri Lanka Library Association.

Method of Recruitment :

Recruitment will be made at the ratio of 70% of the vacancies from External Applicants and of 30% of the vacancies from Internal Applicants through a written competitive examination and/or a structured interview.

04. Services Category : Management Assistant (Non Technical) (MA 1-1)

Salary Scale : MA 1-1-2016 Rs: 27,910-10x300-07x350-04x495-20x660-48,540/= (Monthly)

Age : should be not less than 18 years and not more than 45 years (Maximum age limit will not be applicable to internal candidates)

04.1 Management Assistant - Grade III (Vacancies – 08)

Qualifications :

External Applicants

Educational

- (a) Should have passed in six (06) subjects in one sitting with credit passes for four (04) subjects Including
- (i) Sinhala / Tamil Language
- (ii) Mathematics
- (iii) English Language
- at the General Certificate of Education (Ordinary Level) Examination
- (b) Should have passed in at least three (03) subjects(except General Common Test) at the General Certificate of Education (Advanced Level) Examination
- (c) Should have followed and passed a Course of not less than three (03) months in computer applications Usage and should pass the Trade Test conducted by the Board.

Internal Applicants (1 or 2 below)

1. Should have fulfilled the above mentioned qualification for external applicants

2. (a) Should have completed a satisfactory service period of five (05) years in Primary Grade – Non Skilled (PL 1), Semi Skilled (PL 2) and skilled (PL 3)
- (b) Should have passed in six (06) subjects in not more than two sitting with credit passes in four (04) subjects including
 - i. Sinhala / Tamil Language
 - ii MathematicsAt the General Certificate of Education (Ordinary Level) Examination
- (c) Should have followed and passed a Course of not less than three (03) months in computer applications Usage and should pass the Trade Test conducted by the Board.
- (d) Should hold permanent appointments in the service and should have been confirmed in that appointments
- (e) should have completed a satisfactory services period of at least five (05) years in a permanent appointments immediately prior to the specified date.

Note: A training period of services prior to permanent appointment in any post or as a condition to be appointed to a post in permanent basis will nor be considered for the five (05) years of services for qualification mentioned in (e) above, period of service in temporary / casual basis prior to being appointment permanently for and post will also not be considered for the five years of services for qualification mentioned in (e) above.

Method of Recruitment :

Recruitment will be made at the ratio of 70% of the vacancies from external applicants and 30% of the vacancies from internal applicants through a written competitive examination and / or a structured interview.

Other

Every Applicant,

- i. should be a citizen of Sri Lanka
- ii. should be physically and mentally fit to discharge duties entrusted to the post and to serve in ‘ any part of the island
- iii. should have an excellent moral character

Conditions of Service :

- i. This post is permanent and subject to three (03) years probation period

- ii Employee should contribute 8% of the salary to the Employees Provident Fund and the employer would contribute 12% to the Employees Provident Fund and 3% to the Employees Trust Found.

Service station for the above Posts – Colombo

Applications that include the full bio-data, details of educational / professional qualifications and service experience and the names and addresses of two non – related referees along with the copies of the relevant certificates should be sent by registered post addressed to “Chairman, National Library and Documentation Services Board, 14, Independence Avenue, Colombo 07” to receive on or before 28.03.2024 post applying for should be mentioned on the left hand top corner of the envelope containing the application.

Applications from applicants serving in the Government/ Semi Government / Statutory Institutions should be submitted with the recommendation of the respective heads of Departments/Institutions.

Applications that do not fulfill all above requirements will be rejected.

Chairman
National Library and Documentation Services Board
No 14
Independence Avenue - Colombo 07.

Website : www.natlib.lk