

MINISTRY OF BUDDHASASANA, RELIGIOUS AND CULTURAL AFFAIRS

Recruitment for Posts in the Associated Service Category of the Department of National Museums - 2025

Recruitment is being conducted for the following posts in the Associated Service Category (MN - 4 - 2025) of the Department of National Museums, based on an open basis and in accordance with the provisions of the recruitment procedure approved by the Public Services Commission. Applications are called upon from Sri Lankan citizens who have completed the qualifications mentioned in section 3.0 below, by the closing date for applications, as at **15th December 2025**.

1.1 Positions Open for Recruitment and Number of Vacancies

<i>Index number</i>	<i>Designation</i>	<i>Number of vacancies</i>
01.	• Museum superintend	05
02.	• Traditional Art Assistant	01
03.	• Exhibition Planning Officer	01
04.	• Research Assistant	06
05.	• Education Promotion Officer	09
06.	• Chief Security Officer	02

1.2 Nature of duties of posts

<i>approved designations</i>	<i>duties</i>
• Museum Superintend	To be responsible for the security of all movable and immovable property belonging to the respective museum, and manage the staff attached to the museum, to be responsible for financial matters, and to perform any other duties assigned by the Head of the Department relevant to the post.
• Traditional Art Assistant	Copying and preserving ancient paintings, creating replicas of ancient artistic artifacts, collecting and supervising them, and performing any other duties assigned by the Head of the Department relevant to the post.
• Exhibition Planning Officer	Creating exhibition chambers, backgrounds, and lighting; designing gallery layouts; preparing the necessary estimates, lists of materials, and quantities; managing the operations of the exhibition design unit; and performing any other duties assigned by the Head of the Department relevant to the post.
• Research Assistant	Contributing to the following tasks for the department's research activities within its subject area: collecting, storing, and obtaining information on required artifacts, replicas, and data with the approval of the relevant supervising officers, which were required for research work relevant to the subject of the department, holding exhibitions; representing at conferences, discussions, and workshops; and performing conservation work.
• Educational Promotion Officer	Providing guided tour services for museum visitors, conducting educational seminars, lectures, workshops, and promotional activities organized by the department, and assisting in museum administrative tasks.
• Chief Security Officer	Carrying out security-related functions for all museums belonging to the department; directing, deploying, and supervising security personnel; managing their training programs; assisting the department's Disaster Management Committee; working to establish modern security systems in museums; coordinating with relevant sections regarding museum security; and performing any other duties assigned by the Head of the Department relevant to the post.

2.0 Method of Recruitment

Recruitment will be based on the results of an eligibility assessment interview.

- 2.1 Only the applicants who have completed the qualifications specified in section 3.0 will be summoned for the eligibility assessment interview.
- 2.2 Recruitment will be carried out according to the order of merit, among the applicants who have obtained the highest marks in the eligibility assessment interview conducted by a panel approved by the Director General of National Museums.

3.0 Qualifications

3.1 Educational Qualifications:

<i>Post</i>	<i>Educational Qualifications:</i>
• Museum superintend	Possessing a degree from a university recognized by the University Grants Commission.
• Traditional Art Assistant	Possessing a degree in Fine Arts (Painting) from a university recognized by the University Grants Commission.
• Exhibition Planning Officer	Possessing a degree in Architecture and Built Environment from a university recognized by the University Grants Commission.
• Research Assistant	Possessing a degree in a field relevant to the post from a university recognized by the University Grants Commission. The degree must be in one of the following subjects: History, Archaeology, ethnology, Anthropology, Sociology, Human Sciences, Zoology, Botany, or Chemistry.
• Education Promotion Officer	Possessing a degree in a field relevant to the post from a university recognized by the University Grants Commission. The degree must include one of the following subjects: History, Archaeology, ethnology, Anthropology or Sociology, Zoology, Botany, or Chemistry.
• Chief Security Officer	Possessing a degree from a university recognized by the University Grants Commission.

3.2 Professional Qualifications:

- For the post of Chief Security Officer, training as a Cadet Officer in the Sri Lanka National Cadet Corps or having completed a course in security from a recognized institution.
- For other posts, professional qualifications obtained in the relevant field will be considered as an additional qualification.

3.3 Experience:

- For the post of Traditional Art Assistant, substantial experience in copying ancient paintings, retouching them during conservation, and creating replicas of ancient artistic artifacts is required.
- For other posts, experience gained in the relevant field will be considered as an additional qualification.

3.4 Physical Qualifications:

- Every applicant must possess adequate physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.
- Applicants for the post of Chief Security Officer must be male Sri Lankan citizens with a height of 5' 5" (165.10 cm) or more and a chest measurement of 32" (157.48 cm) or more.

3.5 Other Qualifications:

- I. The applicant must be a citizen of Sri Lanka.
- II. The applicant must be of excellent character.
- III. An applicant will be considered as having fulfilled the required qualifications for appearing at the eligibility assessment interview for recruitment, only if the applicant has completely fulfilled all the relevant qualifications and the specified age limit, in every respect, on the date stated in the advertisement calling for applications.

4.0 Age

On the closing date of applications, the minimum age should not be less than 21 years and the maximum age should not exceed 35 years.

5.0 Conditions of Appointment and Service Conditions:

- 5.1 This post is permanent and pensionable. Contributions must be paid to the Widows' and Orphans' Pension Scheme / Widowers' and Orphans' Pension Scheme. However, officers shall be subject to future policy decisions taken by the Government.
- 5.2 The appointment is subject to a probationary period of three years.
- 5.3 The first efficiency bar must be passed before completing 03 years of service after recruitment to Class III.
- 5.4 State Language proficiency, as per the State Language Policy and State Administration Circular No. 18/2020 dated 16.10.2020, must be achieved within the stipulated period.
- 5.5 This appointment is subject to the procedures of the State Services Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, the Government Financial Regulations, and other Departmental orders.

6.0 Salary Scale

This post carries a monthly salary scale of Rs. 53,060 – 10 x 800 – 11 x 1,190 – 10 x 1320 – 5 x 1350 – 94,100, according to MN-4-2025 in the Salary Schedule of public Administration Circular No. 10/2025. Salary will be paid from the date of assumption of duties, as per the provisions in schedule II of the said circular.

7.0 Eligibility Assessment Interview:

For the eligibility assessment interview for the posts in the Service Category of the Department of National Museums (MN-4-2025), marks will be awarded according to the following procedure.

<i>Headings for Mark Allocation</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
1. Additional Educational Qualifications	15	Not applicable
2. Professional Qualifications	15	
3. Language Proficiency	15	
4. Computer Knowledge	20	
5. Training and Experience	30	
6. Competence Demonstrated at the Interview	05	
Total	100	

Important Note:

Participation in the eligibility assessment interview shall not be considered as a qualification for appointment.

8.0 Method of Application

- 8.1 The application form must be prepared by the candidate themselves, using the specimen application form provided at the end of this notice, utilizing both sides of A4 size (21cm x 29.7cm) paper.
- 8.2 Application forms that do not conform to the specified specimen format, are incomplete, or are not filled out correctly and completely will be rejected without any prior notice.
- 8.3 Receipt of applications will not be acknowledged. No complaints regarding applications lost in the post will be considered.
- 8.4 Being called for the eligibility assessment interview shall not be considered as an acceptance that the applicant has fulfilled the qualifications for the post.

- 8.5 The top left-hand corner of the envelope containing the application must clearly state: "Recruitment for the post of in the Associated Service Category of the National Museum Department - 2025", according to the post you are applying for.
- 8.6 The signature on the application form of the candidate must be certified by one of the following: a Principal of a government school, a Justice of the Peace, a Commissioner for Oaths, a licensed Notary Public, a commissioned officer of the Tri-Forces with authorized power, a Gazetted Officer of the Police Service, or a permanent officer holding a post in the public service at the Tertiary or Senior level according to the Public Administration Circular No. 06/2006.
- 8.7 The final decision regarding the filling or not filling of these vacancies, filling only a portion of the vacancies, and all other related matters is left with the Director General of National Museums.

9.0 Submission of Applications:

Completed applications must be sent by registered post to the following address to be received on or before **15th December 2025**

**Director General,
Department of National Museums,
No. 53,
Sir Marcus Fernando Mawatha,
Colombo 07.**

10.0 Appearance for the Eligibility Assessment Interview

Call letters will be issued approximately one week prior to the date of the eligibility assessment interview, only to applicants who have submitted applications that are complete in all respects and who have fulfilled the qualifications specified in the notice.

No candidate will be permitted to appear for the eligibility assessment interview without producing the call letter.

11.0 Candidate Identity

Applicants must prove their identity to the satisfaction of the Interview Panel when appearing for the eligibility assessment interview. The following documents will be accepted for this purpose :-

- I. National Identity Card issued by the Department for the Registration of Persons;
- II. Valid Passport;
- III. Valid Driver's License.

12.0 Penalties for Providing False Information

If it is revealed that a candidate is not qualified to appear for this eligibility assessment interview, their candidacy may be canceled at any time—before, during, or after the interview.

If it is proven that a candidate knowingly presented any false information or willfully suppressed any material fact, they are liable to be dismissed from service.

13.0 This post shall apply for the Procedural Rules of The Public Service Commission, circulars issued from time to time pertaining to the public service, and the conditions stipulated in the Recruitment Procedure for the associated service category of the Department of National Museums and its amendments.

14.0 This notice is published in Sinhala, Tamil, and English media. Should any inconsistency or discrepancy be observed between the language texts of this notice, the Sinhala media notice shall prevail.

15.0 Matters not covered in these regulations shall be determined by the State Services Commission.

**SANUJA KASTURIARACHCHI,
Director General.**

Department of National Museums,
12th November, 2025.

Specimen Application Form

Recruitment for the Post of in the Associated Service Category of the Department of National Museums- 2025

(For Official Use Only)

1.0 Personal Details

1.1 Name with Initials: (Surname first, in English Capital Letters) E.g.: PERERA A.B.C

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.....

1.2 Full Name: (In English Capital Letters)

.....
.....

1.3 Full Name: (In Sinhala / Tamil)

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1.4 National Identity Card Number:

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1.5 Date of Birth:

Day

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 Month

--	--

 Year

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1.6 Age as at the Closing Date for Applications:

Days

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 Months

--	--

 Years

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1.7 Gender: (Male - M, Female - F)

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1.8 Marital Status: (Mark with a ✓) Married

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Unmarried

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2.0 Permanent Address :

2.1 In English Capital Letters:

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2.2 In Sinhala/Tamil:

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2.3 Postal Address:

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3.0 Permanent Residence :

3.1 Provincial Council:

3.2 District:

.....

4.0 telephone number :

Landline :

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mobile :

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5.0 Educational Qualifications:

<i>Degree/Postgraduate Qualification Passed</i>	<i>Class</i>	<i>University</i>	<i>Completion of the Date of Degree</i>
1.			
2.			
3.			
4.			

(Certified photocopies of documents verifying educational qualifications must be sent with the application.)

6.0 Professional Qualifications:

<i>Course of Study</i>	<i>institution</i>	<i>Professional Level Attained</i>	<i>Completion of the Date of Course</i>

7.0 Experience :

<i>Service station</i>	<i>post</i>	<i>Service period</i>	
		<i>from</i>	<i>to</i>
1.			
2.			
3.			
4.			

8.0 Have you ever been convicted by a court on any of the charges :
(put a ✓ mark in the appropriate box)

Yes ☐ No ☐

8.1 if yes mention the description:
.....

9.0 Applicant's Declaration:

- (a) I hereby declare that the information provided by me in this application is true and correct to the best of my knowledge.
- (b) I am aware that if any declaration made by me herein is subsequently proved to be false, I will be disqualified for employment and, if already appointed, will be liable to be dismissed from service.
- (c) I further declare that I shall abide by the rules and regulations laid down by the Director General of National Museums regarding the conduct of the eligibility assessment interview.
- (d) I will not request to alter any information provided herein at a later date.

.....
Signature of Applicant

Date:

10. Certification of Applicant's Signature :

I hereby certify that I know the person named who submitted this application, and that he/she signed before me under section 7.0 above on (date).

Date:

Name of Certifying Officer:

Designation:

Address:

(To be authenticated with Official Seal)

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