

NATIONAL INSTITUTE OF SOCIAL DEVELOPMENT

(Ministry of Rural Development, Social Security and Community Empowerment)

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 /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 Marks

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

Post : Post of Instructor of 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 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	5 Marks
Total Marks	<u>100 Marks</u>

04. Salary Scale: MA 4 – Rs. (37,970 – 10 x 755 – 15 x 930 – 5 x 1,135 – 65,145)

Service conditions applicable to all positions

1. All applicants must be Sri Lankan citizens.
2. Posts are permanent.
3. Have to contribute for EPF in government approved percentages
4. The selected employees have to undergo 03 year probation period

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 **21.02.2025**. 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.

Senior Prof. WASANTHA SUBASINGHA,
Director General (*Acting*),
National Institute of Social Development.

National Institute of Social Development,
Liyanagemulla, Seeduwa,
05th of February, 2025.