

Ministry of Project Management, Youth Affairs and Southern Development

**National Youth Corps**

**Vacancies**

Applications are invited for recruitment to the following posts that are vacant at the National Youth Corps.

**Posts to which recruited on permanent basis**

01. Additional Director (Administration and Finance) (HM 1-1)
02. Assistant Director (Administration) (MM 1-1)
03. Assistant Director (Training) (MM 1-1)
04. Board Secretary/Legal Officer (MM 1-1)
05. Administration Officer (Human Resources) (JM 1-1)
06. Procurement Officer (JM 1-1)
07. Technical Officer (JM 1-1)
08. Development Assistant (M3)
09. Management Assistant (MA 1-1)
10. Tamil Translator (MA 1-1)
11. Aesthetics Instructor (MA 1-1)
12. Instructor (Tamil) (MA 1-1)
13. Instructor (Information Technology) (MA 1-1)
14. Instructor (English) (MA 1-1)

These posts are permanent and entitled to Employees Provident Fund and Employees Trust Fund.

**Posts recruited on contract basis**

15. Officer in Charge (JM 1-1 Fixed)
16. Assistant Officer in Charge (JM 1-1 Fixed)
17. Instructor (Drill) (MA 1-1 Fixed)

Will be recruited to these posts on contract basis for a maximum period of three (03) years with entitlement to Employees Provident Fund and Employees Trust Fund.

All applicants applying for these posts should be ;

- a. Citizens of Sri Lanka
- b. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island
- c. Should have an excellent moral character

**Posts recruited on Permanent basis**

**01. Additional Director (Administration and Finance) (HM 1-1)**

**Educational Qualifications:**

1. Should have obtained a degree in any subject field from a university recognized by the University Grants Commission with a Postgraduate degree or should have obtained the Associate Membership of a Chartered Professional Institute

**And**

Should have at least fifteen (15) years experience in a management level post in Government or government institution or reputed institution after obtaining the degree

2. Should have obtained the full membership of a reputed Chartered Professional Institute compatible to the subject field relevant to the post

**And**

Should have obtained at least fifteen (15) years experience in the relevant field in a management level post in Government, Government Institution or reputed institution.

3. Should have obtained a degree in any subject field from a university recognized by the University Grants Commission with fifteen (15) years experience in all island service.

**Internal Applicants (1 or 2 of the following qualifications)**

1. Should have fulfilled the qualifications for the abovementioned external applicants.
2. Should have completed at least five (05) years satisfactory service in a Grade I post of the Management Service Category of the National Youth Corps.

**Age:** Should not be less than 35 years and not more than 55 years as at the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** HM 1-1 - 2/2016: - Rs. 81,670 - 15 x 2,270 = Rs. 115,720

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

**02. Assistant Director (Administration) (MM 1-1)**

**Educational Qualifications:**

External Applicants (1 or 2 of the following qualifications)

1. Should have obtained a degree in any subject field from a university recognized by the University Grants Commission

**And**

Should have at least one (01) year's experience in the subject field relevant to the post in a government institution or reputed private sector institution after obtaining the degree.

2. Passing the Intermediate Examination from a reputed Chartered Professional Institute compatible to the subject field relevant to the post and obtaining at least one (01) year's experience in the subject field relevant to the post in a government institution or reputed private sector institution after obtaining the qualifications.

**Internal Applicants (1 or 2 of the following qualifications)**

1. Fulfilling the qualifications for the external applicants as mentioned above.
2. Should have completed at least five (05) years satisfactory service in a post relevant to the subject field in Junior Management (JM 1-1) Service Category.

**Age:** Should be not less than 22 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** MM 1-1 - 2/2016:- Rs. 53,175 - 10 x 1,375 - 15 x 1,910 - Rs. 95,575

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

**03. Assistant Director (Training) (MM 1-1)**

**Educational Qualifications:**

External Applicants (1 or 2 of the following qualifications)

1. Should have obtained a degree in any subject field from a university recognized by the University Grants Commission

**And**

Should have at least one (01) year's experience in the subject field relevant to the post in a government institution or reputed private sector institution after obtaining the degree.

2. Passing the Intermediate Examination from a reputed Chartered Professional Institute compatible to the subject field relevant to the post and obtaining at least one (01) year's experience in the subject field relevant to the post in a government institution or reputed private sector institution after obtaining the qualifications.

**Internal Applicants (1 or 2 of the following qualifications)**

1. Fulfilling the qualifications for the external applicants as mentioned above.
2. Should have completed at least five (05) years satisfactory service in a post relevant to the subject field in Junior Management (JM 1-1) Service Category.

**Age:** Should be not less than 22 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** MM 1-1 - 2/2016:- Rs. 53,175 - 10 x 1,375 - 15 x 1,910 - Rs. 95,575

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

**04. Board Secretary/Legal Officer (MM 1-1)**

**Educational Qualifications:**

External Applicants (1 or 2 of the following qualifications)

1. Should have obtained LL.B (Bachelor of Laws) degree from a university recognized by the University Grants Commission

**And**

Should have at least one (01) year's experience in the subject field relevant to the post after obtaining the degree.

2. Should have obtained at least five (05) years experience as an Attorney at Law of the Supreme Court after taking oaths as an Attorney at Law.

**Internal Applicants (1 or 2 of the following qualifications)**

1. Fulfilling the qualifications for the external applicants as mentioned above.
2. Should have completed at least five (05) years satisfactory service in a post relevant to the subject field in Junior Management (JM 1-1) Service Category.

**Age:** Should be not less than 22 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** MM 1-1 - 2/2016:- Rs. 53,175 - 10 x 1,375 - 15 x 1,910 - Rs. 95,575

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

**05. Administration Officer (Human Resources) (JM 1-1)**

**Educational Qualifications:**

**External Applicants (1 or 2 of the following qualifications)**

1. Should have obtained a degree in Human Resources Management recognized by the University Grants Commission

**And**

Should have obtained at least one (01) year's experience in the subject field relevant to the post after obtaining the degree.

2. Professional Qualification in Human Resources Management (PQHRM) from the Institute of Professional Management (IPM) or Passing the Intermediate Examination of a reputed Chartered Professional Institute compatible to the subject field relevant to the post

**And**

Should have obtained at least one (01) year's experience in the subject field relevant to the post after obtaining the qualification.

**Internal Applicants (1 or 2 of the following qualifications)**

1. Fulfilling the qualifications for the external applicants as mentioned above.

2. Should have completed at least five (05) years satisfactory service in the subject field relevant to the post in Grade II of the Management Assistant (Non Technical) (MA 1-1) Service Category.

**Age:** Should be not less than 22 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** JM 1-1 – 2/2016:- Rs. 42,600 – 10 x 755 – 15 x 1,135 – Rs. 70,580

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

## 06. Procurement Officer (JM 1-1)

### Educational Qualifications:

#### External Applicants (1 or 2 of the following qualifications)

1. Should have obtained a degree in Management or a B. Com degree recognized by the University Grants Commission

**And**

Should have obtained at least one (01) year's experience in the subject field relevant to the post after obtaining the degree.

2. Should have passed the Intermediate Examination of a reputed Chartered Professional Institute compatible to the subject field relevant to the post

**And**

Should have obtained at least one (01) year's experience in the subject field relevant to the post after obtaining the qualifications.

#### Internal Applicants (1 or 2 of the following qualifications)

1. Fulfilling the qualifications for the external applicants as mentioned above.
2. Should have completed at least five (05) years satisfactory service in the subject field relevant to the post in Grade II of the Management Assistant (Non Technical) (MA 1-1) Service Category.

**Age:** Should be not less than 22 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** JM 1-1 – 2/2016:- Rs. 42,600 – 10 x 755 – 15 x 1,135 – Rs. 70,580

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

## 07. Technical Officer (JM 1-1)

### Educational Qualifications:

#### External Applicants (1 or 2 or 3 or 4 or 5 of the following qualifications)

1. Should have obtained a B.Sc (Civil) Engineering degree from a university recognized by the University Grants Commission

**And**

Should have obtained at least one (01) year's experience in the subject field relevant to the post after obtaining the degree.

2. Should have passed the Intermediate Examination of a reputed Chartered Professional Institute compatible to the subject field relevant to the post

**And**

Should have obtained at least one (01) year's experience in the subject field relevant to the post after obtaining the qualifications.

3. Should have obtained a Proficiency Certificate not below NVQ Level Seven (7) compatible to the subject field relevant to the post issued by a Technical/Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

**And**

Should have obtained at least one (01) year's experience in the subject field relevant to the post after obtaining the qualifications.

4. Should have obtained a Proficiency Certificate not below NVQ Level Six (6) compatible to the subject field relevant to the post issued by a Technical/Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

**And**

At least five (05) years experience in the relevant field in government, Government Corporation, Board or statutory institution after obtaining the qualifications.

5. Should have obtained a Proficiency Certificate not below NVQ Level Five (5) compatible to the subject field relevant to the post issued by a Technical/Vocational Training Institute recognized by the Tertiary and Vocational Education Commission

**And**

At least ten (10) years experience in the relevant field in government, Government Corporation, Board or statutory institution after obtaining the qualifications.

#### Internal Applicants (1 or 2 of the following qualifications)

1. Fulfilling the qualifications for the external applicants as mentioned above.
2. Should have completed at least five (05) years satisfactory service in the subject field relevant to the post in Grade II of the Management Assistant (Non Technical) (MA 2-1) Service Category.

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**Age:** Should be not less than 22 years and not more than 45 years on the closing date of applications.

**Salary Scale:** JM 1-1 - 2/2016:- Rs. 42,600 - 10 x 755 - 15 x 1,135 - Rs. 70,580

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

## 08. Development Assistant (MA 3)

### Educational Qualifications:-

Should have obtained a Bachelor's degree in Arts, Science or Performing Arts from a university recognized by the University Grants Commission.

**Age:** Should be not less than 22 years and not more than 35 years on the closing date of applications.

**Salary Scale:** MA 3 - 2/2016:- Rs. 32,200 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - Rs. 54,960

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020

## 09. Management Assistant (Non-Technical)

### Educational Qualifications :

#### External Applicants

- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including
  - Sinhala Language/Tamil Language
  - Mathematics
 And two (02) other subjects
- Should have passed in three (03) subjects (Except General Common Test) at the General Certificate of Education (Advanced Level) Examination.

#### Internal Applicants

- Applicants who have the "b", "c", "d" and "e" qualifications mentioned below of the Primary Grade - Non Skilled, Semi Skilled and Skilled are eligible to apply.
- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including
  - Sinhala/Tamil
  - Mathematics
- Should have followed a course recognized by the Tertiary and Vocational Education Commission regarding Word Processing
- Should be holding a permanent post and should have been made permanent
- Should have completed at least five (05) years of continuous satisfactory service in a permanent post immediately prior to the specified date

**Age:** Should be not less than 18 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** MA 1-1 - 2/2016:- Rs. 27,910 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - Rs. 48,540

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Service Circular No. 2/2016 up to year 2020.

## 10. Tamil Translator

### Educational Qualifications:

- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with credit passes in
  - Sinhala Language/Tamil Language
  - English Language
  - Mathematics
 and another subject
- Those who have passed the General Certificate of Education (Ordinary Level) Examination in Sinhala Medium should have a credit pass in Tamil Language and those who have passed the General Certificate of Education (Ordinary Level) Examination in Tamil Medium should have a credit pass in Sinhala Language.
- Should have passed in three (03) subjects at the General Certificate of Education (Advanced Level) Examination including language.
- Passing the second language at the General Certificate of Education (Advanced Level) will be considered as an additional qualification.

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

**Salary Scale:** MA 1-1 - 2/2016:- Rs. 27,910 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - Rs. 48,540

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

## 11. Aesthetics Instructor (MA 1-2)

### Educational Qualifications :

- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes in
  - Sinhala Language/Tamil Language
  - Mathematics
 And two (02) other subjects

- Should have passed in three (03) subjects (Except General Common Test) at the General Certificate of Education (Advanced Level) Examination.

- Should have passed the Diploma Course in Aesthetics at the Bellwood Aesthetics Centre of the National Youth Services Council

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

**Salary Scale:** MA 1-1 - 2/2016:- Rs. 27,910 - 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - Rs. 49,080

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

## 12. Instructor (Tamil) (MA 1-1)

### Educational Qualifications :

#### External Applicants

- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including
  - Sinhala /Tamil
  - Mathematics
 and
- Should have passed in three (03) subjects (Except General Common Test) at the General Certificate of Education (Advanced Level) Examination.
- Should have passed Diploma Course in Tamil Language of not less than one year from a recognized university or reputed educational institute
- Should have not less than six (06) months experience in teaching Tamil language in a government or reputed private institution.

**Note:** Those who have obtained a degree with Tamil Language as a subject need not have the (a), (b), (c) and (d) qualifications.

#### Internal Applicants

- Applicants who have the "b", "c", "d" and "e" qualifications mentioned below of the Primary Grade - Non Skilled, Semi Skilled and Skilled are eligible to apply.
- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including
  - Sinhala/Tamil
  - Mathematics
- Should have followed a course recognized by the Tertiary and Vocational Education Commission regarding Word Processing
- Should be holding a permanent post and should have been made permanent
- Should have completed at least five (05) years of continuous satisfactory service in a permanent post immediately prior to the specified date

**Age:** Should be not less than 18 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** MA 1-1 - 2/2016:- Rs. 27,910 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - Rs. 48,540

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Service Circular No. 2/2016 up to year 2020

## 13. Instructor in Information Technology (MA 1-1)

### Educational Qualifications :

#### External Applicants

- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including
  - Sinhala /Tamil
  - Mathematics
 and
- Should have passed in three (03) subjects (Except General Common Test) at the General Certificate of Education (Advanced Level) Examination.
- Should have passed Diploma Course in Information Technology of not less than one year from a recognized university or reputed educational institute
- Should have not less than six (06) months experience in teaching Information Technology subject in a government or reputed private institution.

**Note:** Those who have obtained a degree with Information Technology as a subject need not have the (a), (b), (c) and (d) qualifications.

#### Internal Applicants

- Applicants who have the "b", "c", "d" and "e" qualifications mentioned below of the Primary Grade - Non Skilled, Semi Skilled and Skilled are eligible to apply.
- Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including
  - Sinhala/Tamil
  - Mathematics
- Should have passed the Diploma course in Information Technology of not less than one year from a recognized university or from a National Education Institute
- Should be holding a permanent post and should have been made permanent
- Should have completed at least five (05) years of continuous satisfactory service in a permanent post immediately prior to the specified date

**Age:** Should be not less than 18 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** MA 1-1 – 2/2016:- Rs. 27,910 –  
10 x 300 – 7 x 350 – 4 x 495 –  
20 x 660 – Rs. 48,540

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

## 14. Instructor (English) (MA 1-1)

### Educational Qualifications :

#### External Applicants

- a. Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including

- iii. Sinhala /Tamil  
iv. Mathematics

**and**

- b. Should have passed in three (03) subjects (Except General Common Test) at the General Certificate of Education (Advanced Level) Examination.

**And**

- c. Should have passed Diploma Course in English Language of not less than one year from a recognized university or reputed educational institute

**And**

- d. Should have not less than six (06) months experience in teaching English Language in a government or reputed private institution.

**Note:** Those who have obtained a degree with English Language as a subject need not have the (a), (b), (c) and (d) qualifications.

#### Internal Applicants

- a. Applicants who have the "b", "c", "d" and "e" qualifications mentioned below of the Primary Grade – Non Skilled, Semi Skilled and Skilled are eligible to apply.

- b. Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes including

- i. Sinhala/Tamil  
ii. Mathematics

- c. Should have passed the Diploma Course in English Language of not less than one year from a recognized university or from a reputed Educational Institute

- d. Should be holding a permanent post and should have been made permanent

- e. Should have completed at least five (05) years of continuous satisfactory service in a permanent post immediately prior to the specified date

**Age:** Should be not less than 18 years and not more than 45 years on the closing date of applications. Maximum age limit is not applicable to internal applicants.

**Salary Scale:** MA 1-1 – 2/2016:- Rs. 27,910 –  
10 x 300 – 7 x 350 – 4 x 495 –  
20 x 660 – Rs. 48,540

Government approved allowances will be paid in addition to the above.

Further, the payment of salaries will be based on Schedule II of the Management Services Circular No. 2/2016 up to year 2020.

### Posts recruited on contract basis

## 15. Officer In Charge

### Educational Qualifications:-

Should have passed in at least six (06) subjects at the General Certificate of Education (Ordinary Level) Examination.

**Experience:** Should have formally retired or formally resigned with three (03) years experience as a Major in the Sri Lanka Army or in an equivalent position in the three armed forces

**Age:** Should not have exceeded 50 years as at the closing date of applications.

**Remuneration:** Will be entitled to a remuneration of Rs. 33,770/- + 860 + 7800 = 42,430/-. Further, if you are a retiree you will be entitled only to half the Cost of Living Allowance.

(This remuneration will be amended as per the Management Services Circular No. 02/2016 when extending the services annually within the contract period.)

## 16. Instructor (Drill)

### Educational Qualifications:-

Should have passed Grade 8

**And**

Should have held a Senior, a post not less than a non-commissioned officer in the Sri Lanka Army

**And**

Should have either successfully followed the Drill Instructor Course of the Army or should have been a member of the Western Band of Sri Lanka Army, Air Force or Navy

**Age:** Should not have exceeded 50 years as at the closing date of applications.

### Remuneration:

Will be entitled to a remuneration of Rs. 22,126/- + 4092 + 7800 = 34,018/-. Further, if you are a retiree you will be entitled only to half the Cost of Living Allowance.

(This remuneration will be amended as per the Management Services Circular No. 02/2016 when extending the services annually within the contract period.)

Applicants for these posts should prepare a suitable application and send by registered post to the address given below with the photocopies of the relevant certificates mentioning the post applied for on the left-hand top corner of the envelope containing the application to be received on or before 01.06.2018.

**Director  
National Youth Corps Headquarters  
No. 420, Baudhaloka Mawatha, Colombo 07.**

**Director  
National Youth Corps  
18.05.2018**