

## **Assistant Librarian (01 Post)**

### **Qualifications required and other conditions of employment:**

#### **a) External**

Bachelor's Degree and at least 01-year of experience in Library/Research/Professional work in a recognized mercantile establishment or postgraduate studies in a recognize University/Higher Educational Institution.

#### **b) Internal**

Employees who have completed a minimum of five (05) years satisfactory service in the relevant field in a post in Grade I of the "Management Assistant" Category.

**Note:** "Degree", "Masters Degree", "Doctoral Degree" means Degree, / Masters Degree, / Doctoral Degree offered by a University or a Higher Educational Institution established by an Act of Parliament of Sri Lanka or recognized by the University Grant Commission of Sri Lanka.

### **Nature of Appointment**

- This Post is permanent.
- Those recruited to the above Post become member of the Employee's Provident Fund and Employees Trust Fund.

### **Age**

- Age should be not less than twenty-two (22) years and not more than forty-five (45) years. The upper age limit will not apply to the internal candidates.

### **Selection Procedure**

- Written competitive examination and/or a structured interview

### **Salary Scale & Allowances**

- Salary Scale - U EX - 1 2025 Rs. 85,305 - 3x2020; 21x2400 - 141,765 p.m.
- Basic salary as on 2025.01.01 (As per Schedule I of Annexure 01 of Management Services Circular 06/2025): Rs. 68,029/=
- Allowances: Cost of Living Allowance Rs.17,800/= and Other Allowances approved by the Government

### **Other Instructions**

- Applicants should send their duly filled in application form, indicating the name of the post applied for on the top left corner of the envelope, by registered post to the **Assistant Registrar, University College of Ratmalana, No. 01A, Station Road, Ratmalana**, on or before **01<sup>st</sup> October 2025**.
- Only applications sent on the prescribed form will be accepted. Applications received after the closing date and incomplete applications, and applications not submitted in the prescribed format of the University College of Ratmalana will be rejected without intimation.
- The appointments will be given for University College of Ratmalana. Transfers are not allowed.

- Applicants currently employed in Higher Educational Institutions, Government Departments, or Government Corporations must forward their applications through the Heads of their respective institutions.
- Any attempt to make an undue influence on the selection process would lead to disqualification of the applicant.

**Chief Executive Officer/Director  
University college of Ratmalana  
No 1 A, Station Road, Ratmalana**

**Tel: 0112 626297/8**