



# Institute of Human Resource Advancement

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மனிதவள மேம்பாட்டு நிறுவகம்

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கொழும்பு பல்கலைக்கழகம்

Buddhaloka Mawatha, Colombo 07, Sri Lanka.  
275 බෞද්ධාලෝක මාවත, කොළඹ 07  
பௌத்தாலோக்க மாவத்தை, கொழும்பு 07

<b>Registrar</b>	University of Colombo University of Peradeniya University of Moratuwa University of Kelaniya University of Ruhuna University of Sri Jayawardhanapura University of Jaffna The Open University of Sri Lanka University of Vavuniya Subragamuwa University Uva-Wellassa University Rajarata University Eastern University of Sri Lanka South Eastern University of Sri Lanka University of Visual & Performing Arts Wayamba University Gampaha Wickramarachchi University of Indigenous Medicine
<b>Rector</b>	Sripalee Campus Trincomalee Campus
<b>Director</b>	Postgraduate Institute of Agriculture Postgraduate Institute of Medicine Postgraduate Institute of Medical Sciences Postgraduate Institute of Archaeology Postgraduate Institute of Management Postgraduate Institute of Pali & Buddhist Studies Postgraduate Institute of Science Postgraduate Institute of English School of Computing, University of Colombo Institute of Indigenous Medical Sciences National Institute of Library & Information Science Institute of Technology, University of Moratuwa Institute of Biochemistry, Molecular Biology & Biotechnology National Centre for Advanced Studies in Humanities and Social Sciences Swami Vipulanantha Institute of Aesthetic Studies Institute for Agro-Technology and Rural Sciences

## VACANCY FOR THE POST OF LIBRARY INFORMATION ASSISTANT GRADE III

I enclose herewith an advertisement calling for applications for the Post of Library Information Assistant Grade III of the Institute of Human Resource Advancement, from suitably qualified permanent and confirmed employees of the University Grants Commission and the Higher Educational Institutions/Institutes and Campuses.

I shall be grateful if you could kindly bring this advertisement to the notice of the employees attached to your Institution.

Acting Director  
Institute of Human Resource Advancement  
22<sup>nd</sup> September 2025

Telephone No.	General 2 503 393	Director 2 587 245	Senior Assistant Bursar 2 581 569 2 581 569	Deputy Registrar 2 505 893 2 505 893	Senior Assistant Registrar 2 595 024
Fax No.					



**INSTITUTE OF HUMAN RESOURCE ADVANCEMENT  
UNIVERSITY OF COLOMBO**

**Post: Library Information Assistant Grade III**

Applications are entertained from the permanent and confirmed employees of the University Grants Commission and the Higher Educational Institutions/Institutes, by the Institute of Human Resource Advancement for the Post of Library Information Assistant Grade III.

Please note that employees holding permanent cadre posts should not be allowed to apply for another permanent post during their probationary period according to the Establishment Circular Letter No. 03/2013 of 15.03.2013.

Specimen application forms and other details can be downloaded from the **website of the Institute of Human Resource Advancement (www.ihra@cmb.ac.lk)**.

Duly completed applications as per the specimen application forms available in the website with certified copies of relevant certificates should be forwarded to reach the **Deputy Registrar/Administration, Institute of Human Resource Advancement, 275, Baudhaloka Mawatha, Colombo 7** through the Secretary of the University Grants Commission or the Principal Executive Officers of the Higher Educational Institutions/Institutes/Campuses. **on or before 18.10.2025.**

**Qualifications:**

1. Should have passed the G.C.E.(O/L) Examination in six (06) subjects with at least three (03) credit passes in not more than two sittings with passes in –
  - i. Sinhala Language/Tamil Language
  - ii. English Language/English Literature
  - iii. Mathematics

**AND**
2. Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of U-PL and be confirmed in a Primary Level(U-PL) post with five (05) years of continuous satisfactory service in Library of a Higher Educational Institution.

**\*\* Preference will be given to those who have obtained an acceptable qualification in computer applications of not less than six (06) months duration from a recognized Institute.**

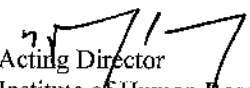
**Age:** Should be **not less than 18 years and not more than 45 years of age** on the closing date of application.

**Salary Scale:** U MN 1(III) Rs. 49,475-17x540-58,655/- pm

The above salary scale is fully operative with effect from 01.01.2027 and the placement of the salary applicable to the post will be made in accordance with the UGC Circular No. 02/2025 (i) dated 04.04.2025.

**METHOD OF RECRUITMENT**

**Selection:** By test and interview.

  
Acting Director  
Institute of Human Resource Advancement  
22<sup>nd</sup> September 2025