

National Library and Documentation Services Board Vacancies

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

1. Employee Category : Manager (MM 1-1)

Salary scale : MM 1-1-2016 Rs: 53175-10x1375-15x1910-95575/= (Monthly)

1.1 Post : **Assistant Director - Grade II (Extension Services) (01 Post)**

Qualifications : **External Candidates(1 or 2 below)**

1. Should have obtained a special degree recognized by the University Grants Commission (Preference will be given those who have followed a social sciences subject)

and

Should have obtained at least three (03) years experience in the relevant subject field in Government ,Corporation , Board Statutory Institution or in reputed private institution after obtaining the degree

2. Should have obtained a degree recognized by the University Grants Commission and should have followed and passed a post graduate diploma course in the relevant subject field

and

Should have obtained at least three (03) years experience in the relevant field in Government ,Corporation ,Board ,Statutory Institution or in reputed private institution after obtaining the above qualification.

Internal Candidates (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Should have completed at least five (05) years satisfactory service period in a post in the relevant subject area of the Junior Manager (JM) service category.

1.2 Post : Internal Auditor - Grade II (01 Post)

Qualifications : External Candidates(1 or 2 below)

1. Should have obtained a special degree recognized by the University Grants Commission (with Commerce / Accountancy / Accounting as a subject)

and

Should have obtained at least three (03) years experience in the relevant subject field in Government ,Corporation , Board Statutory Institution or in reputed private institution after obtaining the degree

2. Should have obtained Intermediate qualification of The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)or Chartered Institute of Management Accountants (CIMA) or Association of Certified Chartered Accountants (ACCA)

and

Should have obtained at least three (03) years experience in the relevant field in Government ,Corporation ,Board ,Statutory Institution or in reputed private institution after obtaining the above qualification.

Internal Candidates(1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.

2. Should have completed at least five (05) years satisfactory service period in a post in the relevant subject area of the Junior Manager (JM) service category.

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)

Recruitment Procedure : by a written competitive examination and / or a structured Interview

Structured Interview

Marks allocated for the Interview as follows

Relevant Additional experience	-	30 Marks
Relevant Additional qualifications	-	30 Marks
Other Achievements	-	15 Marks
Performance at the Interview	-	<u>25 Marks</u>
		100 Marks
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2. Employee Category : Junior Manager (JM 1-1)

Salary scale : JM 1-1-2016 Rs: 42600-10x755-18x1135-70580/= (Monthly)

2.1 Post : **Library and Documentation Officer - Grade II) (06 Posts)**

Qualifications : **External Candidates**

1. Should have obtained a degree recognized by the University Grants Commission (Preference will be given those who have followed the Library and Information Science subject)

Internal Candidates(1 or 2 or 3 below)

- 1 Having obtained the qualifications required by the external candidates above.
2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Information Assistant Grade ii post of the Management Assistant (Technical) (MA 2-1) service category.
3. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Library Development Assistant Grade iii post of the Associate Officer (MA 3) service category.

2.2 Post : Systems Analyst - Grade II (01 post)

Qualifications : External Candidates

1. Should have obtained a degree (with Information Technology / Computer Science subject) recognized by the University Grants Commission

Internal Candidates(1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.
2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Information Technology Assistant /Management Assistant Grade ii post of the Management Assistant (Technical / Non-Technical) (MA 2-1/MA 1-1) service category.
3. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Library Development Assistant Grade iii post of the Associate Officer (MA 3) service category.

2.3 Post : Conservation Officer - Grade II (01 post)

Qualifications : External Candidates

1. Should have obtained a degree (with Chemistry as a subject) recognized by the University Grants Commission

Internal Candidates(1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.
2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Conservator / Information Assistant Grade ii post of the Management Assistant (Technical) (MA 2-1) service category.

2.4 Post : Extension Officer - Grade II (01 post)

Qualifications : External Candidates

1. Should have obtained a degree recognized by the University Grants Commission (Preference will be given those who have followed the Social Science subjects)

Internal Candidates(1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.
2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Information Assistant /Management Assistant Grade ii post of the Management Assistant (Technical / Non-Technical) (MA 2-1/MA 1-1) service category.
3. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Library Development Assistant Grade iii post of the Associate Officer (MA 3) service category.

2.5 Post : Accounts Officer - Grade II (01 post)

Qualifications : External Candidates (1 or 2 below)

1. Should have obtained a degree recognized by the University Grants Commission (with Commerce / Accountancy / Accounting as a subject)
2. Should have obtained Intermediate qualification of The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)or Chartered Institute of Management Accountants (CIMA) or Association of Certified Chartered Accountants (ACCA)

Internal Candidates(1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Management Assistant Grade ii post of the Management Assistant (Non-Technical) (MA 1-1)) service category

2.6 Post : Administrative Secretary - Grade II (01 post)

Qualifications : External Candidates

1. Should have obtained a degree recognized by the University Grants Commission

Internal Candidates(1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Should have completed at least five (05) years satisfactory service period in the relevant subject field of Management Assistant Grade ii post of the Management Assistant (Non-Technical) (MA 1-1)) service category .

Note : For the above 2.1-2.6. Posts should have knowledge in Computer Applications Usage

Age : should be not less than 22 years and not more than 45 years
(The upper age limit will not apply to internal candidates)

Recruitment Procedure : by a written competitive examination and / or a structured Interview

Structured Interview

Marks allocated for the Interview as follows

Relevant Additional experience	-	30 Marks
Relevant Additional qualifications	-	30 Marks
Other Achievements	-	15 Marks
Performance at the Interview	-	<u>25 Marks</u>
		100 Marks
		=====

Application that include the full bio data, details of educational /professional qualifications and service experience along with copies of the relevant certificates should be forwarded to dg@mail.natlib.lk or admin@mail.natlib.lk on or before 30.11.2020.

Applications which have not been forwarded according to all the requirements indicated above will be rejected.

W. Sunil

Director General

16.11.2020