

## Examinations, Results of Examinations & c.

### DEPARTMENT OF NATIONAL ARCHIVES

#### Open Competitive Examination For Recruitment To The Posts Of Building Maintenance Officer (Civil) And Building Maintenance Officer (Mechanical) Of The Supervisory Management Assistant Technical Service Category Of The Department Of National Archives – 2026

APPLICATIONS are invited from qualified Sri Lankan citizens for the Open Competitive Examination for recruitment to the posts of Building Maintenance Officer (Civil) and Building Maintenance Officer (Mechanical) of the Supervisory Management Assistant Technical Service Category of the Department of National Archives.

01. Recruitment through this examination will be made to Grade III of Building Maintenance Officer (Civil) (01 Post) and Building Maintenance Officer (Mechanical) (01 Post) of the Supervisory Management Assistant Technical Service Category of the Department of National Archives. The closing date for applications is the **20<sup>th</sup> day of March 2026**.

#### 02. Duties assigned to the post:

<i>Approved Job Title</i>	<i>Duties</i>
Building Maintenance Officer (Civil)	Providing technical support regarding the maintenance and related repairs of buildings, roads, plumbing, sewerage lines and side drains, electricity supply and all components related to electricity, and grounds within the premises of the Department of National Archives and its branch offices; and the service management of the maintenance section and other duties related to the post assigned by the Administrative Officer, National Archives Deputy Director / Assistant Director (Administration), National Archives Director (Administration), and the Director General National Archives.
Building Maintenance Officer (Mechanical)	Proper operation and maintenance of all air conditioning systems, humidity control systems, building maintenance systems (BMS), CCTV monitoring and maintenance, generators, and all machinery within the premises of the Department of National Archives and

<i>Approved Job Title</i>	<i>Duties</i>
	its branch offices; and other duties related to the post assigned by the Administrative Officer, National Archives Deputy Director / Assistant Director (Administration), National Archives Director (Administration), and the Director General National Archives.

#### 03. Service Conditions:

- A candidate selected for the post of Building Maintenance Officer (Civil)/Building Maintenance Officer (Mechanical) shall be appointed subject to the general conditions governing appointments in the Public Service, the terms and conditions set forth in the recruitment procedure approved by the Public Service Commission on 05.06.2018, any amendments made or to be made hereafter to said procedure, and the provisions of the Establishments Code and Financial Regulations.
- This post is permanent and pensionable. Although it is stated as pensionable, officers recruited in the future shall be subject to policy decisions taken by the Government regarding the pension scheme. Furthermore, you must contribute to the Widows' and Orphans' Pension (W&OP) Scheme / Widowers' and Orphans' Pension Scheme. You must pay contributions for the same as prescribed by the Government from time to time.
- This appointment is subject to a three-year probation period. Within 03 years of recruitment to Grade III, in addition to the first Efficiency Bar examination as mentioned in the recruitment procedure, the Departmental Examination must be passed.
- The Director General National Archives has the authority to cancel the appointment of any applicant who fails to assume duties of the offered post on the prescribed date.

#### 04. Monthly Salary Scale:

According to Public Administration Circular No. 10/2025, the monthly salary scale applicable to Grade III (MN 3 - 2025) is: Rs. 52,250 - 10 x 800 - 11 x 1190

- 10 x 1320 - 10 x 1350 - Rs. 100,040/- (Initial salary step - Rs. 52,250.00). In addition, you will be entitled to other allowances paid by the government to public officers from time to time.

05. Recruitment Qualifications:

<i>Post</i>	<i>(a) Educational Qualifications</i>	<i>(b) Professional Qualifications</i>	<i>(c) Experience</i>
Building Maintenance Officer (Civil) (Grade III)	G.C.E. (O/L) examination  Passed the in six (06) subjects in one sitting with credit passes for Sinhala/ Tamil, Mathematics, Science, and one other subject, and passed English in not more than two sittings.  AND  Passed the G.C.E. (A/L) examination in one sitting in three subjects (excluding General Common Test), including two (02) subjects from Physics, Chemistry, and Combined Mathematics	I. National Diploma in Technology offered by University of Moratuwa or Hardy Institute, Ampara  OR II. National Diploma in Engineering Sciences offered by National Apprentice and Industrial Training Authority  OR III. National Higher Diploma in Engineering offered by the Ministry of Higher Education  OR IV. National Diploma in Technology offered by the Open University of Sri Lanka  OR V. Successful completion of Part I of the Engineering Examination conducted by the Institution of Engineers Sri Lanka  OR VI. Completion of National Vocational Qualification (NVQ) Level 06 qualifications relevant to the field  OR VII. Other technical qualifications recognized by Tertiary and Vocational Education Commission as equivalent to the above after consulting the relevant authorities.	Not Applicable
Building Maintenance Officer (Mechanical) (Grade III)	G.C.E. (O/L) examination  Passed the in six (06) subjects in one sitting with credit passes for Sinhala/ Tamil, Mathematics, Science, and one other subject, and passed English in not more than two sittings.  AND  Passed the G.C.E. (A/L) examination in one sitting in three subjects (excluding General Common Test), including two (02) subjects from Physics, Chemistry, and Combined Mathematics	I. National Diploma in Technology offered by University of Moratuwa or Hardy Institute, Ampara  OR II. National Diploma in Engineering Sciences offered by National Apprentice and Industrial Training Authority  OR III. National Higher Diploma in Engineering offered by the Ministry of Higher Education  OR IV. National Diploma in Technology offered by the Open University of Sri Lanka  OR V. Successful completion of Part I of the Engineering Examination conducted by the Institution of Engineers Sri Lanka	Not Applicable

<i>Post</i>	<i>(a) Educational Qualifications</i>	<i>(b) Professional Qualifications</i>	<i>(c) Experience</i>
		<p style="text-align: center;">OR</p> <p>VI. Completion of National Vocational Qualification (NVQ) Level 06 qualifications relevant to the field;</p> <p style="text-align: center;">OR</p> <p>VII. Other technical qualifications recognized by Tertiary and Vocational Education Commission as equivalent to the above after consulting the relevant authorities.</p>	

(d) Physical Qualifications:

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

(e) Other:

- I. Must be a citizen of Sri Lanka.
- II. Must be of excellent character.
- III. No person holding a priesthood in any religious denomination is eligible to sit for this examination.
- IV. All qualifications must be completed in every respect by the date mentioned in the notification/gazette.

(f) Age:

Not less than eighteen (18) years and not more than thirty (30) years as of the closing date of applications.

**06. Method of Recruitment:**

Recruitment will be based on the results of a written competitive examination and a general interview. A number of candidates equal to the number of expected vacancies, selected in order of merit from the written examination, will be called for the general interview.

(a) Written Examination:

A written examination consisting of two (02) question papers based on the subjects mentioned below will be held. The minimum marks required to pass each subject are as follows.

<i>Subject</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01.Intelligence Test	Hours 01	100	40
02. Technology (A subject-related test relevant to each respective post.)	Hours 02	100	40

Candidates must appear for all question papers, and all papers must be answered in one language only.

- i. Examination Results- The notification of examination results to the candidates will be carried out by the Director General of the Sri Lanka Institute of Development Administration via post or through the [www.slida.lk](http://www.slida.lk) website.

### 07. Syllabus for the examination:

<i>Name of Question Paper</i>	<i>Syllabus</i>
01. Intelligence Test	This is intended to assess the candidate's general intelligence, logical reasoning, expression of ideas, numerical skills, and comprehension ability.
02. Technology - A technical and subject-related test relevant to each post	This is intended to assess the technical knowledge relevant to the respective posts.

### 08. Examination Fees:

The examination fee is Rs. 1,200/-. Furthermore, the said examination fee should be credited to the Account Number 086-1001-3902-6218 at the People's Bank, Thimbirigasyaya Branch, held in the name of the "Director General National Archives." The receipt obtained in the applicant's name should be pasted firmly by one of its edges in the relevant space provided in the application. Money orders or stamps will not be accepted for examination fees, and the fee paid for the examination will not be refunded or transferred for any other examination under any circumstances. Additionally, it may be useful to keep a photocopy of the receipt.

### 09. Application Procedure:

- The application must comply with the specimen form attached to this notice and should be prepared on 8 ½" x 12" (A4) paper. It must be completed by the candidate in their own handwriting. Computer-generated applications may also be used. The application must be completed in one language only. The form should be prepared so that headings 01 to 04 appear on the first page.
- Applications that do not comply with the specimen form or contain incomplete information will be rejected without notice. (It may be useful to keep a photocopy of the application.) The applicant must verify whether the completed application aligns with the one shown in the examination notice. Otherwise, the application may be rejected.

- The completed application form for the examination should be sent by registered post to reach the "Director General National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07" on or before 20.03.2026.

The top left-hand corner of the envelope containing the application should be clearly marked as "Open Competitive Examination for Recruitment to the post of Building Maintenance Officer (Civil) / Building Maintenance Officer (Mechanical) - 2026". No application received after 20.03.2026 will be accepted.

- The applicant's signature on the application must be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner of Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Armed Forces, a Gazetted Officer of the Police Service, or a Staff Grade Officer in a permanent government post drawing a basic annual salary of over Rs. 240,360.
- Incomplete applications will be rejected. No complaints regarding the loss or delay of an application in the post will be considered. Any loss or damage caused by delaying applications until the closing date must be borne by the applicant themselves.
- Receipt of applications will not be acknowledged. Based on the presumption that only those possessing the qualifications specified in the examination notice have applied, admission cards will be issued by the Director General of the Sri Lanka Institute of Development Administration to candidates who have correctly completed their applications and submitted them along with the relevant examination fee receipt on or before the closing date. (A notice will be published on the official website of the Sri Lanka Institute of Development Administration ([www.slida.lk](http://www.slida.lk)) as soon as admission cards are issued.) If a candidate has not received their admission card three (03) days after the notice is published, they may inquire from the Examination Branch of Sri Lanka Institute of Development Administration via 011-5980264 or 011-5980225 between 8:30 a.m. and 4:00 p.m. on working days. When inquiring, the applicant must

accurately provide the name of the examination applied for, their full name, National Identity Card number, and address. It will be useful to have a copy of the application, the examination fee receipt, and the registered post receipt ready to verify any information requested by Sri Lanka Institute of Development Administration. Additionally, a text message (SMS) will be sent by Sri Lanka Institute of Development Administration to all candidates to whom admission cards have been issued.

II. A valid Passport

III. A valid Sri Lankan Driving License

Furthermore, candidates must enter the examination hall without covering their face and ears so that their identity can be confirmed. Candidates who refuse to prove their identity in this manner will not be admitted to the examination hall. Additionally, from the moment of entering the hall until leaving at the end of the examination, candidates must remain without covering their face and ears so that the examination authorities can identify them.

#### 10. Admission to the Examination:

- (a) Admission cards will be issued by the Director General of the Sri Lanka Institute of Development Administration to candidates who have submitted applications that are complete in every respect. No candidate will be permitted to sit for the examination without presenting their admission card.
- (b) A candidate must sit for the examination at the examination hall assigned to them. Every candidate must hand over their admission card, with their signature duly attested, to the Supervisor of the examination hall on the first day they appear for the examination at that center.

Note: The issuance of an admission card to a candidate shall not be considered an acceptance that he or she has fulfilled the eligibility requirements to sit for the examination.

- (c) Candidates must prove their identity to the satisfaction of the Supervisor for every subject they sit for in the examination hall. For this purpose, any of the following documents will be accepted.

I. National Identity Card issued by the Department of Registration of Persons

#### 11. Punishment for Furnishing False Information:

If it is discovered that a candidate is ineligible, their candidature may be cancelled at any time—before, during, or after the examination. If it is revealed that a candidate has knowingly submitted false information or has willfully suppressed any material fact, he/she shall be liable for dismissal from the government service. Candidates are subject to the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration regarding the conduct of the examination and the release of results.

#### 12. Other Matters:

In matters not provided for in these regulations, the decision of the Director General National Archives shall be final.

Director General National Archives,

Department of National Archives,

On the day of 20.02.2026,

No. 07,

Philip Gunawardena Mawatha

Colombo 07.

At the Department of National Archives