

POSTGRADUATE INSTITUTE OF MANAGEMENT

University of Sri Jayewardenepura

VACANCY

The Postgraduate Institute of Management will entertain applications from suitably qualified candidates for the Post of Assistant Librarian.

POST OF ASSISTANT LIBRARIAN

- **Qualifications:**

1. A First or a Second Class (Upper Division) in a Special Degree;
or
2. A Second Class (Lower Division) in a Special Degree or a First or a Second Class (Upper Division) in a General Degree;
or
3. A pass in a Degree Examination and a Postgraduate Degree of at least 02 academic years duration in the field of Library and Information Sciences with a research component by way of thesis/dissertation;

Notes:

- a) An applicant who is eligible under (3) above could be considered for appointment only if no applicant/s qualified under (1) or (2) above is available.
- b) An applicant who is eligible under (2) above could be considered for appointment only if no applicant/s qualified under (1) above is available.
- c) Evidence of continuing active participation in research or professional experience will also be an important factor in the Selection.
- d) Preference will be given to the applicants who have specialized in field of Library Information Science/Management/Business Administration or equivalent.
- e) Selection will be made in the order of merit which will be decided on the marks of a structural interview.

- **Salary:**

Salary Scale: U-AC 3(IV) - Rs. 94,400-10x 2,400-118,400 p.m.

Salary will be paid in accordance with Management Services Circular 06/2025 and Commission Circular No. 02/2025 (i). In addition to the above salary, Academic Allowance, Cost of Living Allowance and Government approved allowances will be paid.

- **Provident Fund and Pension Benefits:**

Ten per centum (10%) of the salary will be credited by the employee and fifteen per centum (15%) of the salary by the employer of which eight per centum (8%) of the salary will be credited to the Universities Pension Scheme and seven per centum (7%) to the Universities Provident Fund by the employer.

- **Employees Trust Fund Benefit:**

Three per centum (03%) of the salary by the employer.

- **Gratuity:**

Gratuity payments will be in accordance with the provisions of the payments of Gratuity Act, No.12 of 1983

Application Procedure:

Duly filled specimen application form should be sent to **Senior Assistant Registrar, Postgraduate Institute of Management, 28, Lesly Ranagala Mawatha, Colombo 08 under registered cover along** with copies of relevant certificates to reach **on or before 22nd September 2025**. Applications sent in the specified form will only be accepted. (Specimen application forms are available on the PIM website, i.e. www.pim.sjp.ac.lk).

The name of the post in respect of which the applications are sent should be stated on the top left-hand corner of the envelope.

- i. Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- ii. Applications received after the closing date and incomplete applications will not be entertained.
- iii. The Postgraduate Institute of Management ***reserves the right to shortlist the candidates by following a suitable method.***

Director
Postgraduate Institute of Management
28, Lesly Ranagala Mawatha,
Colombo – 08

07th September, 2025



**Postgraduate
Institute of
Management**
University of Sri Jayewardenepura

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