

Ministry of Labour

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 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. Programme Officer – Posts 01

1. Service category - Junior Manager

2. Salary code - JM1-1

3. Salary scale - Rs. 72,650/-10x1360-18x2040-122,970/-

(As per the salary revision announced by the 2025 budget proposal, the basic salary at recruitment shall be Rs. 58,615/-)

4. Qualifications

4.1 For external candidates

- A degree in any discipline recognized by the University Grants Commission

4.2 For internal candidates

01. Should have completed a satisfactory period of service of five (05) years' in the "Management Assistant" service category Grade II in a post associated with the relevant to the field of subject.

01. Management Assistant (Non-technical) : Posts 02

1 Service category : Management Assistant (Non-technical)

2 Salary code: MA 1-1

3 Salary scale: Rs. 46,220 – 10x540-7x630-4x890-20x1190 - Rs.83,390/-

(As per the salary revision announced by the 2025 budget proposal, the basic salary at recruitment shall be Rs. 46,220/-)

4 Qualifications

1.1 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 one sitting, and

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

1.2 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.

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 and the 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.

The post applied for should be written clearly on the top left hand corner of the envelope containing the application and should be sent under the registered cover to reach the following address on or before 2025.07.30. If applications are submitted for several posts, applications should be submitted for each post separately.

Applications that are received after the closing date of the applications will be rejected.

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

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