MINISTRY OF BUDDHASASANA, RELIGIOUS AND CULTURAL AFFAIRS

THE NATIONAL FILM CORPORATION OF SRI LANKA

VACANCIES

(Contract Basis)

Applications are invited from suitably qualified persons to fill the vacancies indicated below.

Details of the required qualifications, experience and other conditions of recruitment, together with the prescribed application forms, are set out below.

Eligible applicants are requested to download the relevant application form, complete it in full and submit it by **Registered Post** to the following address:

The Chairman
National Film Corporation of Sri Lanka
No. 303, Bauddhaloka Mawatha
Colombo 07

Applications should reach the above address within fourteen (14) government working days from 10 November 2026.

The post applied for should be clearly indicated in the upper left-hand corner of the envelope containing the application. Candidates applying for more than one post should submit a separate application for each post.

VACANT POSITIONS

1	Assistant General Manager – Administration & Human Resources (01 Post)
2	Assistant General Manager – Marketing, Production & Research (01 Post)
3	Internal Auditor (01 Post)
4	Sales and Supplies Officer (01 Post)
5	Accounts Officer – Revenue (01 Post)
6	Sound and Editing Officer (01 Post)
7	Development Assistant (02 Posts)
8	Computer Technician (01 Post)
9	Management Assistant (Technical) (02 Posts)
10	Management Assistant (07 Posts)
11	Driver (02 Posts)
12	Films Reconstruction Assistant (02 Posts)
13	Office Aide (Peon) (01 Post)

IMPORTANT NOTICE

Applicants employed in Government Departments, State Corporations, Boards, or Statutory Bodies must submit their applications with the recommendation of the Head of their respective Institution.

Chairman
The National Film Corporation of Sri Lanka
303, Bauddhaloka Mawatha
Colombo 07

1 Assistant General Manager – Administration & Human Resources (MM 1-1) (01 Post)

Qualifications and Experience: -

A degree recognized by the University Grants Commission (UGC) in Human Resource Management, Public Administration, Commerce, or any other field relevant to the post.

and

A minimum of one (01) year of post-qualification experience in the relevant field obtained in the Public Service, a State Corporation, a Board, a Statutory Institution, or a recognized private-sector organization.

Remuneration: - As per the Management Services Circular No. 01/2025 – MM 1-1

- Rs.87,710/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 22-45 years

2 Assistant General Manager – Marketing, Production & Research (MM 1-1) (01 Post)

Qualifications and Experience: -

A degree, recognized by the University Grants Commission (UGC), in Business Administration, Marketing, Commerce, or any other field relevant to the post.

and

A minimum of one (01) year of post-qualification experience in the relevant field obtained in the Public Service, a State Corporation, a Board, a Statutory Institution, or a recognized private-sector organization.

Remuneration: - As per the Management Services Circular No. 01/2025 – MM 1-1

- Rs.87,710/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 22-45 years

3 Internal Auditor (MM 1-1) (01 Post)

Qualifications and Experience: -

A degree recognized by the UGC in Accounting, Finance, Business Administration, Commerce, or any other field relevant to the post.

and

A minimum of one (01) year of post-qualification experience in the relevant field obtained in the Public Service, a State Corporation, a Board, a Statutory Institution, or a recognized private-sector organization.

Remuneration: - As per the Management Services Circular No. 01/2025 – MM 1-1

- Rs.87,710/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 22-45 years

4 Sales and Supplies Officer (JM 1-1) (01 Post)

Qualifications and Experience: -

A degree recognized by the UGC in Supply Chain Management, Business Administration, Marketing, Commerce, or any other field relevant to the post.

Remuneration: - As per the Management Services Circular No. 01/2025 – JM 1-1

- Rs.65,633/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 22-45 years

5 Accounts Officer – Revenue (JM 1-1) (01 Post)

Qualifications and Experience: -

A degree recognized by the UGC in Accounting, Finance, Business Administration, Commerce, or any other field relevant to the post.

Remuneration: - As per the Management Services Circular No. 01/2025 – JM 1-1

- Rs.65,633/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 22-45 years

6 Sound and Editing Officer (JM 1-1) (01 Post)

Qualifications and Experience: -

Possess any ONE of the following qualifications (1, 2, 3 or 4):

1. A degree in the relevant field, recognized by the University Grants Commission (UGC).

2. Possess a Competency Certificate of at least National Vocational Qualification (NVQ) Level Seven (07) in Sound and Editing, awarded by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission (TVEC).

3. Possess a Competency Certificate of at least National Vocational Qualification (NVQ) Level Six (06) in Sound and Editing, awarded by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission (TVEC).

A minimum of five (05) years of post-qualification experience in the relevant field in a Public Service, a State Corporation, a Board, a Statutory Institution, or a recognized private-sector organization.

4. Possess a Competency Certificate of at least National Vocational Qualification (NVQ) Level Five (05) in Sound and Editing, awarded by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission (TVEC).

A minimum of ten (10) years post-qualification experience in the relevant field in a Public Service, a State Corporation, a Board, a Statutory Institution, or a recognized private-sector organization.

Remuneration: - As per the Management Services Circular No. 01/2025 – JM 1-1

- Rs.65,633/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 22-45 years

7 Development Assistant (MA 3) (02 Posts)

Qualifications and Experience: -

A degree, recognized by the University Grants Commission (UGC), in a field relevant to the post.

Remuneration: - As per the Management Services Circular No. 01/2025 – MA 3

- Rs.49,831/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 22-45 years

8 Computer Technician (MA 2-1) (01 Post)

Qualifications and Experience: -

Possess a Competency Certificate of at least National Vocational Qualification (NVQ) Level Five (05) in a field relevant to the post, awarded by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission (TVEC).

Remuneration: - As per the Management Services Circular No. 01/2025 – MA 2-1

- Rs.46,960/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 18-45 years

9 Management Assistant – Technical (MA 2-1) (02 Posts)

Qualifications and Experience: -

Possess a Competency Certificate of at least National Vocational Qualification (NVQ) Level Five (05) in a field relevant to the post, awarded by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission (TVEC).

Remuneration: - As per the Management Services Circular No. 01/2025 – MA 2-1

- Rs.46,960/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 18-45 years

10 Management Assistant (MA 1-1) (07 Posts)

Qualifications and Experience: -

Having passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects at one sitting, with Credit passes in four (04) subjects, including:

1. Sinhala / Tamil
2. Mathematics
3. English Language

and

Having passed at least three (03) subjects (excluding the Common General Test) at the General Certificate of Education (Advanced Level) Examination.

Remuneration: - As per the Management Services Circular No. 01/2025 – MA 1-1

- Rs.43,312/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 18-45 years

11 Driver (PL 3) (02 Posts)

Qualifications and Experience: -

Having passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects with at least two (02) Credit passes, in not more than two sittings.

Possession of a valid heavy vehicle driving licence issued by the Commissioner General of Motor Traffic, and a minimum of three (03) years of driving experience obtained after the issuance of the driving licence.

Remuneration: - As per the Management Services Circular No. 01/2025 – PL 3

- Rs.40,834/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 18-45 years

12 Film Restoration Assistant (PL 2) (02 Posts)

Qualifications and Experience: -

Possess a Competency Certificate of at least National Vocational Qualification (NVQ) Level Two (02) in a field related to film restoration, awarded by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission (TVEC).

Remuneration: - As per the Management Services Circular No. 01/2025 – PL 2

- Rs.40,008/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 18-45 years

13 Office Aide (Peon) (PL 1) (01 Post)

Qualifications and Experience: -

Having passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects, with at least two (02) Credit passes, in not more than two sittings.

Remuneration: - As per the Management Services Circular No. 01/2025 – PL-1

- Rs.38,488/-
- Other allowances applicable to the contractual position, as specified in the relevant circulars.

Age Limit: - 18-45 years

Nature of Appointment & Conditions of Service

- Appointments will initially be on a one-year contract basis.
- The appointing authority reserves the right to terminate the contract by giving one month's notice.
- Employees will be required to contribute to the Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).

Method of Recruitment

By a written competitive examination and/or a structured interview conducted by the Appointing Authority.

General Requirements

- Applicants must be citizens of Sri Lanka.
- Applicants must be physically and mentally fit to perform duties and serve in any part of the island. (The normal place of work will be the Head Office of the National Film Corporation, No. 303, Bauddhaloka Mawatha, Colombo 07.)
- Applicants should be of excellence character.
- Certified copies of the Birth Certificate, Educational Certificates, Professional Qualifications, and Service Certificates must be submitted together with application.
- This appointment is on a contract basis. Selected candidates shall contribute 8% of their salary to the EPF. The Corporation will contribute 12% to EPF and 3% to ETF.
- The Corporation will pay the basic salary and all approved allowances applicable to the contract position.
- Applicants employed in Government Departments, State Corporations, Boards, or Statutory Bodies must submit applications with the recommendation of the Head of their respective Institution.

Incomplete applications, applications without required qualifications, and applications received after the closing date will be rejected.

The final decision regarding the filling of these vacancies rests with the Chairman and the Board of Directors of the National Film Corporation of Sri Lanka.

Chairman
The National Film Corporation of Sri Lanka
303, Bauddhaloka Mawatha
Colombo 07