**MINISTRY OF BUDDHASASANA, RELIGIOUS AND CULTURAL AFFAIRS**
**NATIONAL FILM CORPORATION OF SRI LANKA**
**VACANCIES**
**(On Contract Basis)**

Please be informed that, due to unavoidable circumstances, the National Film Corporation has decided to temporarily suspend the calling of applications for the following positions advertised in the newspaper vacancy notice.

- **Assistant General Manager – Administration & Human Resources (MM 1-1)**
- **Assistant General Manager – Marketing, Production & Research (MM 1-1)**
- **Supplies and Trading Officer (JM 1-1)**
- **Office Aide (PL 1)**

We regret any inconvenience caused and further updates regarding the recruitment process for these positions will be communicated in due course.

The qualifications, experience, and other requirements applicable to the remaining positions advertised in the newspaper notice are set out below.

**INTERNAL AUDITOR (MM 1-1)**
**No. of Vacancies: 01**

A Degree in Management, Accountancy, or Commerce obtained from a university recognized by the University Grants Commission (UGC), together with three (03) years of experience in auditing acquired in a Government Department, Corporation, Statutory Board, or a recognized institution.

**Salary**
Management Services Circular No. 01/2025 – MM 1-1

- Monthly Salary: Rs. 81,710/=
- Other approved allowances applicable to contract positions.

**Age Limit**
22 – 45 years

**DEVELOPMENT ASSISTANT (MA 3)**
**No. of Vacancies: 02**

A first degree in any field obtained from a university recognized by the University Grants Commission (UGC).

**Salary**
Management Services Circular No. 01/2025 – MA 3

- Monthly Salary: Rs. 49,831/=
- Other approved allowances applicable to contract positions.

**Age Limit**
22 – 45 years

**COMPUTER TECHNICIAN (MA 2-1)**
**No. of Vacancies: 01**

Having passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects at one sitting, with Credit Passes in four (04) subjects including Sinhala/Tamil, English Language, and Mathematics;

and

Having obtained the qualifications required for admission to a tertiary education course by passing all subjects (excluding the General Paper) at the General Certificate of Education (Advanced Level) Examination.

## Special Qualifications

Successful completion of a one-year training course in Computer Hardware and Software Technology, as well as Internet and Web Usage, together with three (03) years of relevant experience gained in a Government Department, Corporation, Statutory Board, or a recognized institution.

## Technical Competencies / Skills

Successful completion of a Computer Hardware and Software Technology course relevant to the duties of the post of Computer Technical Officer, at a level not below National Vocational Qualification (NVQ) Level 5, as prescribed by the Tertiary and Vocational Education Commission (TVEC), and possession of the relevant certificate.

**Salary**
Management Services Circular No. 01/2025 – MA 2-1

- Monthly Salary: Rs. 46,960/=
- Other approved allowances applicable to contract positions.

**Age Limit**
22 – 45 years

**MANAGEMENT ASSISTANT – TECHNICAL (MA 2-1)**
**No. of Vacancies: 02**

Having passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects at one sitting, with Credit Passes in four (04) subjects including Sinhala/Tamil, English Language, and Mathematics;

and

Having obtained the qualifications required for admission to a tertiary education course by passing all subjects (excluding the General Paper) at the General Certificate of Education (Advanced Level) Examination.

and

A proficiency certificate at National Vocational Qualification (NVQ) Level 5 or above in a field relevant to the post, awarded by an industrial or vocational training institution recognized by the Tertiary and Vocational Education Commission (TVEC).

**Salary**
Management Services Circular No. 01/2025 – MA 2-1

- Monthly Salary: Rs. 46,960/=
- Other approved allowances applicable to contract positions.

**Age Limit**
18 – 45 years

**MANAGEMENT ASSISTANT (MA 1-1)**
**No. of Vacancies: 07**

Having passed the G.C.E. (O/L) Examination in one sitting with Credit passes in four (04) subjects, including Sinhala/Tamil Language and Mathematics, and passes in a total of six (06) subjects;

and

Having passed at least three (03) subjects (excluding the Common General Test) at the G.C.E. (A/L) Examination.

**Desirable Qualifications (Preference Given)**

Preference will be given to candidates possessing knowledge and experience in one or more of the following areas relevant to the duties of the post:

- Computer operations
- Accounts and bookkeeping
- Stores and inventory management
- Telephone coordination and reception duties
- Clerical and office administration work

**Salary**

Management Services Circular No. 01/2025 – MA 1-1

- Monthly Salary: Rs. 43,312/=
- Other approved allowances applicable to contract positions.

**Age Limit**

18 – 45 years

**DRIVER (PL 3)**
**No. of Vacancies: 02**

Having passed the G.C.E. (O/L) Examination with at least two (02) subjects and possession of a valid heavy vehicle driving licence issued by the Commissioner General of Motor Traffic, and a minimum of three (03) years of driving experience obtained after the issuance of the driving licence.

**Salary**

Management Services Circular No. 01/2025 – PL 3

- Monthly Salary: Rs. 40,834/=
- Other approved allowances applicable to contract positions.

**Age Limit**

18 – 45 years

**FILM RESTORATION ASSISTANT (PL 2)**
**No. of Vacancies: 02**

Having passed the G.C.E. (O/L) Examination with at least two (02) subjects;

and

Possession of technical competency relevant to Film Restoration, equivalent to NVQ Level 2 or Level 3 (as determined by the Tertiary and Vocational Education Commission – TVEC);

or

Successful completion of a part-time technical training course conducted by the National Film Corporation (NFC) with a valid certificate;

and

A minimum of two (02) years of experience in film restoration activities.

**Salary**
Management Services Circular No. 01/2025 – PL 2

- Monthly Salary: Rs. 40,008/=
- Other approved allowances applicable to contract positions.

**Age Limit**
18 – 45 years

**Nature of Appointment & Conditions of Service**

- Appointments will initially be on a one-year contract basis.
- The appointing authority reserves the right to terminate the contract by giving one month's notice.
- Employees will be required to contribute to the Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).

**Method of Recruitment**

- Selection will be made through a structured interview and/or written examination, followed by an interview among the highest-scoring candidates.

**General Requirements**

- Applicants must be citizens of Sri Lanka.
- Applicants must be physically and mentally fit to perform duties and serve in any part of the island. (The normal place of work will be the Head Office of the National Film Corporation, No. 303, Bauddhaloka Mawatha, Colombo 07.)
- Applicants shall be of excellent character and possess a sound state of health.
- Certified copies of the Birth Certificate, Educational Certificates, Professional Qualifications, and Service Certificates must be submitted together with the application.
- This appointment is on a contract basis. Selected candidates shall contribute 8% of their salary to the EPF. The Corporation will contribute 12% to EPF and 3% to ETF.
- The Corporation will pay the basic salary and all approved allowances applicable to the contract position.
- Applicants employed in Government Departments, State Corporations, Boards, or Statutory Bodies must submit applications through the Head of their Institution.

Incomplete applications, applications without required qualifications, and applications received after the closing date will be rejected.

The Board of Directors of the National Film Corporation of Sri Lanka reserves the full right to postpone, suspend, amend, restrict, or cancel the recruitment process, in whole or in part, in respect of the above-mentioned vacancies; to proceed with recruitment for only some of the advertised positions; or to make any other decision deemed necessary in this regard.

Chairman
The National Film Corporation of Sri Lanka
303, Bauddhaloka Mawatha
Colombo 07