

## DEPARTMENT OF NATIONAL ARCHIVES

### Recruitment for the Post of Plumber (PL3) – 2026 of the Department of National Archives

APPLICATIONS are invited from qualified Sri Lankan citizens for recruitment to the post of Plumber in the Primary - Skilled Service Category (PL3) of the Department of National Archives.

This recruitment is for the post of Plumber in the Primary - Skilled Service Category of the Department of National Archives. The closing date for applications is the 27<sup>th</sup> day of the month of February 2026.

#### 02. Service Conditions:

- (a) A candidate selected for the post of Plumber will be appointed subject to the general conditions governing appointments in the Public Service, the terms and conditions set out in the recruitment procedure approved by the Public Service Commission on 12.07.2018, any amendments made or to be made to that procedure, and the provisions of the Establishments Code and Financial Regulations.
- (b) This post is permanent and pensionable. Although it is stated that this post is pensionable, Officers recruited in the future shall be subject to policy decisions taken by the government in the future regarding the pension scheme. You must contribute to the Widows' and Orphans' Pension Scheme / Widowers' and Orphans' Pension Scheme. You must pay contributions for the same as prescribed by the government from time to time.
- (c) This appointment is subject to a three-year probation period. Within 03 years of being recruited to Grade III of the Plumber post in the Primary - Skilled Service Category (PL3), the first efficiency bar examination must be passed as mentioned in the recruitment procedure.
- (d) The Director General National Archives has the power to cancel the appointments of applicants who fail to assume duties of the post offered to them on the prescribed date.

**(e) Duties assigned to the post:**

<i>Approved Designation</i>	<i>Approved Grade</i>	<i>Number of Approved Posts</i>	<i>Duties</i>
Plumber	III	01	Maintenance and operation of the Department's water piping system, applying appropriate remedies in instances of emergency water leaks, performing water pipe repairs and maintenance work at branch Offices, and other tasks related to the post assigned by the Supervisory Officer/Administrative Officer, National Archives Deputy/Assistant Director (Admin) , National Archives Director (Admin) or the Director General National Archives.

**03. Monthly Salary Scale:**

According to Public Administration Circular No. 10/2025, the monthly salary scale relevant to Grade III of the Plumber post in the Primary - Skilled Service Category (PL3) of the Department of National Archives (PL 03 - 2025) is: Rs. 42,780 – 10 x 490 – 10 x 540 – 10 x 590 – 12 x 630 - 66,540/= (Initial salary step - Rs. 42,780.00). In addition to this, you are entitled to other allowances paid by the government to government Officers from time to time.

**04. Recruitment Qualifications:**

**(a) Educational Qualifications:**

Having passed six subjects with at least two credits in no more than two sittings at the G.C.E. (Ordinary Level) Examination.

**(b) Professional Qualifications:**

Having obtained a proficiency certificate not below the fourth (04) level of National Vocational Qualifications (N.V.Q.) issued by a technical/vocational training institute recognized by the Tertiary and Vocational Education Commission regarding plumbing.

**(c) Physical Qualifications:**

Every candidate must be of sufficient physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

**(d) Other Qualifications:**

- I. Must be a citizen of Sri Lanka.
- II. Applicants must be of excellent character.
- III. All qualifications required for applying for this post must be completed in every respect on or before the closing date for applications.

*Note:* The educational qualifications mentioned in (a) above are not applicable to applicants who have obtained an N.V.Q. Level 03 proficiency in the relevant field.

**(e) Age:** Must be not less than 18 years and not more than 45 years of age as of the closing date for applications.

**05. Method of Recruitment:**

Recruitment will be done through a professional test and an aptitude assessment interview.

**(a) Professional Test:**

Knowledge relevant to the field will be tested.

<i>Main areas for testing and awarding marks</i>	<i>Maximum marks</i>	<i>Total Marks</i>	<i>Minimum marks considered for selection</i>
Understanding of materials	20	100	40
Use of equipment	30		
Ability to read, understand, and prepare plans	30		
Understanding of various fittings and their uses	20		

**(b) Aptitude Assessment Interview:**

- i. An aptitude assessment interview will be conducted by a board appointed by the Director General National Archives to measure applicants' subject knowledge, additional educational qualifications, additional professional qualifications, and skills shown at the interview according to the following procedure. The maximum marks obtainable is one hundred (100).

Headings for testing and awarding marks	Maximum Marks	Minimum marks considered for selection
<b>1. Additional Educational Qualifications:</b> For courses on additional subjects such as AutoCAD, Technical Drawing, Construction Safety i. 03 marks for over one month, ii. 05 marks for over three months, iii. 15 marks for over six months	15	Not Applicable
<b>2. Experience:</b> (Must have at least 02 years of experience in a government or recognized private institution relevant to the field). 12 marks per year for a maximum of 05 years.	60	Not Applicable
<b>3. Additional courses and training followed at a government-recognized institution relevant to the field:</b> For courses such as Plumbing, Pipe Fitting, Sanitary Systems obtained from a Technical College or Vocational Training Institute i. 02 marks for over one month ii. 05 marks for over three months iii. 10 marks for over six months	10	Not Applicable
<b>4. Additional Qualifications:</b> Experience working in commercial, residential, or industrial projects. 05 marks per project (Must be confirmed by a certificate or letter from the relevant institution).	10	Not Applicable
<b>5. Skill shown at the interview:</b> i. Communication skills (01) ii. Attitudes (02) iii. Practical knowledge (02).	05	Not Applicable
<b>Total</b>	<b>100</b>	

- ii. Based on the order of marks obtained at the aptitude assessment interview and the number of vacancies, four times the number of vacancies will be called for the professional test. Recruitment to the post will be based on the merit order of the total marks obtained in the professional test and the aptitude assessment interview. Basic qualifications will be checked during the aptitude assessment interview itself.

**06. Awarding Appointments:**

- i. The number of vacancies is 01 (One).

In an instance where there are candidates who have obtained equal marks for the vacancy, the decision regarding filling those vacancies will be made according to Public Service Commission Circular No. 01/2019(II). The date on which the appointment becomes effective will be decided by the Director General National Archives.

- ii. Recruitment to Grade III of the Plumber post in the Primary - Skilled Service Category of the Department of National Archives will be based on the merit order of the total marks obtained in the professional test and the aptitude assessment interview. If vacancies arise due to a selected candidate not accepting the appointment or not reporting for service for any reason, the Director General National Archives will decide on selecting other candidates based on the merit order.

#### 07. Method of Application:

- (a) The application must conform to the specimen form attached to this notice, be prepared on 8 ½" x 12" (A4) paper, and be completed by the applicant in their own handwriting. Applications prepared by computer may also be used. The application should be prepared such that headings 01 to 09 appear on the first page and the rest on subsequent pages. The application must be completed in one language only.
- (b) Applications not conforming to the specimen application and those with incomplete information will be rejected without notice. (It may be useful to keep a photocopy of the application). The applicant should check whether the completed application conforms to the application shown in the notice. Otherwise, the application may be rejected.
- (c) The completed application should be sent by registered post to reach the address: **"Director General National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07"** on or before the **27<sup>th</sup> day of February, 2026**.

The words **"Recruitment to Grade III of the Plumber Post in the Primary - Skilled Service Category of the Department of National Archives - 2026"** should be clearly written on the top left corner of the envelope containing the application. No application received after the 27<sup>th</sup> day of February, 2026 will be accepted.

- (d) The applicant's signature on the application must be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Public Notary, a Commissioned Officer of the Armed Forces, an officer holding a gazetted post in the Police Service, or a Staff Grade officer holding a permanent post in the government service receiving an annual basic salary of over Rs. 240,360/-.
- (e) Incomplete applications will be rejected. No complaints regarding the loss or delay of an application in the post will be considered. Damage or loss that may occur by delaying applications until the closing date must be borne by the applicant themselves.
- (f) Receipt of applications will not be acknowledged. Applicants who have submitted correctly completed applications with the qualifications mentioned in the notice will be called for the professional test. Inquiries regarding this can be made *via* the telephone numbers 011 - 269 6072, 011-269 6075, or 011 – 268 8758 of the Administration Division of the Department of National Archives on working days from 08.30 a.m. to 4.00 p.m. When making such inquiries, the applicant must correctly state the name of the post applied for, the applicant's Full Name, National Identity Card Number, and Address.

*Note* - Calling an applicant for the professional test or appearing for the aptitude assessment interview shall not be considered a qualification for awarding the appointment.

#### 08. Punishment for Providing False Information:

If it is revealed that a candidate does not possess the qualifications, their candidacy may be cancelled at any time during or after the professional and aptitude assessment tests. If it is revealed that a candidate has knowingly submitted false information, or if they have willfully suppressed any important fact, they are liable for dismissal from government service. Candidates are subject to the rules and regulations imposed by the Director General of the Department of National Archives regarding the conduct of professional and aptitude assessment tests and the release of results.

**09. Other Matters:**

The Director General National Archives will decide on matters not considered in these regulations.

- 10.** In the event of any inconsistency between the Sinhala, Tamil, or English texts of this notice, the Sinhala text shall prevail.

Director General National Archives,  
Department of National Archives.

No. 07,  
Philip Gunawardena Mawatha,  
Colombo 07  
At the Department of National Archives,  
On the 23<sup>rd</sup> day of January 2026.