



### VACANCIES

The National Research Council of Sri Lanka is a statutory government funding agency established under Parliamentary Act No. 11 of 2016 to promote and support research by public sector scientists through financial assistance programs.

Applications are invited from qualified citizens of Sri Lanka for the following posts in the National Research Council (NRC).

#### Assistant Director (Scientific Affairs Coordinator) - 01 Post

**Job Description:** Responsible for scientific and strategic management; overseeing grants, research programmes, governance, reporting, stakeholder coordination, policy implementation, monitoring activities, database management, compliance, planning, institutional development, and assigned organizational duties.

**Qualifications:**

**External Candidates:**

1. A Bachelor's Degree in field of Science which is recognized by the University Grants Commission, Sri Lanka

AND

A minimum of three (03) years post qualifying experience in the field to the post, after obtaining the first degree, in a government institution or board or in a reputed private establishment.

**Internal Candidates:**

Having obtained the qualifications required by the external candidates above.

**Age:** Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Salary per month:** MM 1-1- 2025 (Basic Salary + Cost of Living) – Rs. 81,710 + 17,800 = Rs. 99,510

#### Scientific / Research Officer - 03 Posts

**Job Description:** Be responsible for grant management, publishing grant information, maintaining databases, statistical analysis, preparing reports for Council and necessary meetings and coordinating events such as seminars/ workshops.

**Qualifications:**

**External Candidates:**

1. A Special Degree in a relevant field in Science, Medicine, Engineering, Agriculture, Economics, Statistics, ICT Computer Science, Information Technology, Computer Engineering or any other relevant field which is recognized by the University Grants Commission, Sri Lanka.

OR

2. General Degree in a relevant field in Science, Medicine, Engineering, Agriculture, Economics, Statistics, ICT Computer Science, Information Technology, Computer Engineering or any other relevant field which is recognized by the University Grants Commission, Sri Lanka with a postgraduate diploma in the relevant field.

**Age:** Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Salary per month:** AR 1 - 2025 (Basic Salary + Cost of Living) – Rs. 81,675 + 17,800 = Rs. 99,475

#### Management Assistant - 04 Posts

**Job Description:** Provided administrative, financial, and secretarial support by managing correspondence, payments, accounting records, procurement processes, grant administration, project reporting, database maintenance, stakeholder communications, and office operations, ensuring the efficient implementation of organizational programs and activities. Functions/ activities are non-technological in nature.

**Qualifications:**

**External Candidates:**

1. Having passed the G. C. E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including;
  - i. Sinhala/ Tamil
  - ii. English Language (If necessary to the post)
  - iii. Mathematics

AND

2. Having passed three subjects (Other than the General Paper) at the G. C. E. (A/L) examination.

**Others:** Competency in computer applications, Sinhala, Tamil or English typing and post specific qualifications will be an added advantage.

**Internal Candidates:**

Employees of the categories of Primary Level- Skilled, Primary Level- Semiskilled and Primary Level- unskilled who possesses the following qualifications are eligible to apply.

1. Having passed the G. C. E. (O/L) examination in six subjects within two sitting with credit passes for four subjects including;
  - i. Sinhala/ Tamil
  - ii. English Language (If necessary to the post)
  - iii. Mathematics

AND

2. Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

**Others:** Competency in computer applications, Sinhala, Tamil or English typing and post specific qualifications will be an added advantage.

**Age:** Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Salary per month:** MA 1-1- 2025 (Basic Salary + Cost of Living) – Rs. 43,312 + 17,800 = Rs. 61,112

#### Driver - 02 Posts

**Job Description:** Operated and maintained institutional vehicles in compliance with regulations, ensuring safe and efficient transportation of passengers, goods, documents, and parcels. Maintained vehicle records, monitored vehicle condition, updated licenses and insurance, and ensured vehicle security and roadworthiness.

**Qualifications:**

**External Candidates:**

1. Having passed six (06) subjects in G. C. E. (O/L) examination, at east with two (02) credit passes in maximum of two sittings

AND

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.

**Internal Candidates:**

1. Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.

AND

Completion of minimum five (05) years satisfactory service at NRC.

**Age:** Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Salary per month:** PL 3 - 2025 (Basic Salary + Cost of Living) – Rs. 40,834 + 17,800 = Rs. 58,634

**Other conditions applicable for all posts :**

1. Applicants should be citizens of Sri Lanka.
2. Applicants should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
3. Applicants should be of excellent moral character.
4. Recruitment by a written competitive examination and/ or a structural interview.
5. These appointments will be on the contract basis for the vacancies in the approved cadre of the National Research Council for a period of one (01) year or until the completion of the restructuring process, whichever occurs first, entitlement to Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).
6. Applicants should forward their **signed applications with copies of birth certificate, other relevant certificates together with names and addresses of two non-related referees and marked the post applied for on the top left hand corner of the envelope** under registered post to reach the **"Chairperson, National Research Council, 120/7, Vidya Mawatha, Colombo 07"** on or before **15th July 2026**.
7. Applications from officers in government Departments/ Corporations/ Statutory Boards should be forwarded through the heads of their respective Institutions.
8. All applications that do not comply with the above requirements will be rejected.

This advertisement is published in the NRC website, [www.nrc.gov.lk](http://www.nrc.gov.lk).

**Chairperson**

**National Research Council**

**120/7, Vidya Mawatha,**

**Colombo 07.**

**Tel: 011- 2675176**

**Web: [www.nrc.gov.lk](http://www.nrc.gov.lk)**