

# POSTGRADUATE INSTITUTE OF MANAGEMENT

---

## VACANCY

### FOR INTERNAL CANDIDATES ONLY

Applications are entertained for the following vacant posts in the Postgraduate Institute of Management only from suitably qualified confirmed employees in a permanent post of the University Grants Commission and Higher Educational Institutions/Institutes.

1. Public Relations Officer
2. Library Information Assistant – Grade III
3. Driver – Grade III

#### **01. POST OF PUBLIC RELATIONS OFFICER**

- **Qualifications:**

- a) Should possess a Degree from a recognized university/HEI who is confirmed in the present post in the UGC/Higher Educational Institution/ Institute.

**OR**

- b) A holder of the post of Staff Assistant of the UGC/Higher Educational Institution/Institute who has completed at least three (03) years of service and confirmed in that grade.

**OR**

- c) A confirmed employee in the present post in the UGC/Higher Educational Institution/Institute who is in a post categorized as U -MN 1(III) & U-MT 1 (II) and above.

- **Age:**

Age limit will not be applicable to internal candidates.

- **Salary:**

Salary Scale: U-EX 1(II) Rs. 85,305 - 3 x 2,020 - 91,365 (EB) 93,765 ; 12 x 2,400 - 122,565 p.m.

Salary will be paid in accordance with Management Services Circular 06/2025 and Commission Circular No. 02/2025 (i)

- **Selection:**

by an aptitude test and structured interview

#### **02. POST OF LIBRARY INFORMATION ASSISTANT - GRADE III**

- **Qualifications:**

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**

Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of UPL & 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 for who have obtained acceptable qualification in computer applications of not less than six (06) months duration from a recognized institute.

- **Age:**

Age limit will not be applicable to internal candidates.

- **Salary:**

Salary Scale: U-MN 1(III) - 49,475-17×540 – 58,655 p.m.

Salary will be paid in accordance with Management Services Circular 06/2025 and Commission Circular No. 02/2025 (i)

### **03. POST OF DRIVER - GRADE III**

- **Qualifications:**

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.

**AND**

Completion of minimum five (05) years satisfactory service in a post in the category of Primary Semi Skilled (U-PL 2) or Primary Unskilled (U-PL 1) and confirmed in the present post.

- **Age Limit:**

Age limit will not be applicable to internal candidates.

- **Salary:**

Salary Scale: U-PL 3(III) - Rs.48,005 -16×490 – 55,845 p.m.

Salary will be paid in accordance with Management Services Circular 06/2025 and Commission Circular No. 02/2025 (i)

### **Application Procedure:**

Duly filled specimen application form along with copies of relevant certificates should be sent to Senior Assistant Registrar, Postgraduate Institute of Management, 28 Lesly Ranagala Mawatha, Colombo 08 by registered post **on or before 22<sup>nd</sup> September 2025** through the Secretary/Registrar/Rector/Director of Institute concerned. Applications received after the closing date and incomplete applications will be rejected without intimidation.

Director  
Postgraduate Institute of Management  
28, Lesly Ranagala Mawatha,  
Colombo – 08  
01.09.2025