



Ministry of Buddhasasana, Religious & Cultural Affairs  
Arts Council of Sri Lanka



## Vacancies

Applications are invited from qualified Sri Lankan citizens for the following positions at the Arts Council of Sri Lanka, which was established under Parliamentary Act No. 18 of 1952 and functions under the Ministry of Buddhasasana, Religious and Cultural Affairs.

### Information and Communication Technology Assistant - 01 Position

|                       |   |                                                           |
|-----------------------|---|-----------------------------------------------------------|
| Nature of Appointment | : | Permanent                                                 |
| Service Category      | : | Management Assistant - Technical - Grade III              |
| Salary Code           | : | MA 2-1 - 2025                                             |
| Salary Scale          | : | Rs. [50,540 - 10x540 - 7x630 - 4x890 - 20x1,190 - 87,710] |

#### Recruitment Qualifications:

##### For external and internal applicants

**Educational Qualifications:** Possession of a proficiency certificate at a level not lower than National Vocational Qualification (NVQ) Level 05, issued by a technical/vocational training institute recognized by the Tertiary and Vocational Education Commission, in a field related to Information and Communication Technology.

##### **Other specific qualifications relevant to the position:**

- Website design and development
- Computer graphic design
- Proficiency in English/Tamil languages
- Professional experience

### Management Assistant (Non-technical) - 01 Position

|                         |                                                             |
|-------------------------|-------------------------------------------------------------|
| Nature of Appointment : | Permanent                                                   |
| Service Category :      | Management Assistant - Non-Technical - Grade III            |
| Salary Code :           | MA 1-1 - 2025                                               |
| Salary Scale :          | Rs. [46,220 - 10x540 - 7x630 - 4x890 - 20x1,190 - 83,390/-] |

## Recruitment Qualifications:

### For external applicants:

**Educational Qualifications:** Passing six (06) subjects in a single sitting at the G.C.E. (Ordinary Level) examination, including Credit passes in four (04) subjects - specifically Sinhala or Tamil, Mathematics, and English.

### **And**

Passing at least three (03) subjects at the G.C.E. (Advanced Level) examination (excluding the Common General Test).

### **Other Special Qualifications:**

Proficiency in computer usage, preparation of letters/reports, data collection and analysis, and English/Tamil language skills, along with relevant knowledge and professional experience, will be considered special qualifications.

### For Internal Applicants

Employees belonging to the Primary Non-Skilled Service Category who possess the qualifications listed under (a), (b), and (c) below are eligible to apply for this position:

- (a) Passing six (06) subjects at a single sitting at the G.C.E. (Ordinary Level) examination, including Credit passes in four (04) subjects, which must include Sinhala or Tamil, Mathematics, and English.
- Having completed a course in computer word processing/typewriting recognized by the Tertiary and Vocational Education Commission, or possessing other skills of an equivalent level, will be considered as additional qualifications.
- (b) Must hold a permanent appointment in the service.
- (c) Must have completed a minimum of five (05) years of continuous, satisfactory service in a permanent appointment within the Primary Non-Skilled Service Category immediately prior to the specified date.

**Closing date for applications**

The closing date for applications is 09<sup>th</sup> October 2026.

**Age limit for all positions**

Applicants must be not less than 18 years and not more than 45 years of age as of the closing date for applications. (The upper age limit does not apply to employees of state corporations, boards, or statutory bodies.)

**Recruitment procedure**

Recruitment will be based on a structured interview.

**Conditions of Employment**

An officer selected from among external applicants will be appointed subject to a three-year (03) probationary period; upon the conclusion of this period, they will be confirmed in the service/post, provided that they have maintained satisfactory performance and conduct throughout the probationary period and have passed the Efficiency Bar Examination I. If an officer selected from among internal applicants—who has already been confirmed in a post within the institution—is chosen, they may be subject to an acting period.

**Salary upon Recruitment**

The aforementioned salary scale is specified in accordance with Management Services Circular No. 01/2025 dated 25/03/2025, with the initial salary step becoming effective from 01/01/2027. External candidates recruited to the post will be placed at the initial step of the salary scale. The salary step placement for internal candidates will be determined in accordance with the provisions of Chapter VII of the Establishments Code. Entitlement to other government-approved allowances, as well as the Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF), is applicable.

**General Conditions**

1. Every applicant must be a Sri Lankan citizen and be physically and mentally fit to serve in any part of the island and to effectively discharge the duties of the post.
2. All required qualifications must be fulfilled by the closing date for applications; applications that do not meet this requirement will be rejected.
3. Any form of canvassing regarding recruitment will be considered a disqualification.
4. The decision of the Executive Committee of the Arts Council of Sri Lanka shall be final regarding recruitment for these posts.

## Application Procedure

1. The application form can be downloaded from the official website of the Arts Council of Sri Lanka ([www.artscouncil.lk](http://www.artscouncil.lk)) or its official Facebook page ([www.facebook.com/artscouncilofsrilanka](https://www.facebook.com/artscouncilofsrilanka)). Alternatively, you may submit an application prepared by yourself following the same format.
2. The application must be submitted either handwritten or typewritten, ensuring it is clear and legible.
3. Copies of relevant certificates and professional qualifications must be attached; these must be certified by the applicant's own signature.
4. If applying for multiple positions, separate applications must be submitted for each position.
5. The title of the relevant position must be indicated on the top left corner of the envelope containing the application.
6. Applications from employees of other institutions (state corporations, boards, or statutory bodies) must be forwarded through the heads of their respective institutions.
7. Applications not prepared according to the prescribed format will be rejected.
8. Applications received after the closing date will not be accepted.
9. The completed application, along with copies of certificates, must be sent **exclusively via registered post** to the address below.

**Chairman,  
Arts Council of Sri Lanka,  
4th Floor,  
Sethsiripaya Stage II,  
Battaramulla.**

**Visit [www.artscouncil.lk](http://www.artscouncil.lk) for full details and the application form.**

Telephone: 011-2177627

Chairman, Arts Council of Sri Lanka, 4th Floor, Sethsiripaya Stage II, Battaramulla.