



# MINISTRY OF YOUTH AND SPORTS

## NATIONAL YOUTH CORPS

### VACANCIES



Applications are invited for recruitment to the following posts that are vacant at the National Youth Corps.

01. Additional Director (Administration and Finance) (HM 1-1)
02. Assistant Director (Development) (MM 1-1)
03. Administration Officer (Human Resources) (JM 1-1)
04. Network Administrator (JM 1-1)
05. Accounts Officer (JM 1-1)
06. Development Assistant (MA 3-3)
07. Instructor (Tamil) (MA 1-1)
08. Instructor (Information Technology) (MA 1-1)
09. Instructor (English) (MA 1-1)
10. Management Assistant (MA 1-1)

These posts are permanent with entitlement to Employees Provident Fund and Employees Trust Fund.

Every applicant applying for these posts

- (a) Should be a citizen of Sri Lanka
- (b) Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island
- (c) Should have an excellent moral character

#### 1. ADDITIONAL DIRECTOR (ADMINISTRATION AND FINANCE) (HM 1-1) - For the Headquarters

**Educational Qualifications - External Applicants (Qualification 1 or 2 below)**

1. Should have obtained a degree recognized by the University Grants Commission relevant to Business Administration (Special), Business Administration Human Resources Management, B.Sc. in Management (Public) Special, B.Com. (Special), B.Sc. Human Resources Management (Special), Business Management (Human Resources) Special, B.Sc. (Business Management) Special, L.L.B., Labour Education, B.Sc. Management (Public), B.Com. (General), subject field

With Postgraduate degree (Masters) in Public Administration, Public Management, Business Administration, Human Resources Management, Economics, Law, Employees and Human Resources Management, Political Science / Associate Membership in a recognized Chartered Professional Institute compatible to Administration, Management, Finance subject field

And Should have obtained at least fifteen (15) years' experience in administration and management subject field in a management level post in government, government corporation, board, statutory institution or in reputed private sector institution

2. Should have obtained Full membership of a recognized Chartered Professional Institute

And Should have obtained at least fifteen (15) years' experience in administration and management subject field in a management level post in government, government corporation, board, statutory institution or in reputed private sector institution

**Internal Applicants (Qualification 1 or 2 below)**

1. Should have fulfilled the qualifications for external applicants mentioned above
2. Should have completed a successful service period of at least five (05) years in a Grade I post of Management Service (MM) Service Category

**Age** : Should be not less than 35 years and not more than 55 years as at the closing date of application. Maximum age limit is not applicable to internal applicants.

**Salary Scale** : HM 1-1 - 2/2016 Rs. 81,670 - 15x2,270 = Rs. 115,720

Government approved other allowances will also be paid in addition to the above

#### 2. ASSISTANT DIRECTOR (DEVELOPMENT) (MM 1-1) - For the Headquarters

**Educational Qualification - External Applicants (Qualification 1 or 2 below)**

1. Should have obtained a degree recognized by the University Grants Commission relevant to Business Administration (Special), Business Administration - Human Resources Management, B.Sc. in Management (Public) Special, B.Com. (Special), B.Sc. Human Resources Management (Special), Business Management (Human Resources) Special, Business Administration (Human Resources Management) Special, B.Sc. (Business Management) Special, L.L.B., Labour Education, B.Sc. Management (Public), B.Com. (General), B.A. (Honours) subject field

And Should have at least two (02) years' experience in the development subject field after obtaining the degree.

**Internal Applicants**

1. Should have fulfilled the qualifications for external applicants mentioned above
2. Should have completed a successful service period of at least five (05) years in a post relevant to the subject field of the Junior Management (JM 1-1) Service Category

**Age**: Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

**Salary Scale** : MM 1-1 - 2/2016 Rs. 53,175 - 10x1,375 - 15x1,910 = Rs. 95,575

Government approved other allowances will also be paid in addition to the above

#### 3. ADMINISTRATION OFFICER (HUMAN RESOURCES) (JM 1-1) - For the Headquarters

**Educational Qualifications - External Applicants (Qualification 1 or 2 below)**

1. Should have obtained a degree in Human Resources Management recognized by the University Grants Commission and Should have obtained at least one (01) year experience in the subject field relevant to the post after obtaining the degree.

2. Should have obtained the Professional Qualification of Human Resource Management (PQHRM) of the Institute of Personnel Management (IPM) or should have passed the Intermediate Examination of a recognized Chartered Professional Institute compatible to the subject field relevant to the post

And Should have obtained at least one (01) year experience in the subject field relevant to the post after obtaining the qualification.

#### Internal Applicants (Qualification 1 or 2 below)

1. Should have fulfilled the qualifications for external applicants mentioned above
2. Should have completed a successful service period of at least five (05) years in a Grade II post relevant to the subject field of Management Assistant - (Non-Technical) (MA 1-1) Service Category

**Age** : Should be not less than 22 years and not more than 45 years as at the closing date of application. Maximum age limit is not applicable to internal applicants.

**Salary Scale** : JM 1-1 - 2/2016 Rs. 42,600 - 10x755 - 18x1,135 = Rs. 70,580

Government approved other allowances will also be paid in addition to the above

#### 4. NETWORK ADMINISTRATOR (JM 1-1) - For the Headquarters

**Educational Qualifications - External Applicants (Qualification 1 or 2 or 3 or 4 below)**

1. Should have obtained a degree in Computer Engineering, Computer Science, Information Technology, Computer Science and Technology, Computer Science recognized by the University Grants Commission
2. Should have obtained a Proficiency Certificate of not less than NVQ Level 07 compatible to Computer Science and Information Technology subject field issued by a Technical / Professional Training Institute recognized by the Tertiary and Vocational Education Commission
3. Should have obtained a Proficiency Certificate of not less than NVQ Level 06 compatible to Computer Science and Information Technology subject field issued by a Technical / Professional Training Institute recognized by the Tertiary and Vocational Education Commission

And Should have obtained at least five (05) years' experience in the relevant subject field in government, government corporation, board, statutory institute after obtaining the qualification

4. Should have obtained a Proficiency Certificate of not less than NVQ Level 05 compatible to Computer Science and Information Technology subject field issued by a Technical / Professional Training Institute recognized by the Tertiary and Vocational Education Commission

And Should have obtained at least ten (10) years' experience in the relevant subject field in government, government corporation, board, statutory institute after obtaining the qualification

**Internal Applicants**

Should have fulfilled the qualifications for external applicants mentioned above

**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

**Salary Scale** : JM 1-1 - 2/2016 Rs. 42,600 - 10x755 - 18x1,135 = Rs. 70,580

Government approved other allowances will also be paid in addition to the above

#### 5. ACCOUNTS OFFICER (JM 1-1) - For the Headquarters

**Educational Qualifications - External Applicants (Qualification 1 or 2 or 3 below)**

1. Should have obtained a Commerce, Accountancy, Business Administration, Finance, Business Management degree recognized by the University Grants Commission
2. Should have passed the Intermediate Examination of a reputed Chartered Professional Institute compatible to the Accountancy subject field
3. Should have passed the Higher National Diploma in Accountancy (HND)

And Should have obtained at least five (05) years' experience in the relevant subject field in government, government corporation, board, statutory institute after obtaining the qualification

**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

**Salary Scale** : JM 1-1 - 2/2016 Rs. 42,600 - 10x755 - 18x1,135 = Rs. 70,580

Government approved other allowances will also be paid in addition to the above

#### 6. DEVELOPMENT ASSISTANT (MA 3-3)

**Educational Qualifications - External Applicants (Qualification 1 or 2 below)**

1. Should have fulfilled the qualifications for external applicants mentioned above
2. Should have completed a successful service period of at least five (05) years in a Grade II post relevant to the Accounts subject field of Management Assistant - (Non-Technical) (MA 1-1) Service Category

**Age** : Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

**Salary Scale** : MA 3-3 - 2/2016 Rs. 32,200 - 10x445 - 11x660 - 10x730 - 5x750 = Rs. 54,960

Government approved other allowances will also be paid in addition to the above

#### 7. INSTRUCTOR (TAMIL) (MA 1-1)

**Educational Qualifications - External Applicants**

- a. Should have passed in six (06) subjects in one sitting with four (04) credit passes including
  - i. Sinhala / Tamil
  - ii. Mathematics
 At the General Certificate of Education (Ordinary Level) Examination

- b. Should have passed in at least three (03) subjects (except in General Common Test) at the General Certificate of Education (Advanced Level) Examination

- c. Should have passed a Tamil language Diploma Course of not less than one year from a recognized university or an educational institute

- d. Should have obtained experience of not less than six (06) months in teaching Tamil language in a government or reputed private sector institute

**Note** : Qualifications mentioned in (a), (b), (c) and (d) above are required for individuals who have obtained a degree with Tamil as a subject.

#### Internal Applicants

- a. Primary Grade - Employees in Unskilled, Semi-skilled and Skilled Service Categories with qualifications mentioned in (b), (c), (d) and (e) are eligible to apply.
- b. Should have passed in six (06) subjects in one sitting with four (04) credit passes including
  - i. Sinhala / Tamil
  - ii. Mathematics
 At the General Certificate of Education (Ordinary Level) Examination

- c. Should have passed a Tamil language Diploma Course of not less than one year from a recognized university or a reputed educational institute

- d. Should hold a permanent appointment in service and should have been confirmed in the appointment

- e. Should have completed at least five (05) years of continuous satisfactory service in permanent appointment immediately prior to the specific date.

**Age** : Should be not less than 18 years and not more than 45 years as at the closing date of applications. Maximum age limit will not be applicable to internal applicants.

**Salary Scale** : MA 1-1 - 2/2016 Rs. 27,910 - 10x300 - 7x350 - 4x495 - 20x660 = Rs. 48,540

Government approved other allowances will also be paid in addition to the above

#### 8. INSTRUCTOR (INFORMATION TECHNOLOGY) (MA 1-1)

**Educational Qualification - External Applicants**

- a. Should have passed in six (06) subjects in one sitting with four (04) credit passes including
  - i. Sinhala / Tamil
  - ii. Mathematics
 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 passed an Information Technology Diploma Course of not less than one year from a recognized university or a reputed educational institute

- d. Should have obtained experience of not less than six (06) months in teaching Information Technology in a government or reputed private sector institute

**Note** : Qualifications mentioned in (a), (b), (c) and (d) above are required for individuals who have obtained a degree with Information Technology as a subject.

#### Internal Applicants

- a. Primary Grade - Employees in Unskilled, Semi-skilled and Skilled Service Categories with qualifications mentioned in (b), (c), (d) and (e) are eligible to apply.
- b. Should have passed in six (06) subjects in one sitting with four (04) credit passes including
  - i. Sinhala / Tamil
  - ii. Mathematics
 At the General Certificate of Education (Ordinary Level) Examination

- c. Should have passed a Information Technology Diploma Course of not less than one year from a recognized university or an educational institute

- d. Should hold a permanent appointment in service and should have been confirmed in the appointment

- e. Should have completed at least five (05) years of continuous satisfactory service in permanent appointment immediately prior to the specific date.

**Age**: Should be not less than 18 years and not more than 45 years as at the closing date of applications. Maximum age limit will not be applicable to internal applicants.

**Salary Scale** : MA 1-1 - 2/2016 Rs. 27,910 - 10x300 - 7x350 - 4x495 - 20x660 = Rs. 48,540

Government approved other allowances will also be paid in addition to the above

#### 9. INSTRUCTOR (ENGLISH) (MA 1-1)

**Educational Qualifications - External Applicants**

- a. Should have passed in six (06) subjects in one sitting with four (04) credit passes including
  - i. Sinhala / Tamil
  - ii. Mathematics
 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 passed an English Diploma Course of not less than one year from a recognized university or a reputed educational institute

- d. Should have obtained experience of not less than six (06) months in teaching English language in a government or reputed private sector institute

**Note** : Qualifications mentioned in (a), (b), (c) and (d) above are required for individuals who have obtained a degree with English Language as a subject.

#### Internal Applicants

- a. Primary Grade - Employees in Unskilled, Semi-skilled and Skilled Service Categories with qualifications mentioned in (b), (c), (d) and (e) are eligible to apply.
- b. Should have passed in six (06) subjects in one sitting with four (04) credit passes including
  - i. Sinhala / Tamil
  - ii. Mathematics
 At the General Certificate of Education (Ordinary Level) Examination

- c. Should have passed an English language Diploma Course of not less than one year from a recognized university or an educational institute

- d. Should hold a permanent appointment in service and should have been confirmed in the appointment

- e. Should have completed at least five (05) years of continuous satisfactory service in permanent appointment immediately prior to the specific date.

**Age** : Should be not less than 18 years and not more than 45 years as at the closing date of applications. Maximum age limit will not be applicable to internal applicants.

**Salary Scale** : MA 1-1 - 2/2016 Rs. 27,910 - 10x300 - 7x350 - 4x495 - 20x660 = Rs. 48,540

Government approved other allowances will also be paid in addition to the above

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#### 10. MANAGEMENT ASSISTANT (NON-TECHNICAL) (MA 1-1)

**Educational Qualifications - External Applicants**

- a. Should have passed in six (06) subjects in one sitting with four (04) credit passes including
  - i. Sinhala / Tamil
  - ii. Mathematics
 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

And

#### Internal Applicants

- a. Primary Grade - Employees in Unskilled, Semi-skilled and Skilled Service Categories with qualifications mentioned in (b), (c), (d) and (e) are eligible to apply.
- b. Should have passed in six (06) subjects in one sitting with four (04) credit passes including
  - i. Sinhala / Tamil
  - ii. Mathematics
 At the General Certificate of Education (Ordinary Level) Examination

- c. Should have followed a Course in Computer Word Processing recognized by the Tertiary and Vocational Education Commission or should have obtained similar level of proficiency

- d. Should hold a permanent appointment in service and should have been confirmed in the appointment

- e. Should have completed at least five (05) years of continuous satisfactory service in permanent appointment immediately prior to the specific date.

**Age**: Should be not less than 18 years and not more than 45 years as at the closing date of applications. Maximum age limit will not be applicable to internal applicants.

**Salary Scale**: MA 1-1 - 2/2016 Rs. 27,910 - 10x300 - 7x350 - 4x495 - 20x660 = Rs. 48,540

Government approved other allowances will also be paid in addition to the above

Vacancies exist for the posts of Development Assistant, Instructor (Tamil), Instructors (Information Technology), Instructors (English), Management Assistant, only at the National Youth Corps Training Centres mentioned in the table below.

Post	Province	Centres
Instructor (Information Technology)	Western	Divulapitiya, Yakkala, Bulathsinhala
	Southern	Galle, Sooriyawewa, Neluwa, Akmeemana, Dickwella, Weerawila, Lunugamwehera, Akuressa.
	Central	Senkadagala, Naula, Hanguranketha, Nuwara Eliya, Yatinuwara, Gampola.
	North Western	Panduwasnuwara Mavathagama, Wariyapola, Alawwa, Wennappuwa, Nattandiya, Kuliapitiya.
	North Central	Medirigiriya, Anuradhapura, Kekirawa, Galenbindunuwewa, Kalawewa.
	Eastern	Kuchchaveli, Trincomalee, Ampara, Valachekani, Kinniya, Gomarankadawala, Seruwawila, Dehiattakandiya.
Instructor (English) Central	Northern	Mullaitivu, Vavuniya, Mannar.
	Uva	Bandarawela, Siyambalanduwa, Mahiyangana, Kataragama, Wellawaya, Thanamalwila, Moneragala.
	Sabaragamuwa	Galigamuwa, Kegalle, Dehiowita, Nivithigala, Balangoda, Embilipitiya.
	Western	Divulapitiya
	Southern	Neluwa, Dickwella, Weerawila, Lunugamwehera, Weeraketiya, Akuressa.
	Central	Naula, Hanguranketha, Yatinuwara.
Management Assistant	North Western	Naththandiya, Wariyapola, Wennappuwa.
	North Central	Kekirawa, Galenbindunuwewa, Medirigiriya.
	Eastern	Trincomalee, Kuchchaveli, Ampara, Valachekani, Seruwawila, Dehiattakandiya.
	Northern	Mullaitivu, Vavuniya, Mannar
	Uva	Siyambalanduwa, Bandarawela, Mahiyangana
	Sabaragamuwa	Kegalle, Dehiowita, Nivithigala, Balangoda, Embilipitiya.

Western	Katunayaka, Bulathsinhala	
Southern	Sooriyawewa, Weerawila, Lunugamwehera, Weeraketiya, Akuressa.	
Central	Senkadagala, Hanguranketha, Nuwaraeliya.	
North Western	Kuliapitiya, Mawathagama, Wariyapola, Alawwa Wennappuwa, Naththandiya.	
North Central	Galenbindunuwewa, Medirigiriya, Anuradhapura.	
Eastern	Ampara	
Northern	Mullaitivu, Mannar	
Uva	Siyambalanduwa, Wellawaya, Thanamalwila, Moneragala.	
Sabaragamuwa	Dehiowita.	
Instructor (English) Central	Southern	Neluwa, Weerawila, Lunugamwehera.
	Central	Naula, Hanguranketha, Nuwaraeliya, Yatinuwara.
	North Western	Alawwa
	North Central	Galenbindunuwewa, Medirigiriya.
	Eastern	Kuchchaveli, Seruwawila, Dehiattakandiya.
	Northern	Mullaitivu, Vavuniya, Mannar
Uva	Siyambalanduwa, Bandarawela, Wellawaya, Thanamalwila, Moneragala.	
Sabaragamuwa	Balangoda, Dehiowita.	
Management Assistant	Western	Divulapitiya
	Central	Nuwaraeliya, Gampola, Senkadagala.
	North western	Naththandiya
	North Central	Kalawewa
	Eastern	Kuchchaveli, Trincomalee, Valachekani, Dehiattakandiya, Gomarankadawala
	Northern	Mullaitivu, Vavuniya, Mannar
Uva	Siyambalanduwa, Wellawaya.	

Those who wish to apply for these posts should self-prepare a suitable application and may send by registered post to the address given below, mentioning the post applying for on the left hand top corner of the envelope containing the application along with photocopies of the relevant certificates or send by email to [vacancy@youthcorps.lk](mailto:vacancy@youthcorps.lk) to receive on or before 15.12.2020.

Incomplete, late or applications without the relevant qualifications will be rejected.

**Chairman  
National Youth Corps Headquarters  
No. 420, Bauddhaloka Mawatha  
Colombo 07**

Chairman  
National Youth Corps  
02.12.2020