



# Ministry of Labour and Foreign Employment



## National Institute of Labour Studies

### Vacancies

Applications are invited from those who have fulfilled qualifications indicated under the existing vacancies in the following posts in the National Institute of Labour Studies affiliated to the Ministry of Labour and Foreign Relations and Foreign Employment and established by the National Institute of Labour Studies Act, No.12 of 2010.

Recruitments will be made from amongst applicants who have fulfilled the qualifications set out in this notice as per the number of vacancies subsequent to an interview to be conducted by the National Institute of Labour Studies.

#### 01. Business Promotion Officer – Posts 01

1. **Salary code** - JM 1-1 – 2016
2. **Salary scale** – Rs. 42600/-10x755-18x1135-70580/-  
(In terms of Management Services Circular 02/2016, the basic salary at recruitment will be Rs. 42,600/-)

#### 3. Qualifications

##### 3.1 For external candidates

- A degree in any discipline recognized by the University Grants Commission
- Preference will be given to officers who have been engaged in business promotion activities in a government, semi-government or private institution.

**Age limit** - Should be not less than 22 years and not more than 45 years. The maximum age limit is not applicable to internal candidates.

##### 3.2 For internal candidates

1. Should have fulfilled the qualifications for the above external candidates,  
and
2. Five (05) years' experience in the "Management Assistant" service category Grade II in a post associated with the relevant to the field of subject.

#### 4. Method of recruitment

Through a structured interview to be conducted by a panel appointed by the Appointing Authority.

## **02. Information Technology Officer – Posts-01**

- 1. Salary code** - JM 1-1 – 2016
- 2. Salary scale** - Rs. 42,600/- 10 x 755 -18- 1135 -70,580/-  
(In terms of Management Services Circular 02/2016, the basic salary at recruitment will be Rs. 42,600/-)

## **3. Qualifications**

### **3.1 For external candidates**

- A degree recognized by the University Grants Commission. Preference will be given to graduates in Information Technology/candidates who have studied Information Technology as a subject.
- Preference will be given to officers who have served in a position associated with Information Technology in a government, semi-government or private institution.

**Age limit** - Should be not less than 22 years and not more than 45 years. The maximum age limit is not applicable to internal candidates.

### **3.2 For internal candidates**

1. Should have fulfilled the qualifications for the above external candidates,  
and
2. Five (05) years' experience in the "Management Assistant" service category Grade II in a post associated with the relevant to the field of subject.

## **4. Method of recruitment**

Through a structured interview to be conducted by a panel appointed by the Appointing Authority.

## **03. Management Assistant (Non-technical) : Posts 05**

- 1 Service category** : Management Assistant (Non-technical)
- 2 Salary code**: MA 1-1
- 3 Salary scale**: Rs. 27,910 – 10 x 300 -7 x350 -4x495 -20 x 660- Rs. 48,540

(In terms of Management Services Circular 02/2016, the basic salary at recruitment will be Rs. 27,910/-)

## **4 Qualifications**

### **4.1 For external candidates**

Should have passed 06 subjects with 04 credit passes including Sinhala/Tamil, Mathematics and English Language at the General Certificate of Education (Ordinary Level) Examination in in one sitting, and

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

### **4.2 For internal candidates**

Primary Grade – Employees of the non-technical and technical service categories with following qualifications can apply for this post.

- i. Should have passed 06 subjects with 04 credit passes including Sinhala/Tamil, Mathematics and English Language at the General Certificate of Education (Ordinary Level) Examination in one sitting, and
- ii. Should hold a permanent post in the service and should have been confirmed in the post
- iii. Should have completed a satisfactory period of service at least of 05 years in a permanent post on the due date.

## **5. Method of recruitment**

Through a structured interview to be conducted by a panel appointed by the Appointing Authority.

**Age limit** - Should be not less than 18 years and not more than 45 years. The maximum age limit is not applicable to internal candidates.

### **Other Qualifications**

- i. Should be a citizen of Sri Lanka
- ii. Should be physically and mentally fit to duly discharge the duties assigned to the post.
- iii. Should be of excellent moral character.

### **Conditions of employment**

This appointment is permanent and those selected will be entitled to the Employees' Provident Fund Employees' Trust Fund.

## **Method of Application**

The application form should be in conformity with the specimen attached to this notification and it should be prepared on a paper of A4 size in such a manner that item numbers 01 to 03 appear on the first page and the remainder on the other pages and should be forwarded with copies of certificates confirming educational and professional qualifications and experience. Further, the candidates who are already employed in government corporations/ boards should submit their applications through the heads of their respective institutions. Applications which are not in conformity with the specimen attached to this notification will be rejected without notice.

For applicants who could not forward their applications under registered cover to the following address on or before 30.05.2024, having marked the relevant post on top left-hand corner of the envelope containing the application, the closing date has been extended enabling them to apply again. Accordingly, applications for the relevant posts shall be forwarded on or before 24.06.2024 under registered cover to reach the following address.

Applications that are received after the closing date of the applications will be rejected. The above recruitment will be made through a structured interview conducted by a panel of interviewers.

The final decision as to the recruitment to the above posts shall lie with the Governing Council of the National Institute of Labour Studies.

Telephone No: 0112 786541  
Email: [nilsprocurementunit@gmail.com](mailto:nilsprocurementunit@gmail.com)  
Website: [www.nils.gov.lk](http://www.nils.gov.lk)

Director General  
National Institute of Labour Studies  
2<sup>nd</sup> Floor  
Labour Secretariat  
Colombo -05



#### 4.0 Educational Qualifications

##### 4.1 G.C.E.(O/L) Examination

- i. Year :.....
- ii. Index No: .....
- iii. Results

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

##### 4.2 G.C.E.(A/L) Examination

- i. Year : .....
- ii. Index No:.....
- iii. Results

Subject	Grade
1.	
2.	
3.	
4.	

##### 4.3 Degree / Certificate :

- i. The day awarded- .....
- ii. University / Institute - .....
- iii. Type of degree / certificate - .....
- iv. The date of the degree / certificate - .....
- v. Grade - .....
- vi. Medium of instruction - .....

#### 5.0 Professional Qualification

Course	Duration	Institution

#### 6.0 Experience

Institution	Duration	Designation

**7.0 Declaration of the Applicant:**

(a) I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and /or incorrect completion of any part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.

(b) I shall not subsequently change any information stated above.

.....

Date

.....

Applicant's Signature

**8.0 Attestation:**

I do hereby certify that Mr./Mrs./Miss .....

..... is personally known to me and placed his/her signature in my presence

on .....

Signature of Certifying Officer

Name: .....

Designation: .....

Address: .....

**09. (This part is applicable only for candidates who engage in government employment) Attestation of the head of the Department/ Institution:**

I hereby certify that Mr./Mrs./Miss .....

..... who is working in this ministry/department/institution, is working in the post of

..... and his/her work and conduct are satisfactory, no disciplinary action

pending against him/her and no decision has been taken to impose any such in the future. If he/she will be selected for this post, he/she can be released from the service.

Date .....

.....

Signature of the Head of the  
Department or Authorized Officer.

Name: .....

Designation: - .....

Ministry / Department: - .....