

NATIONAL EDUCATION COMMISSION

VACANCIES

Applications are invited from eligible Sri Lankan citizens for recruitment to the vacant posts of Senior Policy Research Officer (Grade I), Assistant/Deputy Secretary (Grade II), Accountant (Grade II), Policy Research Officer (Grade II), Administrative Officer (Grade II), Programme Officer (Policy/Planning) (Grade III), Programme Officer (Finance) (Grade III), Development Officer (Grade III), Management Services Officer (Grade III), and Driver (Grade III) in the National Education Commission.

01. General Qualifications

- (i) Must possess an excellent character.
- (ii) Must not have been convicted or sentenced by a court of law.
- (iii) Age (as at the closing date for receipt of applications):

Senior Policy Research Officer (Grade I): Not less than 30 years and not more than 55 years of age

Assistant/Deputy Secretary (Grade II): Not less than 22 years and not more than 45 years of age

Accountant (Grade II): Not less than 22 years and not more than 45 years of age

Policy Research Officer (Grade II): Not less than 22 years and not more than 45 years of age

Administrative Officer (Grade II): Not less than 22 years and not more than 45 years of age

Programme Officer (Policy/Planning/Finance) (Grade III): Not less than 22 years and not more than 45 years of age

Management Services Officer (Non-Technical) (Grade III): Not less than 18 years and not more than 45 years of age

Driver (Grade III): Not less than 18 years and not more than 45 years of age

(The maximum age limit does not apply to employees of government and semi-government institutions and internal applicants.)

- (iv) Must possess the physical and mental fitness required to properly perform the duties of the position and to serve in any part of the island.

02. Conditions of employment

This position is permanent, subject to a probationary period of three years from the date of appointment. The post is entitled to the Employees' Provident Fund and Employees' Trust Fund. Service is subject to the general rules, conditions, and regulations imposed by the Government and as amended from time to time. Eligible candidates will be selected according to a formal procedure based on the needs of the service.

03. **Information related to each position**

3.1 Designation	Senior Policy Research Officer -(Grade I)
3.1.1 Salary Scale	AR 2- 2025: (133,220 – 3,600×10 – 169,220) This takes effect as per the Management Services Circular 01/2025
3.1.2 Qualifications	For External Applicants (1 or 2 below) 1 A special degree in Education, Management, Science, Information Technology, Computer Science, Mathematics, Statistics, Sociology, Economics, or any other field relevant to the post, from a university recognized by the University Grants Commission. with A Postgraduate Degree in the relevant field and A minimum of eight (08) years of research experience in a Government Organization, State Corporation, Board, Statutory Institution, or a recognized Private Sector Institution after obtaining the first degree. 2 A special degree in Education, Management, Science, Information Technology, Computer Science, Mathematics, Statistics, Sociology, Economics, or any other field relevant to the post, from a university recognized by the University Grants Commission, together with a Doctoral Degree (PhD) in the relevant field. and A minimum of five (05) years of research experience in a Government Organization, State Corporation, Board, Statutory Institution, or a recognized Private Sector Institution after obtaining the first degree. For Internal Applicants (1, 2 or 3 below) 1 Should fulfill the above qualifications required for external applicants 2 A Special or General degree in Education, Management, Science, Information Technology, Computer Science, Mathematics, Statistics, Sociology, Economics, or any other field relevant to the post, from a university recognized by the University Grants Commission. with A Post Graduate Degree (PHD) in the relevant field. and Must have completed a minimum of eight (08) years of satisfactory service in a position within the Academic/Research (AR1) service category. 3 A Special or General degree in Education, Management, Science, Information Technology, Computer Science, Mathematics, Statistics, Sociology, Economics, or any other field relevant to the post, from a university recognized by the University Grants Commission. with A Doctoral Degree (PHD) in the relevant field. and Must have completed a minimum of five (05) years of satisfactory

	service in a position within the Academic/Research (AR1) service category.
3.2 Designation	i. Assistant/Deputy Secretary – (Grade II) ii. Accountant - (Grade II)
3.2.1 Salary Scale	MM 1-1 - 2025: Rs. (91,690 – 10 X 2, 480 - 15 X 3,450 –168,240) This takes effect as per the Management Services Circular 01/2025
3.2.2 Qualifications	i. Assistant / Deputy Secretary- II For External Applicants 1. Possession of a degree in Human Resource Management, Public Administration, Public Management, Commerce, Business Administration, or any other subject relevant to the position, from a university recognized by the University Grants Commission. and 2. Possessing at least one (01) year of experience in a subject field relevant to the position, after obtaining the degree. For Internal Applicants (1, or 2 below) 1. Should fulfill the above qualifications required for external applicants 2. Must have completed a minimum of five (05) years of satisfactory service in a position within the relevant field under the 'Junior Manager' (JM) service category. (ii) Accountant - (Grade II) For External Applicants (1 or 2 below)) 1. Possession of a degree in Accounting, Finance, Management, Business Administration, Business Management, Commerce, or any other subject relevant to the position, from a university recognized by the University Grants Commission. and Possessing at least one (01) year of experience in a subject field relevant to the position, following the completion of the degree. 2. Possessing a pass in the Intermediate Examination from a recognized chartered professional institution relevant to the subject area of the position, and having at least one (01) year of experience in the relevant subject area following the completion of the qualification For Internal Applicants Should fulfill the above qualifications required for external applicants

3.3 Designation	Policy Research Officer -(Grade II)
3.3.1 Salary Scale	AR 1- 2025: Rs. (91,650 – 10×2,480 – 15×3,450 – 168,200) This takes effect as per the Management Services Circular 01/2025
3.3.2 Qualifications	For External Applicants (1 or 2 below)) 1. A special degree in Education, Statistics, Management, Science, Mathematics, Information Technology, Computer Science, Sociology, Economics, or any other field relevant to the post, from a university recognized by the University Grants Commission. 2. A postgraduate diploma in the relevant field, along with any other general degree in Education, Statistics, Management, Science, Mathematics, Information Technology, Computer Science, Sociology, Economics, or any other field relevant to the post, from a university recognized by the University Grants Commission. For Internal Applicants (1, or 2 below) 1. Should fulfill the above qualifications required for external applicants 2. Must have completed a minimum of eight (08) years of satisfactory service in a position within the relevant field under the 'Programme Officer/Development Officer' (MA-4) service category.
3.4 Designation	Administrative Officer – (Grade II)
3.4.1 Salary Scale	JM 1 -1 – 2025: Rs. (72,650-10×1,360-18×2,040 – 122,970) This takes effect as per the Management Services Circular 01/2025
3.4.2 Qualifications	For External Applicants Possession of a degree in Human Resource Management, Business Administration, Business Management, Public Administration, or any other subject relevant to the position, from a university recognized by the University Grants Commission. For Internal Applicants (1, or 2 below) 1. Should fulfill the above qualifications required for external applicants. 2. Possessing a minimum of five (05) years of satisfactory service in a position within the relevant field at Grade II of the 'Management Assistant – Non-Technical' (MA 1) service category.
3.5 Designation	(i) Programme Officer (Policy/ Planning) – (Grade III) (ii) Programme Officer (Finance) – (Grade III) (iii) Development Officer - (Grade III)

3.5.1 Salary Scale	MA 4 – 2025 - Rs. (64,320-10 x 1,360 - 15 x 1,670-5 x 2,040-113,170) This takes effect as per the Management Services Circular 01/2025
3.5.2 Qualifications	(i) Programme Officer (Policy/ Planning) – (Grade III) For External Applicants Possession of a degree in Education, Management, Information Technology, Computer Science, Mathematics, Statistics, Science, Sociology, Economics or another subject area relevant to the position recognized by the University Grants Commission. For Internal Applicants (1, or 2 below) 1. Should fulfill the above qualifications required for external applicants. 2. Must have completed a minimum of eight (08) years of satisfactory service in a position within the relevant field under the ‘Management Assistant – Non-Technical’ (MA 1) service category. (ii) Programme Officer (Finance) – (Grade III) For External Applicants(1, or 2 below) 1. Possession of a degree in Accounting, Finance, Commerce, Business Administration, Management, or any other subject relevant to the position, from a university recognized by the University Grants Commission. 2. Possessing a pass in the Intermediate Examination from a recognized chartered professional institution relevant to the subject area of the position For Internal Applicants (1, or 2 below) 1. Should fulfill the above qualifications required for external applicants. 2. Must have completed a minimum of eight (08) years of satisfactory service in a position within the relevant field under the ‘Management Assistant – Non-Technical’ (MA 1) service category. (iii) Development Officer (Grade III) For External Applicants Possession of a degree in Education, Management, Information Technology, Computer Science, Mathematics, Library Science, Statistics, Economics, Sociology, or any other subject relevant to the position, from a university recognized by the University Grants Commission.

	For Internal Applicants (1, or 2 below) 1. Should fulfill the above qualifications required for external applicants. 2. Must have completed a minimum of eight (08) years of satisfactory service in a position within the relevant field under the 'Management Assistant – Non-Technical' (MA 1) service category.
3.6 Designation	Management Assistant (Non Technical) – (Grade III)
3.6.1 Salary Scale	MA 1 - 1 – 2025 -Rs. (46,220–10×540–7×630–4×890–20×1,190 – 83,390) This takes effect as per the Management Services Circular 01/2025
3.6.2 Qualifications	For External Applicants Educational Qualifications: a) Passed six (06) subjects at the General Certificate of Education (Ordinary Level) Examination in one sitting, with credit passes in four (04) subjects, including: i. Sinhala / Tamil ii. Mathematics iii. English Language b) Passed at least three subjects (excluding the Common General Test) in the General Certificate of Education (Advanced Level) Examination. c) Other qualifications required for the position: Must have successfully completed a computer course of not less than six months' duration, recognized by the Tertiary and Vocational Education Commission. For Internal Applicants (a) Employees under the Primary Grade – Non-Skilled and Skilled service categories who possess the qualifications listed under 'b', 'c', and 'e' are eligible to apply. (b) Shall have passed six (06) subjects at the G.C.E. (Ordinary Level) Examination with credit passes in four (04) subjects including: i. Sinhala/Tamil ii. Mathematics iii. English and shall have successfully completed a computer course of not less than six (06) months' duration, recognized by the Tertiary and Vocational Education Commission (c) Shall hold permanent appointments in the service and shall have been confirmed therein. (e) Must have completed a minimum of five (05) years of continuous and satisfactory service in a permanent appointment prior to the due date.

3.7 Designation	Driver - (Grade III)
3.7.1 Salary Scale	PL 3 - 2025- Rs. (43,280–10 x 490–10x540 –10x590–12x630 – 67,040) This takes effect as per the Management Services Circular 01/2025
3.7.2 Qualifications	For External Applicants Educational Qualifications : Shall have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes, at not more than two (02) sittings Competencies Possession of a valid driving licence for heavy vehicles issued by the Commissioner General of Motor Traffic, together with at least three (03) years of driving experience after obtaining the said licence. For Internal Applicants: Possession of a valid driving licence for heavy vehicles issued by the Commissioner General of Motor Traffic, together with at least three (03) years of driving experience after obtaining the said licence. And Completed a satisfactory service period of five (05) years in a primary non-skilled (PL 1) service category.

Applicants shall send their applications, prepared in accordance with the specimen application form given below, by registered post to the Chairman, National Education Commission, 1st Floor, Block 5, BMICH, Colombo 07, on or before 28.10.2025. Applications received after the closing date will be rejected. The post applied for shall be clearly indicated on the top left-hand corner of the envelope containing the application. Incomplete applications and those received after the closing date will be rejected.

Applicants already employed in the Government or Semi-Government service shall forward their applications through the Head of their respective Institution

The National Education Commission reserves the full right to fill, not to fill, or to partially fill the vacancies referred to in this advertisement.

Only applicants who meet the required basic qualifications will be considered in accordance with the relevant recruitment method. (Recruitment shall be based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the Appointing Authority following the call for applications.

*Please note: The institution is currently located on the 1st Floor, Block 5, BMICH, Colombo 07, and does not have any branch offices.

Chairman
National Education Commission
1st Floor, Block 5, BMICH,
Colombo 07.

Specimen Application Form

(For the posts of Senior Policy Research Officer (Grade I), Assistant/Deputy Secretary (Grade II), Accountant (Grade II), Policy Research Officer (Grade II), Administrative Officer (Grade II), Programme Officer (Policy/Planning) (Grade III), Programme Officer (Finance) (Grade III), and Development Officer (Grade III) only)

Application Form for the Post of in the National Education Commission

1. Applicant's full name:.....
 - 1.1 Name with initials:.....
2. Permanent address:.....
3. Phone number :
4. National Identity Card Number:.....
5. Date of Birth: Year Month Date
 - 5.1 Age on the closing date for applications: Years Months Days
6. Gender:.....
7. Whether the applicant is a citizen of Sri Lanka by descent or by registration :.....
.....
8. Educational Qualifications
 - 8.1 Bachelor's degree details
 - Degree name
 - University from which the applicant graduated
 - Whether the degree is external/internal

Year and medium of graduation	Degree subjects	Pass Obtained

8.2 Postgraduate and Other Degree Course Details

Name of the degree

University from which the applicant graduated

Year and medium of graduation	Degree subjects	Pass Obtained

9. Other Qualifications:

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10. Professional Qualifications:

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11. Work experience (education and research))

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12. I hereby declare that all the information provided herein is true and correct to the best of my knowledge and belief. I understand that if it is found that I have provided false information, whether before or after recruitment, in contravention of the terms of recruitment, I shall be subject to penalties, including dismissal without compensation.

.....
Date

.....
Applicant's signature

13. Applicant's Signature Certification:

I hereby declare that Mr./Mrs./Miss, who is submitting this application, is personally known to me and that he/she signed this application in my presence on this.....day of.....

Signature of the Certifying Officer:.....

Date :

Place :

(Please confirm with the official seal)

14. Certificate from the Head of the Institution for applicants who are already employed.

Mr./Mrs. is currently serving in this institution as The information provided above is correct, and if he/she is selected for the applied post, he/she may/may not be released from the service of this institution. He/She has not been subjected to any disciplinary action. I submit this application without recommending/not recommending.

.....

Date

.....

Signature and official seal

Specimen Application Form

(Only for the posts of Management Services Officer (Grade III) and Driver (Grade III))

Application Form for the Post of..... in the National Education Commission

- (1) Applicant's full name:.....
1.1 Name with initials:.....
- (2) Permanent address:.....
- (3) Phone number :
- (4) National Identity Card Number:.....
- (5) Date of Birth: Year Month Date
5.2 Age on the closing date for applications: Years Months Days
- (6) Gender:.....
- (7) Whether the applicant is a citizen of Sri Lanka by descent or by registration
:.....

(8) Educational Qualifications

8.1 G.C.E. (O/L) Examination :

Year :

Index Number :

Medium :

Serial No.	Subject	Grade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

8.2 G.C.E. (A/L) Examination :

Year :

Index No. :

Medium :

Serial No.	Subject	Grade
1.		
2.		
3.		
4.		

(9) Other Qualifications:

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(10) Professional Qualifications:

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(11) Work experience :

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(12) I hereby declare that all the information provided herein is true and correct to the best of my knowledge and belief. I understand that if it is found that I have provided false information, whether before or after recruitment, in contravention of the terms of recruitment, I shall be subject to penalties, including dismissal without compensation..

.....
Date

.....
Applicant's signature

13. Applicant's Signature Certification: I hereby declare that Mr./Mrs./Miss, who is submitting this application, is personally known to me and that he/she signed this application in my presence on this.....day of.....

Signature of the Certifying Officer:.....

Date :

Place :

(Please confirm with the official seal)

14. Certificate from the Head of the Institution for applicants who are already employed.

Mr./Mrs. is currently serving in this institution as The information provided above is correct, and if he/she is selected for the applied post, he/she may/may not be released from the service of this institution. He/She has not been subjected to any disciplinary action. I submit this application without recommending/not recommending.

.....

Date

.....

Signature and official seal