



NATIONAL LIBRARY AND DOCUMENTATION SERVICES BOARD

(MINISTRY OF EDUCATION)

VACANCIES

Applications are invited from qualified applicants for filling the following vacancies of the National Library and Documentation Services Board.

01. Service Category : Senior Manager Service Category (HM 1-1)

Post : Director (National Library and Documentation Centre) (Vacancies - 01)

Qualification :
For the recruitment of External Applicants
 Should have obtained a Special degree recognized by the University Grants Commission with First or Second Class (Upper Division)
 And
 Should have obtained a Postgraduate degree in Library and Information Science
 And
 Should have obtained at least fifteen (15) years experience in the relevant subject in a Manager level post in Government, Government Corporation, Board, Statutory Institution or in a reputed private institution.

For Internal Applicants (1 or 2 below)
 1. Should have fulfilled the abovementioned qualifications for External Applicants.
 2. Should have completed at least five (05) years of satisfactory service period in the relevant subject field in a Grade I post of the Management (MM 1-1) service category.

Method of Recruitment : Through a structured interview.

02. Service Category : Manager Service Category (MM 1-1)

02.1 Post : Assistant Director (Acquisition) Grade II (Vacancies - 01)

Qualification : For External Applicants (1 or 2 below)
 1. Should have obtained a Special degree recognized by the University Grants Commission (Preference will be given to those who have followed the Library and Information Science subject)
 And
 Should have obtained at least three (03) years experience in the relevant subject field in Government, Government Corporation, Board, Statutory Institution or in a reputed private institution after obtaining the degree.
 2. Should have obtained a Special 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 least three (03) years experience in the relevant subject field in Government, Government Corporation, Board, Statutory Institution or in a reputed private institution after obtaining the above qualifications.

For Internal Applicants (1 or 2 below)
 1. Should have fulfilled the abovementioned qualifications for External Applicants.
 2. Should have completed at least five (05) years of satisfactory service period in a post in the relevant subject of the Junior Management (JM) service category.

02.2 Post : Assistant Director (Publication and Book Development) Grade II (Vacancies - 01)

Qualification :
For External Applicants (1 or 2 below)
 1. Should have obtained a Special degree (Sinhala / Tamil / English / Mass Communication subject) recognized by the University Grants Commission
 And
 Should have obtained at least three (03) years experience in the relevant subject field in Government, Government Corporation, Board, Statutory Institution or in a reputed private institution after obtaining the degree.
 2. Should have obtained a Special 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 least three (03) years experience in the relevant subject field in Government, Government Corporation, Board, Statutory Institution or in a reputed private institution after obtaining the above qualifications.

For Internal Applicants (1 or 2 below)
 1. Should have fulfilled the abovementioned qualifications for External Applicants.
 2. Should have completed at least five (05) years of satisfactory service period in a post in the relevant field of the Junior Management (JM) service category.

02.3 Post : Assistant Director (Strategic and Planning) Grade II (Vacancies - 01)

Qualification :
For External Applicants (1 or 2 below)
 1. Should have obtained a Special degree (Management / Business Administration / Public Administration / Commerce / Economics subject) recognized by the University Grants Commission
 And
 Should have obtained at least three (03) years experience in the relevant subject field in Government, Government Corporation, Board, Statutory Institution or in a reputed private institution after obtaining the degree.
 2. Should have obtained a Special 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 least three (03) years experience in the relevant subject field in Government, Government Corporation, Board, Statutory Institution or in a reputed private institution after obtaining the above qualifications.

For Internal Applicants (1 or 2 below)
 1. Should have fulfilled the abovementioned qualifications for External Applicants.

2. Should have completed at least five (05) years of satisfactory service period in a post in the relevant field of the Junior Management (JM) service category.
Method of Recruitment for 02.1, 02.2 and 02.3 : By an open competitive examination and / or through a structured interview.

03. Service Category : Junior Manager Service Category (JM 1-1)

03.1 Post : System Analyst Grade II (Vacancies - 01)

Qualifications
For External Applicants
 Should have obtained a degree (with Information Technology / Computer Science subject) recognized by the University Grants Commission

For Internal Applicants (1 or 2 or 3 below)
 1. Should have fulfilled the abovementioned qualifications for the External Applicants.
 2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Information Technology Assistant / Management Assistant Grade II post of the Management Assistant (Technical / Non Technical) (MA 2-1) / (MA 1-1) Service Category.
 3. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Library Development Assistant Grade III post of the Associate Officer (MA 3) Service Category.

03.2 Post : Conservation Officer Grade II (Vacancies - 01)

Qualification
 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 abovementioned qualifications for the External Applicants
 2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Conservator / Information Assistant Grade II post of the Management Assistant (Technical) (MA 2-1) Service Category.

03.3 Post : Extension Officer Grade II (Vacancies - 01)

Qualifications
For External Applicants
 Should have obtained a degree recognized by the University Grants Commission (Preference will be given to those who have followed the Social Science subjects)

For Internal Applicants (1 or 2 or 3 below)
 1. Should have fulfilled the abovementioned qualifications for the External Applicants.
 2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Information Technology Assistant / Management Assistant Grade II post of the Management Assistant (Technical / Non Technical) (MA 2-1) / (MA 1-1) Service Category.
 3. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Library Development Assistant Grade III post of the Associate Officer (MA 3) Service Category.

03.4 Post : Accounts Officer Grade II (Vacancies - 01)

Qualifications
For External Applicants (1 or 2 below)
 1. Should have obtained a degree recognized by the University Grants Commission (with Commerce / Accountancy / Accounting as a subject)
 2. Should have obtained intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) or Chartered Institute of Management Accountants (CIMA) or Association of Certified Chartered Accountants (ACCA)

For Internal Applicants (1 or 2 below)
 4. Should have fulfilled the abovementioned qualifications for the External Applicants.
 5. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Management Assistant Grade II post of the Management Assistant (Non Technical) (MA 1-1) Service Category

Method of recruitment for above 03.1, 03.2, 03.3 and 03.4 posts : By a written Competitive Examination and / or through a structured interview.

04. Service Category : Management Assistant (Technical) Service Category (MA 2-1)

Post : Information Assistant Grade III (Vacancies - 09)

Qualification
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 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.

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. Should have fulfilled the abovementioned qualifications 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 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 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 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 30% of the vacancies from Internal Applicants through a written competitive examination and / or a structured interview.

Relevant Salary Code Nos. and Salary Scales for each Service Category from 01.01.2020	Starting Salary in year 2019
Senior Manager Service Category (HM 1-1)	Rs. 71,942/-
JM 1 - 1 - 2016 : Rs. 80,295 - 15x2270 - 114,345/-	-
Manager Service Category (MM 1-1)	Rs. 47,668/+
MM 1 - 1 - 2016 : Rs. 53,175 - 10x1375 - 15x1390 - 95,575/-	-
Junior Manager Service Category (JM 1-1)	Rs. 38,185/-
JM 1 - 1 - 2016 : Rs. 42,600 - 11x755 - 18x1135 - 70,580/-	-
Management Assistant (Technical) Service Category (MA 2-1)	Rs. 27,170/-
MA 2-1-2016 : Rs. 30,310 - 10x300 - 7x350 - 4x495 - 20x660-50,940/-	and Rs. 362/- Adjustment Allowance

Implementation under the new salary scale as per Management Services Circular No. 02/2016 will be effective until year 2020.

Age Limit

Senior Manager Service Category (HM 1-1) - Should not be less than 35 years and not more than 55 years

Manager Service Category (MM 1-1) - Should be not less than 22 years and not more than 45 years

Junior Manager Service Category (JM 1-1) - Should be not less than 22 years and not more than 45 years

Management Assistant (Technical) Service Category (MA 2-1) - Should be not less than 18 years and not more than 35 years (Maximum age limit will not be applicable to Internal Applicants)

Other Benefits

■ In addition to the above salary government approved allowances will be paid.

■ A Professional Allowance will be paid as per the Management Services Circular for the Senior Manager and Manager levels and the transport facilities and reimbursement of telephone bills will be effected as per the Public Enterprises Circulars.

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

1. This post is permanent and subject to three (03) years of probation.
 2. 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 Fund.

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, No. 14, Independence Avenue, Colombo 07" to receive on or before 12.04.2019. Applications from applicants serving in the Government Corporations / Corporations / Statutory Institutions should be submitted with the recommendation of the respective Heads of Departments / Institutions. Post applying for should be mentioned on the left hand top corner of the envelope containing the application.

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