

NATIONAL INSTITUTE OF SOCIAL DEVELOPMENT

(Ministry of Rural Development, Social Security and Community Empowerment)

Post : Director (School of Social Work) - 01 Vacancy

01. Age Limit : Applicants should be not less than 25 years and not more than 50 years of age on closing date of applications.
(Maximum age limit does not apply for internal applicants.)

02. Educational Qualifications :

For External Applicants

- (a) Should have a 04 years Bachelor's Degree in Social Sciences from a university recognized by the University Grants Commission and a Post Graduate Degree in Social Work.
- (b) Experience: Minimum (15) years of experience in social work education management aspects in public service, statutory body or Government recognized private institution.

For internal Applicant

- (a) Having at least 05 years of experience in a position in the social work education management service category of the National Institute of Social Development in Grade I.

03. Method of allocating marks for the Interview :

	<i>Criteria</i>	<i>Marks</i>
1	Relevant administrative experiences	30 marks
2	Relevant Additional professional experience	30 marks
3	Other Skills	15 marks
4	Performance at the Interview	25 marks
	Total Marks	100

04. Salary Scale : H M 1 -3 – 2025 – Rs. 152,500 – 15 x 4100 - Rs. 214,000/=

Position : **Assistant Librarian Position 01**

Age Limit : Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications. (Maximum age limit does not apply to internal applicants.)

01. Educational Qualification : *For External Applicants*

Should have a degree in Library and Information Science recognized by the University Grants Commission

For Internal applicants

Should have fulfilled the qualifications for the above external applicants.

Method of allocating marks for the Interview

	<i>The criterion</i>	<i>Score</i>
1	Relevant experience	30
2	Relevant additional qualifications	30
3	Other Performance /skills	15
4	Performance at the Interview	25
	Total	100

02. Salary Scale : MA 3 -2025 : Rs. 53,940 – 10 x800 – 11 x Rs. 1,190 x 10 – 1,320 x 10- Rs. 1,350 x 5 – Rs. 94,980

Position : **Basic Maintenance Positions 01**

Age Limit : Applicants should be not less than 22 years of age and not more than 45 years of age on closing date of applications. (Maximum age limit does not apply to internal applicants.)

01. Educational Qualification :

External Applicants

Having successfully completion and obtained a certificate in an electrician course not lower than National Vocational Qualifications (NVQ 4) Level 04 as prescribed by the Tertiary and Vocational Education Commission in relation to the duties of the position of Basic Maintenance Technician.

Internal applicants

Employees in the Primary Semi-Technical (PL 2) or Primary Non-Technical (PL 1) service category, who have five (05) years of experience relevant to the duties of the post, and have passed a trade test at National Vocational Qualification (NVQ) Level 4 or above—conducted by a recognized Technical College or Vocational Training Institute—in a field appropriate to the post.”

Or

“Possession of a certificate of proficiency at National Vocational Qualification (NVQ) Level 4 or above, issued by a Technical or Vocational Training Institution recognized by the Tertiary and Vocational Education Commission, in a field relevant to the duties of the post—such as air conditioning, electricity, plumbing, vehicle maintenance, building, or grounds maintenance.”

Method of allocating marks for the Interview

	The criterion	Score
1	Relevant experience	20
2	Relevant additional Educational qualifications	20
3	Performance at the Interview	60
	Total	100

02. Salary scale : PL 3 -2025 Rs. 43,280 – 10 x 490 – 10 x 540 – 10 x 590 – 12 x 630 – Rs. 67,040/=

05. Conditions of employment for the post -

1. All applicants must be Sri Lankan citizens.
2. The position is permanent .
3. Contributions to the Employees' Provident Fund shall be paid according to the percentages approved by the government.
4. Subject to a three-year probationary period.

Note : This position is vacant at the Seeduwa Head Office and selected candidates should work in Head Office.

Conditions of Service : Must be subject to the provisions of the National Institute of Social Development Act, No. 41 of 1992 and the rules and regulations enacted by the Government from time to time.

Recruitment Methodology : Structured interview will be conducted by an interview panel as prescribed by the appointing authority. Selection will be done in order of merit from among the highest scorers.

Applicants should send the applications with complete bio data to the following address by registered post on or before **06.06.2025**. the position applied for should be mentioned at the top left corner of the envelope, incomplete, unclear, or late applications will be rejected. Officials employed in the public sector should submit their applications through the Head of the department/ institution.

Applicants who have submitted their applications for the post of Director (School of Social work) as per the *Gazette* Notification published on 08.11.2024 are also required to send their revised applications to the following address:”.

Senior Professor WASANTHA SUBASINGHE,
Director General (*Acting*),
National Institute of Social Development.

Director General (Acting),
National Institute of Social Development,
Liyanagemulla,
Seeduwa,
21st of May, 2025.

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