

DEPARTMENT OF NATIONAL ARCHIVES

Open Competitive Examination for Recruitment to Grade III of the Posts of National Archives Assistant Director (Technical), National Archives Assistant Director (Electronic Records & Digitisation) and National Archives Assistant Director (Film & Audiovisual) in the Executive Service Category of the Department of National Archives – 2026

APPLICATIONS are invited by order of the Public Service Commission for the Open Competitive Examination to be conducted for recruitment to the posts of National Archives Assistant Director (Technical) (01 vacancy), National Archives Assistant Director (Electronic Records & Digitisation) (01 vacancy), and National Archives Assistant Director (Film & Audiovisual) (01 vacancy) in Grade III of the Executive Service Category of the Department of National Archives under the Ministry of Buddhasasana, Religious and Cultural Affairs. Applications prepared in accordance with the specimen form attached at the end of this notice should be sent *via* Registered Post to reach the "Director General of National Archives, Department of National Archives, No. 07, Philip Gunawardena Mawatha, Colombo 07" on or before the date mentioned below. The top left-hand corner of the envelope should be clearly marked as "Open Competitive Examination for Recruitment to Grade III of the Post of Assistant Director (Technical), Assistant Director (Electronic Records & Digitisation) and Assistant Director (Film & Audiovisual) in the Executive Service Category – 2026". Furthermore, the title of the examination should be written in English in addition to Sinhala in Sinhala applications, and in English in addition to Tamil in Tamil applications.

- a) Closing Date for Acceptance of Applications is 25th September 2026

Note: Complaints regarding applications or related letters lost or delayed in the post will not be considered. Applicants must bear any loss that may be incurred by delaying their applications until the final date.

2. Duties and Responsibilities Attached to the Posts:

I. National Archives Assistant Director (Technical)

Providing instructions on conservation and restoration of records; providing instructions on the reproduction of records; carrying out quality tests on material used for the preservation of records; introducing standards

for the preservation and reproduction of records; providing technical and scientific observations required for quality testing of films and audiovisual material; providing assistance to carry out research on the deterioration of films and audiovisual material; providing advice for the preservation and reproduction of records of public and private institutions, carrying out chemical research related to preservation, conservation and restoration of records; assigning work targets under guidance to subordinate Officers and supervising the performance of their duties; carrying out other duties relevant to the post as assigned by Director National Archives (Technical, Audiovisual and Electronic Records) and Director General National Archives.

II. National Archives Assistant Director (Electronic Records & Digitisation)

Identifying software for the accrual of electronic records and providing guidance to all public institutions for the accrual of records; maintaining an electronic archives and application of necessary standards; taking necessary steps for the timely transfer of the accrued electronic records to appropriate long-term mediums; introducing standards to digitise records; assigning work targets to subordinate officers and supervising the performance of their duties; carrying out other duties relevant to the post as assigned by Director National Archives (Technical, Audiovisual and Electronic Records) and Director General National Archives.

III. National Archives Assistant Director (Film & Audiovisual)

Acquisition of film and audiovisual records and management of the deposit, implementing policies pertaining to the identification and description of those records and issuing relevant instructions to Officers; maintaining film and audiovisual archives and taking necessary action after identifying preservation and restoration needs of those records; identifying the formats needed to provide access to film and audiovisual records to the public; identifying necessary computer hardware and software of time-appropriate standards to digitise film and audiovisual archives; assigning work

targets to subordinate Officers and supervising the performance of their duties; carrying out other duties relevant to the post as assigned by Director National Archives (Technical, Audiovisual and Electronic Records) and Director General National Archives

3. Service Conditions:

- This post is permanent and pensionable. You must contribute to the Widows' and Orphans' Pension Scheme / Widowers' and Orphans' Pension Scheme. You must pay contributions for it as determined by the State from time to time.
- This appointment is subject to a probation period of 03 years. The first efficiency bar examination must be passed within 03 years of appointment as specified in the recruitment procedure.
 - i. Proficiency in the other Official language/languages must be acquired in accordance with the provisions of Public Administration Circular No. 18/2020 dated 2020.10.16 and its subsequent ancillary circulars.
 - ii. The language medium in which you qualify for appointment will be the language medium specified by you in the application form.
 - iii. This appointment is subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, terms and conditions stipulated in the recruitment scheme for the Executive Service Category of the Department of National Archives, and circulars and other departmental orders issued from time to time regarding the public service.

4. Salary Scale:

According to Public Administration Circular No. 10/2025 dated 2025.03.25, this post is entitled to the SL1-2025 monthly salary scale Rs. 82,150 - 10x2,400 - 8x2,940 - 17x3,900 - 195,970/- (Monthly). The salary will be paid to you in accordance with the provisions of that circular as mentioned in its Schedule III.

5. Educational Qualifications:**I. National Archives Assistant Director (Technical):**

1. Should have obtained a Bachelor of Science (B.Sc.) Special Degree in Archives Conservation or Chemistry from a foreign or state university recognised by the University Grants Commission (UGC), or a university established by an Act of Parliament in Sri Lanka, or an institution recognised under Section 25A of the Universities Act, No. 16 of 1978.

Or

Should have obtained a Bachelor of Science (B.Sc.) General Degree in Archives Conservation or Chemistry along with a postgraduate degree.

2. Should have obtained a credit pass for English Language in G.C.E. (O/L), or an ordinary pass (S) for English/General English in G.C.E. (A/L), or pursued the degree in the English medium.

II. National Archives Assistant Director (Electronic Records & Digitisation):

1. Should have obtained a Bachelor of Science (B.Sc.) Special Degree in one subject from the subjects Computer Science, Computer & Engineering Technology, Information & Communication Technology, or Information Technology from a foreign or state university recognised by the University Grants Commission (UGC), or a university established by an Act of Parliament in Sri Lanka, or an institution recognised under Section 25A of the Universities Act, No. 16 of 1978.

Or

Should have obtained a Bachelor of Science (B.Sc.) General Degree in one subject from the subjects Computer Science, Computer & Engineering Technology, Information & Communication Technology, or Information Technology along with a postgraduate degree.

2. Should have obtained a credit pass for English Language in G.C.E. (O/L), or an ordinary pass for English/General English in G.C.E. (A/L), or pursued the degree in the English medium.

III. National Archives Assistant Director (Film & Audiovisual):

1. Should have obtained a Special Degree in Arts, Visual Arts, or Fine Arts from a foreign or state university recognised by the University Grants Commission (UGC), or a university established by an Act of Parliament in Sri Lanka, or an institution recognised under Section 25A of the Universities Act, No. 16 of 1978.

Or

Should have obtained a General Degree in Arts, Visual Arts, or Fine Arts along with a postgraduate degree.

2. Should have obtained a credit pass for English Language in G.C.E. (O/L), or an ordinary pass for English/General English in G.C.E. (A/L) or pursued the degree in the English medium.

Note .-

The effective date of the degree must be on or before the closing date for acceptance of applications.

6. Age Limit:

Should be not less than 21 years and not more than 35 years of age as of the closing date for applications.

7. Physical Qualifications:

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

8. Other Qualifications:

- Must be a citizen of Sri Lanka.
- Must be of excellent moral character.
- All qualifications required for recruitment to the post must be completed in every aspect on or before the closing date for applications.

9. Method of Recruitment:

Recruitment will be made through a written examination and an aptitude evaluation interview.

Among the candidates who sit for all question papers of the written competitive examination and obtain 50% or higher marks for each subject, a number equivalent to 4 times the number of existing vacancies will be called for the aptitude evaluation interview based on the merit order of marks. Basic qualifications will be verified during the aptitude evaluation interview.

Recruitment to the post will be based on the merit order of the aggregate marks obtained from the written examination and the aptitude evaluation interview.

The Public Service Commission will make decisions regarding filling a certain number of vacancies, filling all vacancies, or leaving them unfilled, as well as any matters not specified in this notice.

10. Written Examination Syllabus:

10.1 This examination will be conducted by the Director General of the Sri Lanka Institute of Development Administration (SLIDA).

10.2 Syllabus

- i. National Archives Assistant Director (Technical), National Archives Assistant Director (Electronic Records & Digitisation) and National Archives Assistant Director (Film & Audiovisual).

Number	Subject	Syllabus	Duration	Total Marks	Pass Marks
01	Aptitude Test	This paper aims to measure the candidate's general intelligence, logical reasoning, expression of ideas, and analytical skills, interpretation capacity, ability to apply to other situations, and reaching conclusions in relation to problems presented regarding numerical, linguistic, and figurative structures and interrelations.	01 Hour	100	50
02	English	Writing Skills: • Knowledge of modern structures and writing styles in the relevant field • internal communication methods • formal correspondence skills • description/explanation writing • grammar • summary writing skills • report writing skills. Comprehension: • Candidates' ability to understand a printed text, deduce meaning, and provide written interpretation. • Reading and understanding the specific and general meaning of a printed text. Translation Skills: • Translating a given text from one language to another while keeping its meaning unchanged.	02 Hours	100	50

11. Aptitude Evaluation Interview :

The Aptitude Evaluation Interview will be conducted by a board appointed by the Public Service Commission with a total allocation of 50 marks as follows.

i. National Archives Assistant Director (Technical) ;

Sub. No.	Criteria for Awarding Marks	Marks	Maximum Marks
01	Additional Educational Qualifications A Postgraduate Degree in the fields of Chemistry or Project Management obtained from a foreign or state university recognised by the University Grants Commission (UGC), a university established by an Act of Parliament in Sri Lanka, or an institution recognised under Section 25A of the Universities Act, No. 16 of 1978: 1. Research-based 2. Coursework-based (Marks will be awarded only for qualifications obtained in addition to the basic educational qualification.)	15 10	15
02	Professional Qualifications Related to the Field Having completed one of the following qualifications (in addition to the basic educational qualification) in one subject from the subjects of conservation of items with cultural and historical value, conservation science, archives management, records management, or information science from a university, a degree-awarding institution, or a recognised professional institution approved by the University Grants Commission (UGC): 1. A Postgraduate Degree 2. A Postgraduate Diploma 3. A Degree Having completed one of the following qualifications (in addition to the basic educational qualification) in one subject from the subjects of conservation of items with cultural and historical value, conservation science, archives management, records management, or information science from a local or foreign university recognised by the University Grants Commission (UGC), a local or foreign degree-awarding institution, or a local or foreign institution, or recognised organisation associated with archives management: 1. A Diploma 2. A Certificate Course (minimum duration of 36 hours)	15 10 08 04 02	15
03	Experience Related to the Field Service experience in a position with primary responsibility in one of the fields of conservation of items with cultural and historical value, conservation science, archives management, records management, or information management, evaluated at 03 marks per year. (Service certificates issued by the head of the relevant institution must be submitted. This certificate must clearly state the exact start and end dates of service, and if the applicant is still currently employed, that fact must also be explicitly mentioned.)	15	15

Sub. No.	Criteria for Awarding Marks	Marks	Maximum Marks
04	Performance at the Interview Marks will be awarded based on responses given to questions aimed at evaluating the following: - The applicant's strengths that support performing the role of the post (<i>Strengths questions</i>) - The ability to make situational decisions (<i>Situational questions</i>) - Competency (<i>Competency questions</i>)	01 01 03	05
	Total		50

ii. National Archives Assistant Director (Electronic Records & Digitisation)

Sub. No.	Criteria for Awarding Marks	Marks	Maximum Marks
01	Additional Educational Qualifications A postgraduate degree in the field of computer science, computer engineering, information and communication technology, information technology, software engineering or project management obtained from a foreign or state university recognised by the University Grants Commission (UGC), a university established by an Act of Parliament in Sri Lanka, or an institution recognised under Section 25A of the Universities Act, No. 16 of 1978: - Research-based - Coursework-based (Marks will be awarded only for qualifications obtained in addition to the basic educational qualification.)	15 10	15
02	Professional Qualifications Related to the Field Having completed one of the following qualifications (in addition to the basic educational qualification) in the subjects of digital library management, digital records management, digital records preservation, archives management, records management or information science, from a university or a degree-awarding institution recognised by the University Grants Commission (UGC): - A Postgraduate Degree - A Postgraduate Diploma - A Degree Having completed one of the following qualifications (in addition to the basic educational qualification) in the subjects of digital library management, digital records management, digital records preservation, archives management, records management or information science from a local or foreign university recognised by the University Grants Commission (UGC), a local or foreign degree-awarding institution, or a local or foreign institution or recognised organisation associated with archives management: - A Diploma - A Certificate Course (Minimum duration of 36 hours)	15 10 08 04 02	15

<i>Sub. No.</i>	<i>Criteria for Awarding Marks</i>	<i>Marks</i>	<i>Maximum Marks</i>
03	Experience Related to the Field i. Experience developing computer software 5 marks for each software (copyright certificate or patent should be presented) ii. Service experience in a position with primary responsibility in one of the fields of computer science, computer engineering, information and communication technology, information technology, software engineering, digital library management, digital records management, digital records preservation, archives management, records management or information management evaluated at 03 marks per year. (Service certificates issued by the head of the relevant institution must be submitted. This certificate must clearly state the exact start and end dates of service, and if the applicant is still currently employed, that fact must also be explicitly mentioned.) (Marks will be awarded only for the maximum qualification)	15 15	15
04	Performance at the Interview Marks will be awarded based on responses given to questions aimed at evaluating the following: iv. The applicant's strengths that support performing the role of the post (<i>Strengths questions</i>) v. The ability to make situational decisions (<i>Situational questions</i>) vi. Competency (<i>Competency questions</i>)	01 01 03	05
	Total		50

iii. **National Archives Assistant Director (Film & Audiovisual)**

<i>Sub No.</i>	<i>Criteria for Awarding Marks</i>	<i>Marks</i>	<i>Maximum Marks</i>
01	Additional Educational Qualifications A Postgraduate Degree in the fields of Arts, Visual Arts, Fine Arts, or Project Management obtained from a foreign or state University recognised by the University Grants Commission (UGC), a University established by an Act of Parliament in Sri Lanka, or an institution recognised under Section 25A of the Universities Act No. 16 of 1978: 1. Research-based 2. Coursework-based (Marks will be awarded only for qualifications obtained in addition to the basic educational qualification.)	15 10	15
02	Professional Qualifications Related to the Field Having completed one of the following qualifications (in addition to the basic educational qualification) in the subjects of information science, records management, archives management, or audiovisual archives conservation from a university or a degree-awarding institution recognised by the University Grants Commission (UGC): 1. A Postgraduate Degree 2. A Postgraduate Diploma 3. A Degree Having completed one of the following qualifications (in addition to the basic educational qualification) in the subjects of information science, records management, archives management, or audiovisual	15 10 08	15

Sub No.	Criteria for Awarding Marks	Marks	Maximum Marks
	archives conservation from a local or foreign university recognised by the University Grants Commission (UGC), a local or foreign degree-awarding institution, or a local or foreign institution or recognised organisation associated with archives management: 1. A Diploma 2. A Certificate Course (minimum duration of 36 hours)	04 02	
03	Experience Related to the Field Service experience in a position with primary responsibility in one of the fields of Audiovisual Archives Conservation, Information Management, Records Management, or Archives Management, evaluated at 03 marks per year. (Service certificates issued by the head of the relevant institution must be submitted. This certificate must clearly state the exact start and end dates of service, and if the applicant is still currently employed, that fact must also be explicitly mentioned.)	15	15
04	Performance at the Interview Marks will be awarded based on responses given to questions aimed at evaluating the following: vii. The applicant's strengths that support performing the role of the post (<i>Strengths questions</i>) viii. The ability to make situational decisions (<i>Situational questions</i>) ix. Competency (<i>Competency questions</i>)	01 01 03	05
	Total		50

Important Note:

Attending the aptitude evaluation interview shall not be considered as fulfillment of qualifications for the award of the appointment.

12. Examination Conditions:

- I. The examination will be conducted in Sinhala, Tamil, and English mediums. The applicant must answer all question papers of this examination in only one language of their preference. Candidates will not be permitted to change the examination medium indicated in their application form.
- II. The examination fee is Rs. 1,200/-. Furthermore, this examination fee must be credited to Bank Account No. 086-1001-3902-6218 in the name of the "Director General National Archives" at the People's Bank, Thimbirigasyaya Branch. The receipt obtained in the applicant's name must be securely pasted by one of its edges on the designated place in the application form. Money orders or stamps will not be accepted for examination fees, and the fee paid for the examination will not be refunded under any circumstances or transferred for any other examination. Additionally, keeping a photocopy of the receipt may be useful.
- III. This examination will be conducted only at examination centers established in Colombo. The date on which the examination will be held will be notified later.
- IV. Incomplete applications as well as applications that have not fulfilled the basic qualifications will be rejected without prior notice.
- V. The application form must be prepared on A4 size paper of 21.0 x 29.7 cm, and it must strictly comply with the specimen format attached to this notification. Headings from 01 to 06 must be structured on the first page, headings from 07 to 08 on the second page, and the remainder on the third page, and the relevant information

must be clearly included in one's own handwriting. Applications that do not comply with the specimen application or are incomplete will be rejected without prior notice. Keeping a copy of the relevant application form will be useful. No document or copy thereof should be attached to the application form.

- VI. Receipt of applications will not be acknowledged. On the preliminary assumption that only those who fulfill the qualifications mentioned in the examination notification have applied, a notice will be published on the official website of the Sri Lanka Institute of Development Administration (www.slida.lk) by the Director General of the Sri Lanka Institute of Development Administration as soon as examination admission cards are issued to applicants who have correctly completed and forwarded their applications along with the relevant receipt, having paid the prescribed examination fee on or before the closing date of applications specified in the notification. If there is a candidate who has not received the admission card even after 02 or 03 days have elapsed since the publication of the notice, inquiries can be made from the Examination Branch of the Sri Lanka Institute of Development Administration *via* telephone numbers 011-5980264 or 011-5980255 from 8:30 a.m. to 4:00 p.m. on weekdays, as mentioned in the advertisement. In making such an inquiry, the applicant must correctly state the name of the examination applied for, the applicant's full name, National Identity Card number, and address. When making such an inquiry, it will be useful to keep ready the copy of the application form retained by oneself, the copy of the receipt obtained upon payment of the examination fee, and the registration receipt received when posting the application, to verify any information requested by the Sri Lanka Institute of Development Administration. Furthermore, a short message (SMS) will be forwarded by the Sri Lanka Institute of Development Administration to all examination candidates to whom examination admission cards have been issued.
- VII. Officers currently employed in the Public Service / Provincial Public Service, or State Corporations must forward their applications through their respective Heads of Departments / Institutions. It is mandatory for every applicant to have their signature attested before appearing for the examination. An applicant appearing for the examination from an institution must have their signature attested by the Head of the institution where they are employed. Other applicants must have their signature attested by a Head of a Government School / a retired principal, the Grama Niladhari of the division, 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 permanent staff-grade position in the Government or Local Government service drawing an annual consolidated salary of Rs. 240,360/- or above, the Chief Incumbent or Chief Priest of a Buddhist temple, or a person holding a position of significant status among the clergy in charge of any other religious place of worship.
- VIII. With the approval of the Public Service Commission, the authority to postpone or cancel the examination is vested with the Director General of the Sri Lanka Institute of Development Administration.

13. Admission to the Examination:

- I. 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. A candidate who fails to present their admission card will not be permitted to sit for the examination.
- II. A candidate must sit for the examination at the examination hall assigned to them. Every candidate must hand over their relevant admission card, with their signature duly attested, to the Supervisor of the hall on the very first day they present themselves at that designated examination hall.

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

- III. Candidates must prove their identity in the examination hall for every subject they sit for, to the satisfaction of the Supervisor. Only one of the following documents will be accepted for this purpose:
 - i. National Identity Card issued by the Department of Registration of Persons
 - ii. Valid Passport
 - iii. Valid Sri Lankan Driving License

IV. Furthermore, candidates must enter the examination hall with their face and ears uncovered so that their identity can be verified. Applicants who refuse to confirm their identity in this manner will not be admitted to the examination hall. Additionally, from the moment of entering the examination hall until the end of the examination and leaving it, candidates must remain with their face and ears uncovered so that examination authorities can recognise them.

14. Punishment for Providing False Information:

If it is revealed that a candidate lacks the required qualifications, their candidacy may be cancelled at any point—before the examination, during the examination, or after the examination. If it is revealed that a candidate has willfully submitted any information knowing it to be false, or if he/she has intentionally suppressed any material fact, he/she will be liable to dismissal from the public service.

15. Candidates are bound by the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration regarding the conduct of the examination. If those rules and

regulations are violated, he or she will have to face a punishment imposed by the Director General of the Sri Lanka Institute of Development Administration.

16. In the event of any inconsistency or discrepancy between the language texts of this notification published in Sinhala, Tamil, and English mediums, action will be taken in accordance with the Sinhala medium notification.

17. Matters not provided for in these regulations will be determined as decided by the Director General National Archives, subject to the instructions of the Public Service Commission.

18. Examination Results:
The notification of examination results to the applicants will be carried out by the Director General of the Sri Lanka Institute of Development Administration *via* post or through their website.

By Order of the Public Service Commission,

Secretary,
Ministry of Buddhasasana, Religious and Cultural Affairs
Date: 28th August 2026.