

## Posts – Vacant

### NATIONAL INSTITUTE OF SOCIAL DEVELOPMENT

#### State Ministry of Samurdhi, Household Economy, Microfinance, Self-Employment and Business Development

#### 01. Post : Lecturer II - 08 Vacancies

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).

#### 02. *Educational Qualifications.*- **For External Applicants** (below 1 or 2)

1. Should have a 04 year Bachelor of Social Work degree/Special degree in Social Sciences recognized by the University Grants Commission.
2. Should have obtained a Bachelor's Degree in Social Work/Social Sciences recognized by the University Grants Commission and a Post Graduate Diploma in a relevant field.

#### ***For Internal Applicants***

1. Should have fulfilled the qualifications for the above external applicants.

#### 03. *Method of allocating marks for the Interview :*

	<i>Criteria</i>	<i>Marks</i>
1	Educational Qualifications (In addition to basic qualifications)	30
2	Teaching experience	10
3	Research and publications	20
4	Extracurricular activities	10
5	Personality	15
6	General knowledge on related field	15
	<b>Total</b>	<b>100</b>

04. *Salary Scale.*- AR-1 (Rs. 53,150 - 10 x 1,375 - 15 x 1,910 - Rs. 95,550)

#### 02. Post : 02 Training Officer II - 02 Vacancies

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).

#### 02. *Educational Qualifications.*- **For External Applicants** (below 1 or 2)

1. Should have a Special Degree in Social Sciences recognized by the University Grants Commission.
2. Bachelor's Degree in Social Sciences recognized by the University Grants Commission and a post graduate diploma in the relevant field.

#### ***For Internal Applicants*** (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least 10 years of satisfactory service in a category of associated officers (MA3) in the posts of Research Asssistant/ Program Assistant (Centre in-charge).

#### 03. *Method of allocating marks for the Interview :*

	<i>Selection Criteria</i>	<i>Marks</i>
1	Educational Qualifications (In addition to basic qualifications)	30
2	Experience	10
3	Research, Patent Certificate and Awards	20
4	Extracurricular activities	10
5	Personality	15
6	General knowledge on related field	15
	<b>Total</b>	<b>100</b>

04. *Salary Scale.*- AR-1 (Rs. 53,150 - 10 x 1,375 - 15 x 1,910 - Rs. 95,550)

#### 03. Post : 04 Research Officer II - 04 Vacancies

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).

**02. Education Qualifications.- For External Applicants**  
(below 1 or 2)

1. Should have a Special Degree in Social Sciences recognized by the University Grants Commission.
2. Should have obtained a Bachelor's Degree in Social Sciences recognized by the University Grants Commission and a Post Graduate Diploma in the relevant field.

**For Internal Applicants (below 1 or 2)**

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least 10 years of satisfactory service in a category of associated officer (MA3) in the posts of Research Assistant at the National Institute of Social Development.

**03. Method of allocating marks for the Interview :**

	<i>Criteria</i>	<i>Marks</i>
1	Educational Qualifications (In addition to basic qualifications)	30
2	Teaching experience	10
3	<b>Research and publications</b>	20
4	<b>Extracurricular activities</b>	10
5	<b>Personality</b>	15
6	<b>General knowledge on related field</b>	15
	<b>Total</b>	<b>100</b>

04. *Salary Scale*.- AR-1 (Rs. 53,150 - 10 x 1,375 - 15 x 1,910 - Rs. 95,550)

**04. Post : 01 Accountant - 01 vacancy**

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).

**02. Education Qualifications.- For External Applicants**  
(below 1 or 2)

1. Should have a Degree in Accountancy/Commerce/ Business Management/Management recognized

by the University Grants Commission and 01 year experience in the related field after obtaining the degree.

2. Passing the Intermediate Examination from a Chartered Professional Institute and 01 year experience in the field of Accountancy/Auditing after obtaining the above qualification.

**For Internal Applicants (below 1 or 2)**

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least 05 years of satisfactory service in a category of 'Junior Manager' (JM) Service Category.

**03. Method of allocating marks for the Interview :**

Related Experience	30	Marks
Related additional qualifications	30	Marks
Other Skills/Performance	15	Marks
Performance at the Interview	25	Marks

**Total Marks** **100**

04. *Salary Scale*.- MM 1-1 (Rs. 53,175 - 10x 1,375 -15 x1,910 - Rs. 95,575)

**05. Post: Translator (Sinhala/English) - 01 Vacancy**

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.)

**02. Educational Qualifications: For External Applicants**  
(below 1 or 2)

1. Bachelor's Degree in Translation Studies in English recognized by the University Grants Commission
2. Bachelor of Arts Degree in English recognized by the University Grants Commission

**For Internal Applicants**

1. Should have fulfilled the qualifications for the above external applicants..

03. *Method of allocating marks for the Interview :*

Related Experience	30	Marks
Related additional qualifications	30	Marks
Other Skills/Performance	15	Marks
Performance at the Interview	25	Marks
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<b>Total Marks</b>	<b>100</b>	
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04. *Salary Scale:* MA 4 –Rs.(37,970 – 10 x 755 – 15 x 930 – 5 x 1,135 – 65,145)

**06. Post: Instructor of English - 02 Vacancies**

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.)

02. *Educational Qualifications: For External Applicants (below 1 or 2 or 3)*

1. Bachelor's Degree in Teaching of English / English Language recognized by the University Grants Commission

*or*

2. A Vocational Certificate issued by a Vocational Training Institute recognized by the Tertiary and Vocational Education Commission with not less than National Vocational Qualification Level (NVQ) Level 06

*and*

05 years of experience in the related field in a Government Institute, Corporation, Board or Statutory Institute after obtaining the Degree

3. A Vocational Certificate issued by a Vocational Training Institute recognized by the Tertiary and Vocational Education Commission with not less than National Vocational Qualification Level (NVQ) Level 05

*and*

10 years of experience in the related field in a Government Institute, Corporation, Board or Statutory Institute after obtaining the Degree

**For Internal Applicants**

1. Should have fulfilled the qualifications for the above external applicants.

03. *Method of allocating marks for the Interview :*

Related Experience	30	Marks
Related additional qualifications	30	Marks
Other Skills/Performance	15	Marks
Performance at the Interview	25	Marks
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<b>Total Marks</b>	<b>100</b>	
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04. *Salary Scale:* MA 4 –Rs. (37,970 – 10 x 755 – 15 x 930 – 5 x 1,135 – 65,145)

**07. Post: Research Assistant -03 Vacancies**

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.)

02. *Educational Qualifications: For External Applicants*

1. Degree in Social Sciences/Statistical Sciences recognized by the University Grants Commission

**For Internal Applicants**

1. Should have fulfilled the qualifications for the above external applicants.

03. *Method of allocating marks for the Interview :*

Related Experience	30	Marks
Related additional qualifications	30	Marks
Other Skills/Performance	15	Marks
Performance at the Interview	25	Marks
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<b>Total Marks</b>	<b>100</b>	
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04. **Salary Scale:** MA 3: Rs.(32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54,960)

**08. Post: Programme Assistant (Centre in Charge) - 01 vacancy (For Hmbanthota Ranna Regional Centre)**

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.)

**02. Educational Qualifications: For External Applicants**

1. A Degree in Social Work/Human Resource Management/Public Management/Public Administration/ Social Sciences recognized by the University Grants Commission

**For Internal Applicants**

1. Should have fulfilled the qualifications for the above external applicants.

**03. Method of allocating marks for the Interview**

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Skills/Performance	15 Marks
Performance at the Interview	25 Marks

**Total Marks** 100

04. *Salary Scale*: MA 3:Rs(32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54,960)

**09. Post : Assistant Librarian - 01 Vacancy**

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.)

**02. Educational Qualifications: For External Applicants**

1. Should have a Bachelor's Degree in Library Sciences recognized by the University Grants Commission.

**For Internal Applicants**

1. Should have fulfilled the qualifications for the above external applicants.

**03. Method of allocating marks for the Interview**

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Performances/Skills	15 Marks
Performance at the Interview	25 Marks

**Total Marks** 100

04. *Salary Scale* : **MA 3: Rs. : (32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - 54,960)**

**10. Post : Administrative Officer - 01 Vacancy**

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.)

**02. Educational Qualifications: For External Applicants**

1. Should have a Degree in Human Resource Management/Commerce/Public Administration/ Public Management/ Management recognized by the University Grants Commission

**For Internal Applicants (below 1 or 2)**

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least five (05) years of satisfactory service in a related field in the category of "Management Assistant Non-Technical" (MA1) Grade II

**03. Method of allocating marks for the Interview :**

Related Experience	30 Marks
Related additional qualifications	30 Marks
Other Performances/Skills	15 Marks
Performance at the Interview	25 Marks

**Total Marks** 100  
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04. *Salary Scale* : **JM 1-1: Rs: (42,600 - 10 x 755 - 18 x 1,135 – 70,580)**

### 11. Post : Assistant Registrar - 01 Vacancy

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.)

02. *Educational Qualifications*: For External Applicants

1. Should have a Degree in Human Resource Management/Commerce/Public Administration/ Public Management/ Management recognized by the University Grants Commission

#### For Internal Applicants (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least five (05) years of satisfactory service in a related field in the category of “Management Assistant Non-Technical” (MA1) Grade II

03. *Method of allocating marks for the Interview* :

Related Experience	30	Marks
Related additional qualifications	30	Marks
Other Performances/Skills	15	Marks
Performance at the Interview	25	Marks
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<b>Total Marks</b>	<b>100</b>	

04. *Salary Scale* : JM 1-1: Rs: (42,600 - 10 x 755 - 18 x 1,135 – 70,580)

### 12. Post : Accounting Officer - 01 Vacancy

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.)

02. *Educational Qualifications*: For External Applicants (Below 1 or 2)

1. Should have a Degree in Accountancy/ Commerce/Business Management/ Management recognized by the University Grants Commission

2. Passing the Intermediate Examination from a recognized Chartered Institute in a field related to the post

#### For Internal Applicants (below 1 or 2)

1. Should have fulfilled the qualifications for the above external applicants.
2. Should have completed at least five (05) years of satisfactory service in a related field in the category of “Management Assistant Non-Technical” (MA1) Grade II

03. *Method of allocating marks for the Interview* :

Related Experience	30	Marks
Related additional qualifications	30	Marks
Other Performances/Skills	15	Marks
Performance at the Interview	25	Marks
	—	
<b>Total Marks</b>	<b>100</b>	

04. *Salary Scale* : JM 1-1 :Rs: (42,600 - 10 x 755 - 18 x 1,135 – 70,580)

#### Service conditions applicable to all positions

1. Posts are permanent
2. Have to contribute for EPF in government approved percentages
3. The selected employees have to undergo 03 year probation period
4. Persons who applied for the vacancies published in the Government *Gazette* dated 12.09.2019 should forward their applications again.

**Note.**— As these vacancies exist at the Main Office at Seeduwa, the selected applicants must serve in the Main Office.

**Service Conditions** : Subject to the provisions of the National Institute of Social Development Act No. 41 of 1992 and the rules and regulations imposed by the Government from time to time.

**Method of Recruitment:** A structured interview will be conducted by an interview board recommended by the Appointing Authority. The applicants with highest marks will be selected on the basis of merit.

Applicants should send their applications with a complete CV to the following address by registered post on or before 30.06.2021. The post applied for should be mentioned in the upper left corner of the envelope. Incomplete, unclear or late applications will be rejected. Officers working in the Government sector should submit their applications through the Head of Department / Head of Institution.

M.T.R. SHAMINI ATTANAYAKE,  
Director General (*Acting*),  
National Institute of Social Development.

Director General (*Acting*),  
National Institute of Social Development,  
Liyangemulla,  
Seeduwa,  
13th May, 2021.