

DEPARTMENT OF NATIONAL ARCHIVES

Open Competitive Examination for Recruitment to Grade III of Archival Officer in the Associate Officer Service Category of the Department of National Archives - 2026

APPLICATIONS are invited from qualified Sri Lankan citizens for the open competitive examination for recruitment to the post of Archival Officer in the Associate Officer Service Category of the Department of National Archives.

01. Recruitment through this examination is for Grade III of Archival Officer in the Associate Officer Service Category of the Department of National Archives. The closing date for applications is the 10th day of the month of April 2026.

02. Service Conditions:

- (a) A selected candidate will be appointed to the post of Archival Officer subject to the general conditions governing appointments in the public service, the terms and conditions set out in the scheme approved by the Public Service Commission on 12.07.2018, any subsequent amendments to those rules, and the provisions of the Establishments Code and Financial Regulations.
- (b) This post is permanent and pensionable. Although it is stated that the post is pensionable, officers recruited in the future shall be subject to policy decisions taken by the State regarding the pension scheme. Furthermore, you must contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme. Contributions must be paid as prescribed by the State from time to time.
- (c) This appointment is subject to a probationary period of three (03) years. Within three years of recruitment to Grade III Archival Officer, the first Efficiency Bar examination must be passed as specified in the recruitment procedure.
- (d) The Director General National Archives has the authority to cancel the appointment of any applicant who fails to assume duties on the due date of the post offered to them.
- (e) Duties assigned to the post:

<i>Approved Designation</i>	<i>Grade to which positions have been approved</i>	<i>Number of approved positions</i>	<i>Functions</i>
Archival Officer	III, II, I	45	Providing assistance to survey public and private records; preparing lists and schedules for accruing public and private sector records; preparing primary lists; making submissions before the courts; public relations duties; handling inquiries on records and overseeing the research room; providing support for exhibitions; verifying the physical safety of records; library duties; categorisation and preparation of indexes for archives and depositing the same; creating finding aids for records in electronic media; assigning numbers for archives and depositing the same; handling matters pertaining to digitisation of records; assisting members of the public who come for research work; publishing research on archives; assisting in the publication and printing of records; checking to ensure that archives are properly deposited; providing management assistance to staff grade officers supervising the repository, providing assistance for financial and physical functions of the Department and providing assistance to carry out progress reviews of such functions; updating and maintaining professional files; preparation and presentation of reports; carrying out e-government services; performing other duties assigned by the supervising officer and the Director General National Archives.

03. Monthly Salary Scale: According to Public Administration Circular No. 10/2025, the monthly salary scale (MN 04 - 2025) for Grade III Archival Officer is: Rs. 53,060 – 10x800 – 11x1190 – 10x1320 – 5x1350 – 94,100/= (Initial salary step: Rs. 53,060.00). In addition, you will be entitled to other allowances paid to public officials by the State from time to time.†

04. Recruitment Qualifications:

(a) Educational Qualifications:

Possession of a degree in Bachelor of Arts (BA), Fine Arts (BFA), Visual Arts (BVA), Education (B.Ed), Law (LLB), or Science (B.Sc) from a local or foreign university recognised by the University Grants Commission (UGC).

AND

A Credit pass (C) for English Language in the G.C.E. (O/L) examination OR a pass for English/General English as a subject in the G.C.E. (A/L) examination OR having completed the degree in the English medium.

(b) Physical Qualifications: Every candidate must be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties of the post.

(c) Other Qualifications:

- I. Must be a citizen of Sri Lanka.
- II. Applicants must be of excellent character.
- III. All qualifications required for applying for this examination must be completed in every respect on or before the closing date for applications.

(d) Age: Must be not less than 21 years and not more than 35 years of age as of the closing date for applications.

05. Method of Recruitment:

(a) Written Examination:

A written examination consisting of three (03) question papers on the following subjects will be held. The minimum marks required to pass each subject are as follows:

<i>Index No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum Pass Marks</i>
01.	Intelligence Test A question paper consisting of numerical and figurative displays, designed to measure the candidate's logical reasoning, linguistic ability, comparative ability, numerical skill, and intellectual capacity.	01 Hour	100	40
02.	Comprehension A multiple-choice style question paper regarding the candidate's power of understanding, ability to comprehend problems, selection of the most accurate option among alternatives, and understanding the primary objectives and concepts of a given text. 01 ½ Hours	01 1/2 Hours	100	40
03.	English A question paper designed to test the candidate's language proficiency, comprehension skills, and translation ability.	01 1/2 Hours	100	40

Candidates must sit for all question papers, and all papers must be answered in one language only.

- i. Examination Results: The Director General of the Sri Lanka Institute of Development Administration will notify candidates of their results *via* post.

(b) Structured Interview for Aptitude Assessment

<i>Index No.</i>	<i>Main Headings for Awarding Marks</i>	<i>Maximum Marks</i>
01.	<p>Subject Knowledge</p> <ul style="list-style-type: none"> i. Knowledge of Archives and Records Management principles (10 marks) ii. Knowledge of relevant policies, standards, and codes of ethics (10 marks) iii. Knowledge of Archives and Records Management laws in Sri Lanka (10 marks) iv. Knowledge of digital records management (10 marks) v. Knowledge of digital records preservation and access (10 marks) 	50
02.	<p>Extra Educational Qualifications</p> <ul style="list-style-type: none"> i. Postgraduate degrees in the field of Archives and Records Management (15 marks) ii. Postgraduate courses in any other subject field (10 marks) iii. Diploma or certificate courses: <ul style="list-style-type: none"> - Over 01 month: 01 mark each - Over 03 months: 03 marks each - Over 06 months: 05 marks each 	25
03.	<p>Extra Professional Qualifications</p> <ul style="list-style-type: none"> i. Work Experience in Archives and Records Management (08 marks) <ul style="list-style-type: none"> - 02 years or more – 08 marks - 01 to 02 years – 06 marks - 06 months to 01 year – 04 marks - Less than 06 months – 02 marks ii. Training in Archives and Records Management from a recognised institution (06 marks): <ul style="list-style-type: none"> - More than 03 months: 06 marks - 01 to 03 months: 03 marks - Less than 01 month: 01 mark iii. Research and Publications (06 marks): <ul style="list-style-type: none"> - Research articles: 03 marks per article - Journal articles or publications related to archives and records management: 02 marks per publication 	20
04.	<p>Performance at the Interview</p> <ul style="list-style-type: none"> i. Communication skills (02 marks) ii. Teamwork and leadership ability (02 marks) iii. Interest in the service (01 mark) 	05
	Total	100

- i. An Aptitude Assessment Interview Board appointed by the Director General National Archives will conduct an interview to measure the subject knowledge, extra educational/professional qualifications, and performance of the candidate, as per the above procedure. The maximum marks obtainable is one hundred (100).

- ii. Based on the merit order of marks obtained in the written examination, candidates numbering twice the number of vacancies will be called for the Aptitude Assessment Interview.

(c) Granting of Appointments

- i. The number of vacancies is 45. 70% of these vacancies will be recruited under the Open Stream. The remaining 30% allocated for the Limited Competitive Examination will be filled by external candidates from the Open Competitive Examination only if there are no eligible candidates within the department.
- ii. In instances where multiple candidates obtain equal marks for the final vacancy or final few vacancies, the decision regarding filling those vacancies will be made according to Public Service Commission Circular No. 01/2019(II). The effective date of appointment will be decided by the Director General National Archives.
- iii. Recruitment to Grade III of Archival Officer in the Associate Officer Service Category will be based on the merit order of the total marks obtained from both the written examination and the aptitude assessment interview. If vacancies arise due to any selected candidate failing to accept the appointment or report for service, the Director General National Archives will decide on appointing other candidates according to the merit order.

06. Examination Fees:

The examination fee is Rs. 1,200. This fee should be credited to Bank Account No. 086-1001-3902-6218 at the People's Bank, Thimbirigasyaya Branch, held under the name of the "Director General National Archives." The receipt obtained in the applicant's name must be securely pasted by one edge in the relevant space on the application form. Money orders or stamps will not be accepted for examination fees. Under no circumstances will the fee be refunded or transferred to another examination. It may be useful to keep a photocopy of the receipt.

07. Application Method:

- (a) The application must comply with the specimen form attached to this notice, prepared on 8 ½" x 12" (A4) paper and completed by the candidate in their own handwriting. Computer-generated applications may also be used. The application should be prepared such that headings 01 to 06 appear on the first page and the remainder on subsequent pages. The application must be completed in one language only.

- (b) Applications that do not conform to the specimen form or contain incomplete information will be rejected without notice. (Keeping a photocopy of the application may be useful.) The applicant must ensure that the completed application matches the one shown in the exam notice; otherwise, it may be rejected.

- (c) The completed application should be sent *via* Registered Post on or before 10.04.2026 to the following address: Director General National Archives, Department of National Archives, No. 7, Philip Gunawardena Mawatha, Colombo 07. The words "Open Competitive Examination for Recruitment to Grade III of Archival Officer in the Associate Officer Service Category of the Department of National Archives - 2026" must be clearly written on the top left corner of the envelope. No applications received after 10.04.2026 will be accepted.

- (d) The applicant must get their signature certified by the head or retired head of a public school, a Justice of the Peace (JP), a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a commissioned officer of the tri-forces, a staff grade Officer holding a permanent post in the public or local Government service with an annual combined salary of or exceeding Rs. 240,360/- or the chief incumbent or leading Buddhist monk of a Buddhist temple, or a member of the clergy who holds a significant position in charge of another religious place.

- (e) Incomplete applications will be rejected. No complaints regarding the loss or delay of applications in the post will be considered. The applicant must bear the risk of any damages caused by delaying the application until the deadline.

- (f) Receipt of applications will not be acknowledged. Admission cards will be issued by the Director General of the Sri Lanka Institute of Development Administration to candidates who have submitted correctly completed applications along with the relevant fee receipt on or before the closing date specified in the notice, based on the presumption that only those possessing the qualifications mentioned in the examination notice have applied. As soon as the examination admission cards are issued, a notice to that effect will be published on the official website of the Sri Lanka Institute

of Development Administration (www.slida.lk). If a candidate has not received their admission card even after 02 or 03 days following the publication of the notice, inquiries can be made from the Examination Branch of the Sri Lanka Institute of Development Administration *via* telephone numbers **011-5980264 or 011-5980225** on working days from **08:30 AM to 04:00 PM**. When making such inquiries, the applicant must accurately provide the name of the examination applied for, the applicant's full name, National Identity Card number, and address. It will be useful to keep a copy of the application, the copy of the examination fee receipt, and the registration receipt obtained when mailing the application ready to verify any information requested by the Sri Lanka Institute of Development Administration. Additionally, the Sri Lanka Institute of Development Administration will send a short message (SMS) to all examination candidates to whom admission cards have been issued.

08. Admission to the Examination:

- (a) Admission cards will be issued by the Director General of the Sri Lanka Institute of Development Administration to candidates who have submitted applications that are complete in every respect. No candidate will be permitted to sit for the examination without presenting their admission card.
- (b) A candidate must sit for the examination at the examination hall assigned to them. Every candidate must hand over their admission card, with their signature duly certified, to the supervisor of the examination hall on the first day they appear for the examination at that centre. Candidates are subject to the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration regarding the conduct of the examination and the release of results. Violation of these rules may lead to penalties imposed by the Director General of the Sri Lanka Institute of Development Administration.

Note - The issuance of an admission card to a candidate shall not be considered an acceptance that he or she has fulfilled the qualifications to sit for the examination.

- (c) Candidates must prove their identity to the satisfaction of the supervisor for every subject they sit for in the examination hall. Any of the following documents will be accepted for this purpose:

- I. National Identity Card (NIC) issued by the Department of Registration of Persons.
- II. A valid Passport.
- III. A valid Sri Lankan Driving License.

Furthermore, candidates must enter the examination hall without covering their face and ears so that their identity can be verified. Applicants who refuse to prove their identity in this manner will not be admitted to the examination hall. Additionally, from the moment of entering the hall until leaving after the conclusion of the examination, candidates must remain without covering their face and ears so that the examination authorities can identify them.

09. Penalty for Furnishing False Information:

If it is revealed that a candidate does not possess the required qualifications, his/her candidacy is liable to be cancelled at any time before, during, or after the examination. If it is found that any information furnished by a candidate is willfully false, or if he/she has intentionally suppressed any material fact, he/she shall be liable for dismissal from the public service. Candidates are subject to the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration regarding the conduct of the examination and the issuance of results.

10. Other Matters:

The Director General National Archives will make decisions regarding any matters not covered by these regulations.

Director General National Archives,
Department of National Archives,
No. 07,
Philip Gunawardena Mawatha,
Colombo 07.
At the Department of National Archives,
On this 13th day of March 2026.