

POSTGRADUATE INSTITUTE OF MANAGEMENT

University of Sri Jayewardenepura

VACANCIES

The Postgraduate Institute of Management will entertain applications from suitably qualified candidates for the following posts.

- I. Library Information Assistant (Grade III)
- II. Driver (Grade III)

I. POST OF LIBRARY INFORMATION ASSISTANT (GRADE III)

Qualifications:

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at one sitting with credit passes in:-
 - i. Sinhala Language/ Tamil Language
 - ii. English Language/English Literature
 - iii. Mathematics

AND

2. Should have passed in all subjects at G.C.E (A/L) Examination (except the Common General Paper) at one sitting.
(Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)

AND

* Preference will be given to those who possess the followings;

- (a) Studentship or Part/Full qualification in Library and Information Science obtained from a recognized institute.

And

- (b) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

Method of Recruitment:

Selection will be made by test and interview as determined by the appointing authority.

Age:

Should be not less than 18 years and not more than 45 years of age on the closing date of applications.

Salary:

Salary Scale: U-MN 1(III) - 49,475-17×540 – 58,655 p.m.

Salary will be paid in accordance with Management Services Circular 06/2025 and Commission Circular No. 02/2025 (i)

Application Processing Fee:

A non-refundable fee of Rs. 1,000/- is required to apply for the post of Library Information Assistant, Grade III. This payment should be made to Postgraduate Institute of Management Account No. 192596 at Borella - Super Grade Branch of Bank of Ceylon.

Applicants must write their name, bank details, and reference “PIM LIA GRADE III” on the customer copy of the bank slip, which should then be attached to the application form. Incomplete slips without applicant details will be rejected.

Application Procedure:

- i. A Google Form will be available for applicants applying for the post of Library Information Assistant (Grade III) until 2.00 p.m. on 13th October 2025. To access the form, applicants should visit the Vacancies tab on the official website of the Postgraduate Institute of Management at www.pim.sjp.ac.lk.
- ii. After successfully submitting the application through the online platform, applicants must follow the general application procedure mentioned in this advertisement.

II. POST OF DRIVER (GRADE III)

Qualifications:

Having passed six (06) subjects in G.C.E. (O/L) Examination, at least with two (02) credit passes in maximum of two sittings.

AND

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years’ experience in driving after obtaining the driving license.

Eligibility:

Every applicant

- i. Should be a citizen of Sri Lanka
- ii. Should be physically and mentally fit to the discharge the duties of the post well and to serve in any part of the island
- iii. Should be of excellent moral character.

Age Limit:

Should be not less than 18 years and not more than 45 years of age on the closing date of applications.

Salary:

Salary Scale: U-PL 3(III) - Rs.48,005 -16×490 – 55,845 p.m.

Salary will be paid in accordance with Management Services Circular 06/2025 and Commission Circular No. 02/2025 (i)

General Application Procedure:

Duly filled specimen application form should be sent to **Senior Assistant Registrar, Postgraduate Institute of Management, 28, Lesley Ranagala Mawatha, Colombo 08 under registered cover** along with copies of relevant certificates to reach **on or before 13th October 2025**. Applications sent in the specimen form will only be accepted.

(Specimen application forms are available on the PIM website, i.e. www.pim.sjp.ac.lk).

Note :

Applicants applying for the post of Library Information Assistant (Grade III) are required to complete both the online application and the general application procedures. Incomplete applications, whether missing the online submission or the general application will be rejected without prior notice

The name of the post in respect of which the applications are sent should be stated on the top left-hand corner of the envelope.

- i. Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- ii. Applications received after the closing date and incomplete applications will not be entertained.
- iii. The Postgraduate Institute of Management ***reserves the right to shortlist the candidates by following a suitable method.***

Director

Postgraduate Institute of Management

28, Lesley Ranagala Mawatha

Colombo - 08

28.09.2025



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