



Vacancies

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

- 01. Post : Director (Finance and Administration) (01 vacancy)**
Service Category : Higher Manager (HM 1 – 1)
Salary Scale : HM 1 – 1 - 2025: Rs 140,640 – 15 x 4,100 - 202,140/= (Monthly)
(Rs:105,399/= as at 01.01.2025, Rs:123,019/= as at 01.01.2026 and Rs:140,640/= as at 01.01.2027 as per the DMS Circular 01/2025)
Age : should be not less than 35 years and not more than 55 years
(The upper age limit will not apply to internal candidates)

Qualifications:

For External Applicants (1 or 2 below)

1. Should have Obtained a special degree (about Public Administration/Business Administration/ Finance/Account/Management) recognized by the University Grants Commission with a first or second class (upper Division) pass.

And

Should have Obtained of a Masters degree in the above subject area / Associate membership of the Chartered Institute of Accountants Sri Lanka (CA Sri Lanka) or the Chartered Institute of Management Accountants (CIMA) or the Association of Certified Incorporated Accountants.

And

Should have Obtained at least fifteen (15) years of experience in the capacity of managerial position in the relevant subject field in Government, Government Corporation, Statutory Board /Institution or in a reputed Private company.

2. Should have Obtained a Full membership of the Chartered Institute of Accountants Sri Lanka (CA Sri Lanka) or the Chartered Institute of Management Accountants (CIMA) or the Association of Certified Public Accountants (ACCA).

And

Should have Obtained at least fifteen (15) years of experience in the capacity of managerial position in the relevant subject field in Government, Government Corporation, Statutory Board /Institution or in a Reputed Private company.

For Internal Applicants ((1 or 2 below)

1. Should have fulfilled the above mentioned qualifications for external applicants
2. Should have completed at last five (05) years of satisfactory service in a position in the relevant field in the category of Manager (MM 1- 1).

Method of Recruitment : Through a structured interview

- 02. Post : Assistant Director (Administration) (01 Vacancy)**
Service Category : Middle Manager Category (MM 1 – 1)
Salary Scale : MM 1 - 1 - 2025 Rs:91,690 – 10 x 2,480 – 15 x 3,450 -168,240/= (Monthly)
(Rs:71,730/= as at 01.01.2025, Rs:81,710/= as at 01.01.2026 and Rs:91,690/= as at 01.01.2027 as per the DMS Circular 01/2025)
Age : should be not less than 22 years and not more than 45 years
(The upper age limit will not apply to internal candidates)

Qualifications:

For External Applicants (1 or 2 below)

1. Should have Obtained a special degree (Management/ Business Administration/ Public Administration/ Commerce/ Economics) recognized by the University Grants Commission

And

Should have Obtained at Last three (03) years experience in the Relevant Subject Field in Government, Government Corporation, Statutory Board /Institution or in a Reputed Private institution after obtaining the degree

2. Should have Obtained a degree recognized by the University Grants Commission and should have followed and passed a postgraduate Diploma Course in the relevant subject field

And

Should have Obtained at Last three (03) years experience in the relevant subject field in Government, Government Corporation, Statutory Board /Institution or in a Reputed Private institution after obtaining the degree

For Internal Applicants (1 or 2 below)

1. Should have fulfilled the above mentioned qualification for External Applicants
2. Should have completed at last five (05) years of satisfactory service in a position in the relevant field in the category of Junior Manager (JM).

Note : Should have Obtained the knowledge in using computer applications

Method of Recruitment: Through an open Competitive Examination and / or a structured interview.

- 03. Post : Conservation Officer - Grade II (01 Vacancy)**
Service Category : Junior Manager (JM 1 – 1)
Salary Scale : JM 1 - 1 - 2025 Rs:72,650 – 10 x 1,360 – 18 x 2,040 - 122,970/= (Monthly)
(Rs:58,615/= as at 01.01.2025, Rs:65,633/= as at 01.01.2026 and Rs:72,650/= as at 01.01.2027 as per the DMS Circular 01/2025)
Age : should be not less than 22 years and not more than 45 years
(The upper age limit will not apply to internal candidates)

Qualifications :

For External Applicants

Should have Obtained a degree (with Chemistry as a subject) recognized by the University Grants Commission

For Internal Applicants (1 or 2 below)

1. Should have fulfilled the above mentioned qualification for External applicants
2. Should have completed with minimum five (05) years of satisfactory service in the relevant subject area in Document Conservator / Information Assistant Grade ii post of having in the Management Assistant (Technical) (MA 2 – 1) services category.

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

Method of Recruitment: Through an open Competitive Examination and / or structured interview.

04. Post : Information Assistant - Grade III (Vacancies – 10)

Service Category : Management Assistant (Technical)

Salary Scale : MA 2-1-2025 Rs:50,540-10x540-07 x 630-04x890-20x1,190- 87,710/= (Monthly)

(Rs:43,379/= as at 01.01.2025, Rs:46,960/= as at 01.01.2026 and

Rs: 50,540/= as at 01.01.2027 as per the DMS Circular 01/2025)

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

Qualifications :

For 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 LanguageAs the General Certificate of Education (Ordinary Level) Examination
- (b) Should have passed in at last 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.

For Internal Applicants (1 or 2 below)

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 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 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.

- 05. Post : Management Assistant - Grade III (Vacancies – 04)**
Service Category : Management Assistant (Non Technical) (MA 1–1)
Salary Scale : MA 1-1-2025 Rs:46,220-10x540-07x630-04x890-20x1,190-83,390/=
(Monthly)
(Rs:40,403/= as at 01.01.2025, Rs:43,312/= as at 01.01.2026 and Rs:46,220/= as at 01.01.2027 as per the DMS Circular 01/2025)
Age : should be not less than 18 years and not more than 45 years
(The upper age limit will not apply to internal candidates)

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 one sitting 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 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 not 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.

- 06. Post : Driver - Grade III (Vacancies – 03)**
Service Category : Primary Level Skilled (PL 3)
Salary Scale : PL3 -2025 Rs:43,280-10x490-10x540-10x590-12x630-67,040/= (Monthly)
(Rs:38,387/= as at 01.01.2025, Rs:40,834/= as at 01.01.2026 and Rs:43,280/= as at 01.01.2027 as per the DMS Circular 01/2025)
Age : should be not less than 18 years and not more than 45 years
(The upper age limit will not apply to internal candidates)

Qualifications :

For External Applicants

Educational

Should have passed in six (06) subjects in not more than two sitting with two credit passes at the General Certificate of Education (Ordinary Level) Examination

And

Should have Obtained a motor vehicle driving license for driving heavy vehicles issued by the Commissioner General of Motor Transport and having at least three (03) years of driving experience after obtaining a driving license.

For Internal Applicants

1. Should have completed with minimum five (05) years of satisfactory service in the Primary Semi Skilled (PL 2) or Primary Non Skilled (PL 1)

And

2. Should have Obtained a motor vehicle driving license for driving heavy vehicles issued by the Commissioner General of Motor Transport and Having at least three (03) years of driving experience after obtaining a driver's license.

Method of Recruitment : Through a professional and structured interview relevant to the position.

- 07. Post : Book Binder - Grade III (Vacancies – 02)**
Service Category : Primary Level Semi – Skilled (PL 2)
Salary Scale : PL 2 -2025 Rs:42,300-10x490-10x540-10x590-12x630- 66,060/= (Monthly)
(Rs: 37,715/= as at 01.01.2025, Rs:40,008/= as at 01.01.2026 and Rs: 42,300/= as at 01.01.2027 as per the DMS Circular 01/2025)
Age : should be not less than 18 years and not more than 45 years
(The upper age limit will not apply to internal candidates)

Qualifications :**For External Applicants****Educational**

- (a) Should have passed six (06) subjects in G.C.E.(O/L) examination at least with two (2) credit passes in maximum two sittings.

And

Having obtained a certificate of proficiency not less than the second level of the National Vocational Qualification (NVQ) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission, relevant to the function of the post.

For Internal Applicants (1 or 2 below)

1. Should have fulfilled the above mentioned qualification for external applicants qualifications
2. Employs in primary level unskilled category with five (05) years experience in the relevant field and skills not below than the National vocational Qualification level 2 proven at a trade test by Technical collage/vocational training institute.

Method of Recruitment : Through a professional and structured interview relevant to the position.

08. Post : Office Assistant - Grade III (Vacancies – 10)

Service Category : Primary Non Skilled (PL 1)

Salary Scale : PL 1 -2025 Rs:40,500-10x450-10x490-07x540-15x590-62,530/=(Monthly)
(Rs:36,475/= as at 01.01.2025, Rs: 38,488/= as at 01.01.2026 and
Rs: 40,500/= as at 01.01.2027 as per the DMS Circular 01/2025)

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

Qualifications :**For External Applicants****Educational**

Should have passed six (06) subjects in G.C.E.(O/L) examination at least with two (2) credit passes in maximum two sittings.

Recruitment method: Through a structured interview

Other

Every Applicants,

- 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 03.10.2025 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

