



NATIONAL LIBRARY AND DOCUMENTATION SERVICES BOARD

(MINISTRY OF EDUCATION)



VACANCIES

Applications are invited from qualified applicants for filling the existing vacancies for the following posts at the National Library and Documentation Services Board.

01. Management Services Category

Salary Scale: MM 1-1-2016 Rs. 53,175 - 10x1375 - 15x1910 - 95,575/= (Monthly)
(This salary scale as per the M.S. Circular No. 02/2016 will be effective from 01.01.2020 and the starting salary for year 2017 will be Rs. 36,654/= and adjustment allowance of Rs. 4114/=, In addition to the above, government approved allowances will be paid).

Age: Should be not less than 25 years and not more than 40 years.
(Maximum age limit will not be applicable to internal applicants).

01.1 Assistant Director - Grade II (Library Research) (01 Vacancy)

Qualifications:

- Should have obtained a Special Degree in Library and Information Science with a class from a university recognized by the University Grants Commission.
and
Three (03) years experience in a reputed Library / in a reputed Institution related to the Library field after obtaining the degree.
- Obtaining a Degree from a university recognized by the University Grants Commission and should have passed after following a Postgraduate Diploma Course in Library and Information Science.
and
Three (03) years experience in a reputed Library / in a reputed Institution related to the Library field after obtaining the above qualification (Special consideration will be shown to those who have the skills in research activities and who are computer literate).

01.2 Assistant Director - Grade II (Library Co-ordination) (01 - Vacancy)

Qualifications:

- Should have obtained a Special Degree in Library and Information Science with a class from a university recognized by the University Grants Commission.
and
Three (03) years experience in a reputed Library / in a reputed Institution related to the Library field after obtaining the degree.
- Obtaining a Degree from a university recognized by the University Grants Commission and should have passed after following a Postgraduate Diploma Course in Library and Information Science
and
Three (03) years experience in a reputed Library / in a reputed Institution related to the Library field after obtaining the above qualifications.
(Special consideration will be given to those who have the ability to work with international institutions in the Library field and who are computer literate).

01.3 Assistant Director - Grade II (Strategic Planning) (01 - Vacancy)

Qualifications:

- Should have obtained a Special Degree in Public Administration / Business Administration with a class from a university recognized by the University Grants Commission.
and
Three (03) years experience in strategic planning in a reputed Library / reputed Institution after obtaining the degree.
- Obtaining a Degree from a university recognized by the University Grants Commission and should have passed after following a Postgraduate Diploma Course in Management
and
Three (03) years experience in Strategic Planning in a reputed Library / reputed Institution after obtaining the above qualifications.
(Special consideration will be given to those who are computer literate).

02. Junior Management Services Category

Salary Scale: JM 1-1-2016 Rs. 42,600 - 10x755 - 18x1135 - 70,580/= (Monthly)
(This salary scale as per the M.S. Circular No. 02/2016 will be effective from 01.01.2020 and the starting salary for year 2017 will be Rs. 29,355/= and adjustment allowance of Rs. 5275/=, In addition to the above, government approved allowances will be paid).

Age: Should be not less than 22 years and not more than 35 years.
(Maximum age limit will not be applicable to internal applicants).

02.1 Systems Analyst - Grade II (01 - Vacancy)

Qualifications:

Should have obtained a Special Degree in Information Technology / Computer Science from a university recognized by the University Grants Commission.
and
Should have one (01) year's experience in Computer Programming / Analysing in a government Ministry / Department / Corporation / Statutory Board or in a reputed institution.

02.2 Conservation Officer - Grade II (01 - Vacancy)

Qualifications:

Should have obtained a Special Degree in Chemistry from a University recognized by the University Grants Commission.
and
Should have one (01) year's experience regarding document conservation in a government Ministry / Department / Corporation / Statutory Board or reputed Institution.

02.3 Training Officer - Grade II (01 - Vacancy)

Qualifications:

Should have obtained a Special Degree in Library / Information Science / Social Science / Psychiatry from a University recognized by the University Grants Commission.
and
Should have one (01) year's experience regarding training activities in a government Ministry / Department / Corporation / Statutory Board or reputed Institution.

02.4 Research Officer - Grade II (01 - Vacancy)

Qualifications:

Should have obtained a Special Degree in Library / Information Science / Social

Science / Community Service from a University recognized by the University Grants Commission.

and

Should have one (01) year's experience in Social Research Activities in a government Ministry / Department / Corporation / Statutory Board or reputed Institution.

02.5 Extension Officer - Grade II (01 - Vacancy)

Qualifications:

Should have obtained a Special Degree in Library / Information Science from a University recognized by the University Grants Commission.

and

Should have one (01) year's experience in Extension Activities in a government Ministry / Department / Corporation / Statutory Board or reputed Institution.

(Computer Literacy and English Literacy are mandatory for all posts from 02.1 to 02.5 above)

03. Management Assistant (Technological) Service Category

Salary Scale: MA 2-1-2016 Rs. 30,310 - 10x300 - 7x350 - 04x495 - 20x660 - 50,940/= (Monthly)
(This salary scale as per the M.S. Circular No. 02/2016 will be effective from 01.01.2020 and the starting salary for year 2017 will be Rs. 20,890/= and adjustment allowance of Rs. 6662/=, In addition to the above, government approved allowances will be paid).

Age: Should be not less than 18 years and not more than 35 years.
(Maximum age limit will not be applicable to internal applicants).

03.1 Information Assistant - Grade III (05 - Vacancies)

Qualifications:

- Should have passed in six (06) subjects in one sitting with credit passes in
 - Sinhala / Tamil Language
 - Mathematics and
 - In any two other subjects
 at the General Certificate of Education (Ordinary Level) Examination.
- Should have passed in any three subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination and reached the qualifying level required for following a Tertiary Education Diploma Course.
 - Should have passed the Stage I of the three year Diploma Course in Library / Information Science in a recognized university
or
Should have passed the Stage I of the three year Diploma Course in Library / Information Science of the Sri Lanka Library Association (Should be computer literate)

04. Management Assistant (Non-Technological) Service Category

Salary Scale: MA 1-1-2016 Rs. 27,910 - 10x300 - 07x350 - 04x495 - 20x660 - 48,540/= (Monthly)
(This salary scale as per the M.S. Circular No. 02/2016 will be effective from 01.01.2020 and the starting salary for year 2017 will be Rs. 19,234/= and adjustment allowance of Rs. 6984/=, In addition to the above, government approved allowances will be paid).

Age: Should be not less than 18 years and not more than 30 years.
(Maximum age limit will not be applicable to internal applicants).

04.1 Management Assistant - Grade III (02 - Vacancies)

Qualifications:

- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with credit passes in
 - Sinhala / Tamil Language
 - Mathematics and
 - In any two other subjects
- Should have passed in any three subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination and reached the qualifying level required for following and Tertiary Education Diploma Course.
- Computer literacy would be a special qualification.

OTHERS

Every applicant -

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

Method of Recruitment:

Through either an open written examination and/or by a structured interview.

Conditions of Service

- This post is permanent and subject to a three (03) year probation period.
- Employee should contribute 8% of the salary to the Employees' Provident Fund (EPF) and the Employer will contribute 12% to the Employees' Provident Fund (EPF) and 3% to the Employees' Trust Fund (ETF).

Station of Duty - Colombo

Applications containing the complete Bio Data, details of educational / professional qualifications, service experience and names and addresses of two non-related referees along with copies of relevant certificates should be sent by registered post addressed to "Chairman, National Library and Documentation Services Board, No. 14, Independence Avenue, Colombo 07" to reach on or before 31.05.2017.

Post applied for should be mentioned on the left hand top corner of the envelope containing the application.

Applicants serving in Government/ Semi Government / Statutory Institutions should direct their applications through the Heads of their respective 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.