



National Library and Documentation Services Board

(Ministry of Education)



VACANCIES

Applications are invited from qualified applicants for filling the vacancy of Assistant Director (Strategic Planning) Grade ii of the National Library and Documentation Services Board.

Service Category : Manager Service Category

Salary Scale : MM 1 – 1 – 2016 : Rs. 53,175 – 10x1375 – 15x1910 – 95,575/= (Monthly)

Post : Assistant Director (Strategic Planning) Grade II
No. of Vacancies – (01)

Qualifications : 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 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.

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

Method of Recruitment : By an open competitive examination and / or through a structured interview.

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 post – 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 06.05.2022. 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.

27.04.2022