



Vacancies

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

01. Post : Information Assistant - Grade III (Vacancies – 03)

Service Category : Management Assistant (Technical)

Salary Scale : MA 2-1-2025 රු:50,540-10x540-07 x 630-04x890-20x1,190- 87,710/= (Monthly)

(Rs:43,379/= as at 01.01.2025, Rs:46,960/= as at 01.01.2026 and Rs: 50,540/= as at 01.01.2027 as per the DMS Circular 01/2025)

Age : should be not less than 18 years and not more than 35 years

(The upper age limit will not apply to internal candidates)

Qualifications:

For External Applicants

Educational

- (a) Should have passed in six (06) subjects in one sitting with credit passes for four (04) subjects Including
 - (i) Sinhala / Tamil Language
 - (ii) Mathematics
 - (iii) English LanguageAs the General Certificate of Education (Ordinary Level) Examination
- (b) Should have passed in atleast three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination.
- (c) Should have followed and passed a Course, not less than three (03) months in Computer Applications Usage and should pass the Trade Test conducted by the Board.

Technical Skills / Proficiency

Should have passed the stage I of the Three (03) year Diploma Course in Library and Information Science of a recognized University/Sri Lanka Library Association.

For Internal Applicants (1 or 2 below)

1. Should have fulfilled the above mentioned qualification for the External applicants
2. (a) Should have completed a satisfactory service period of five (05) years in Primary Grade – Non-Skilled (PL 1), Semi Skilled (PL 2) and Semi Skilled (PL 3)
- (b) Should have passed in six (06) subjects in not more than two sitting with credit passes in four (04) subjects including
 - i. Sinhala / Tamil Language
 - ii MathematicsAt the General Certificate of Education (Ordinary Level) Examination
- (c) Should have passed the stage I of the three (03) months year Diploma course in computer applications Usage and should pass the Trade Test conducted by the Board.
- (d) Should have passed the stage I of the Three (03) year Diploma Course in Library and Information Science of a recognized University/Sri Lanka Library Association.

Method of Recruitment:

Recruitment will be made at the ratio of 70% of the vacancies from External Applicants and of 30% of the vacancies from Internal Applicants through a written 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 05.06.2026 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