



Vacancies

Applications are invited from qualified applicants to fill vacancies of the following posts in the National Library and Documentation Services Board

- 01. Post : Assistant Director (Administration) (01 Vacancy)**
Service Category: Middle Manager Category (MM 1 – 1)
Salary Scale : MM 1 - 1 - 2025 Rs:91,690 – 10 x 2,480 – 15 x 3,450 -168,240/= (Monthly)
(Rs:71,730/= as at 01.01.2025, Rs:81,710/= as at 01.01.2026 and Rs:91,690/= as at 01.01.2027 as per the DMS Circular 01/2025)
Age : Should be not less than 22 years and not more than 45 years
(The upper age limit does not apply to internal candidates)

Qualifications:

For External Applicants (1 or 2 below)

1. Should have Obtained a special degree (Management/ Business Administration/ Public Administration/ Commerce/ Economics) recognized by the University Grants Commission;
And
Should have obtained at least three (03) years of experience in the relevant field in Government, Government Corporation, Statutory Board /Institution, or a reputed private institution after obtaining the degree.
2. Should have obtained a degree recognized by the University Grants Commission and should have followed and passed a Postgraduate Diploma Course in the relevant subject field;
And
Should have obtained at least three (03) years of experience in the relevant subject field in Government, Government Corporation, Statutory Board /Institution, or a reputed private institution after obtaining the degree.

For Internal Applicants (1 or 2 below)

1. Should have fulfilled the above-mentioned qualifications for External Applicants; or
2. Should have completed at least five (05) years of satisfactory service in a position in the relevant field in the category of Junior Manager (JM).

Note : Should have acquired knowledge of using computer applications.

Method of Recruitment: Through an open competitive examination and / or a structured interview.

Other

Every Applicants,

- i. Should be a citizen of Sri Lanka
- ii. Should be physically and mentally fit to discharge duties entrusted to the post and to serve in ‘ any part of the island
- iii. Should have an excellent moral character

Conditions of Service:

- i. This post is permanent and subject to three (03) years probation period.
- ii Employee should contribute 8% of the salary to the Employees Provident Fund and the employer would contribute 12% to the Employees Provident Fund and 3% to the Employees Trust Found.

Service station for the above Posts – Colombo

Applications that include the full bio-data, details of educational / professional qualifications and service experience and the names and addresses of two non – related referees along with the copies of the relevant certificates should be sent by registered post addressed to “Chairman, National Library and Documentation Services Board, 14, Independence Avenue, Colombo 07” to receive on or before 25.08.2026 post applying for should be mentioned on the left hand top corner of the envelope containing the application.

Applications from applicants serving in the Government/ Semi Government / Statutory Institutions should be submitted with the recommendation of the respective heads of Departments/Institutions.

Applications that do not fulfill all above requirements will be rejected.

Chairman

National Library and Documentation Services Board

No 14

Independence Avenue - Colombo 07.

Website: www.natlib.lk