



# 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 :** Manager Service Category (MM 1-1)  
**Salary Scale :** MM 1-1 – 2016 Rs. 53,175 – 10 x 1,375 – 15 x 1,910 – 95,575 (Monthly)  
**Age :** Should be not less than 22 years and not more than 45 years

**01.1 Internal Auditor Grade II (Vacancies 01)**

**Qualification (1 or 2 below) :**

- Should have obtained a Special degree (in Commerce/Accounting / Accountancy 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 above qualification

**Or**

- 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)

**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 qualification

**Note:** Should have obtained the knowledge in using computer applications

**Method of Recruitment :** Through an Open Competitive Examination and / or a structured interview

**02. Service Category :** Junior Manager Service Category (JM 1-1)  
**Salary Scale :** JM 1-1 – 2016 Rs. 42,600 – 10 x 755 – 18 x 1,135 – 70,580/- (monthly)  
**Age :** Should be not less than 22 years and not more than 45 years.

**02.1 Library and Documentation Officer - Grade II (Vacancies – 03)**

**Qualifications :**

Should have obtained a degree recognized by the University Grants Commission

**02.2 Systems Analyst – Grade II (Vacancies – 01)**

**Qualifications :**

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

**02.3 Conservation Officer – Grade II (Vacancies – 01)**

**Qualifications :**

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

**02.4 Accounts Officer – Grade II (Vacancies – 01)**

**Qualifications (1 or 2 below) :**

- Should have obtained a degree recognized by the University Grants Commission (with Commerce / Accountancy / Accounting as a subject)

**or**

- 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)

**02.5 Administrative Secretary – Grade II (Vacancies – 01)**

**Qualifications :**

Should have obtained a degree recognized by the University Grants Commission

**Note:** Should have obtained the knowledge in using computer applications for all posts above from 2.1 to 2.5.

**Method of Recruitment :** Through an Open Competitive Examination and / or a structured interview

**03. Service Category :** Management Assistant (Technical) Service Category (MA 2-1)  
**Salary Scale :** MA 2-1 – 2016 Rs. 30,310 – 10 x 300 – 07 x 350 – 04 x 495 – 20 x 660 – 50,940/- (monthly)  
**Age :** Should be not less than 18 years and not more than 35 years. (Maximum age limit will not be applicable to internal applicants)

**03.1 Information Assistant Grade III (Vacancies – 08)**

**Qualification :**

**For External Applicants**

**Educational**

- Should have passed in six (06) subjects in one sitting with credit passes for four (04) subjects including
  - Sinhala / Tamil Language
  - Mathematics
  - English Language

At the General Certificate of Education (Ordinary Level) Examination

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

- 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**

- Should have fulfilled the abovementioned qualifications for the External Applicants
- (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
  - Sinhala / Tamil Language
  - Mathematics

at the General Certificate of Education (Ordinary Level) Examination

- 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.

- 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.

**03.2 Documentation Conservator – Grade III (Vacancies 01)**

**Qualifications :**

**For External Applicants**

**Educational**

- Should have passed in six (06) subjects in one sitting with credit passes for

- Sinhala / Tamil Language
- Mathematics
- Science
- English Language

At the General Certificate of Education (Ordinary Level) Examination

- Should have passed in at least three (03) subjects with Physics and Chemistry (except General Common Test) at the General Certificate of Education (Advanced Level) Examination

**Note:** Candidates selected based on the results of a written competitive examination and / or through a structured interview will be subjected to a two (02) year training period in document conservation.

**(c) For Internal Applicants (1 or 2 or 3 below)**

- Should have fulfilled the abovementioned qualifications for the External Applicants

- Should have completed a satisfactory service period of five (05) years in Primary Semi Skilled (PL 2) as a Book Binder of the National Library and Documentation Services Board

- Should have passed in six (06) subjects in not more than two sittings with credit passes in four (04) subjects including
  - Sinhala / Tamil Language
  - Mathematics

at the General Certificate of Education (Ordinary Level) Examination

**Note:** Candidates selected from internal applicants under above 1 or 2 qualification through a structured interview will be subjected to a two (02) year training period in document conservation.

- Should have completed a satisfactory service period of five (05) years in Primary Semi Skilled (PL 2) as a Book Binder of the National Library and Documentation Services Board

**And**

Should have passed a trade test of not less than National Vocational Qualification (NVQ) Level Five (05) issued compatible to the duties of the relevant post from a technical / vocation training institute recognized by the Tertiary and Vocation Education Commission.

**Method of Recruitment:**

Through a written competitive examination and / or through a structured interview.

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

**Salary Scale :** MA 1-1 – 2016 Rs. 27,910 – 10 x 300 – 07 x 350 – 04 x 495 – 20 x 660 – 48,540/= (Monthly)

**Age :** Should be not less than 18 years and not more than 45 years. (Maximum age limit will not be applicable to internal applicants)

**04.1 Management Assistant - Grade III (Vacancies – 08)**

**Qualification :**

**For External Applicants**

**Educational**

- Should have passed in six (06) subjects in one sitting with credit passes for four (04) subjects including

- Sinhala / Tamil Language
- Mathematics
- English Language

At the General Certificate of Education (Ordinary Level) Examination

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

- 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.

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

- Should have fulfilled the abovementioned qualifications for the External Applicants

- 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)

- Should have passed in six (06) subjects in not more than two sittings with credit passes in four (04) subjects including
  - Sinhala / Tamil Language
  - Mathematics

at the General Certificate of Education (Ordinary Level) Examination

- 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.

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

- Should have completed a satisfactory service period of at least five (05) years in a permanent appointment immediately prior to the specified date.

**Note:** A training period of service 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 service for qualification mentioned in (e) above. Period of service in temporary / casual basis prior to being appointed permanently for any post will also not be considered for the five (05) years of service 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.

**Others:**

Every Applicant,

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

**Conditions of Service:**

- This post is permanent and subject to three (03) years of probation.
- 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 19.03.2021. 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**