

## Posts - Vacant

### MINISTRY OF BUDDHASASANA, RELIGIOUS AND CULTURAL AFFAIRS

#### Recruitment for the Posts in the categories of Supervisory Management Assistant (Departmental) of the Department of National Museums – 2025

RECRUITMENT is being conducted on an open basis, in accordance with the provisions of the recruitment procedure approved by the Public Service Commission, for the following posts in the service category of Supervisory Management Assistant (Departmental) (MN - 3 - 2025) of the Department of National Museums.

Applications are invited from Sri Lankan citizens who have completed the qualifications specified in section 3.0 below, by the closing date for applications as at **19.12.2025**.

#### 1.1 Posts open for recruitment and number of vacancies:

| <i>Index number</i> | <i>Designations</i>            | <i>Number of vacancies</i> |
|---------------------|--------------------------------|----------------------------|
| 01.                 | Entomology Assistant           | 01                         |
| 02.                 | Zoology Assistant              | 01                         |
| 03.                 | Botanical Science Assistant    | 01                         |
| 04.                 | Geology Assistant              | 01                         |
| 05.                 | Museum Security (curator)      | 06                         |
| 06.                 | Technical Officer (Planning )  | 02                         |
| 07.                 | Technical Officer (Electrical) | 01                         |
| 08.                 | Audio Visual Unit Officer      | 01                         |

#### 1.2 Nature of duties of posts :

| <i>Approved Designations</i> | <i>Duties</i>  |
|------------------------------|--|
| Entomology Assistant         | Documentation and maintenance of the goods and specimens belonging to the Entomology Division, and to be responsible regarding their security to Assistant Director of Entomology. |

| <i>Approved Designations</i>   | <i>Duties</i>  |
|--------------------------------|--|
| Zoology Assistant              | Documentation, maintenance of the goods and specimens belonging to the Zoology Division, and to be responsible regarding their security to Deputy Director of Zoology.   |
| Botanical Science Assistant    | Documentation, maintenance of the goods and specimens belonging to the Botany Division, and to be responsible regarding their security to Assistant Director of Botany.  |
| Geology Assistant              | Documentation, maintenance of the goods and specimens belonging to the Geology Division, and to be responsible regarding their security to Assistant Director of Ethnology.  |
| Museum Security (curator )     | Assisting the museum heads in ensuring the security of the immovable and movable properties within the respective museum and the land belonging to it.   |
| Technical Officer (Planning )  | Assisting the museum heads in preparing estimates, specifications, and quantity surveys for the construction and repair of buildings in the Museum Department and museums, as well as for the construction of exhibits. Inspecting and supervising work, managing worksites, and maintaining services. |
| Technical Officer (Electrical) | Assisting the heads of museum with electrical maintenance for the Museum Department and museums, and supervising electrical mechanical work. Repairing and maintaining the Microfilm in audio hall and CCTV system when a fault occurs and other duties assigned by the head of the Department.        |

| <i>Approved Designations</i> | <i>Duties</i>   |
|------------------------------|---|
| Audio visual unit Officer    | <p>To undertake the custodianship of museum's conference hall and the audio hall as well as its all instruments belonging to them and maintaining them.</p> <p>To implement the Audio visual instruments in the conference hall and the audio hall. Recording in the audio hall and, to process audio using computer assistance for field recordings.</p> |

## 2.0 Recruitment Method for the Service:

Recruitment will be made based on the results of a written test and a general interview.

2.1 Only candidates who have completed the qualifications specified in Section 3.0 will be called for the written test.

2.2 A number of candidates equal to the desired number of recruits, based on the order of merit of the total marks of the applicants who have passed the written examination, will be subjected to a general interview by an interview panel approved by the Director General of National Museums and suitable candidates will be selected.

## 3.0 Qualifications:

### 3.1 Educational qualifications:

| <i>Designations</i>  | <i>Educational Qualifications</i>   |
|----------------------|---|
| Entomology Assistant | <p>Having passed the G.C.E. Ordinary Level examination in one sitting, with six subjects, including credit passes in Sinhala/ Tamil/English, Mathematics, and two other subjects.</p> <p>Having passed the G.C.E. Advanced Level examination in one sitting, with two subjects from the Biological Science stream, including Biology (excluding the General Common Test). (Or, under the old syllabus, having passed with three subjects, including Zoology).</p> |

| <i>Designations</i>         | <i>Educational Qualifications</i>   |
|-----------------------------|---|
| Zoology Assistant           | <p>Having passed the G.C.E. Ordinary Level examination in one sitting, with six subjects, including credit passes in Sinhala/ Tamil/English, Mathematics, and two other subjects.</p> <p>Having passed the G.C.E. Advanced Level examination in one sitting, with two subjects from the Biological Science stream, including Biology (excluding the General Common Test). (Or, under the old syllabus, having passed with three subjects, including Zoology).</p> |
| Botanical Science Assistant | <p>Having passed the G.C.E. Ordinary Level examination in one sitting, with six subjects, including credit passes in Sinhala/ Tamil/English, Mathematics and two other subjects.</p> <p>Having passed the G.C.E. Advanced Level examination in one sitting, with two subjects from the Biological Science stream, including Biology (excluding the General Common Test). (Or, under the old syllabus, having passed with three subjects, including Botany).</p>   |
| Geology Assistant           | <p>Having passed the G.C.E. Ordinary Level examination in one sitting, with six subjects, including credit passes in Sinhala/ Tamil/English, Mathematics, and two other subjects.</p> <p>Having passed the G.C.E. Advanced Level examination in one sitting, with two subjects from the Biological Science stream, including Biology (excluding the General Common Test). (Or, under the old syllabus, having passed with three subjects).</p>                    |

| <i>Designations</i>            | <i>Educational Qualifications</i>   |
|--------------------------------|---|
| Museum Curator                 | <p>Having passed the G.C.E. Ordinary Level examination in one sitting, with six subjects, including credit passes in Sinhala/ Tamil/English, Mathematics, and two other subjects.</p> <p>Having passed the G.C.E. Advanced Level examination in one sitting, with two subjects from the Biological Science stream, including Biology (excluding the General Common Test). Or having passed the G.C.E. Advanced Level examination in one sitting with two subjects including history from the art stream ( under the old syllabus having passed three subjects with above subjects )</p> |
| Technical Officer (Planning )  | <p>Having passed the G.C.E. Ordinary Level examination in one sitting, with six subjects, including credit passes in Sinhala/ Tamil/English, Mathematics, and two other subjects.</p> <p>having passed the general certificate of education Advanced level examination in one sitting with two subjects from the science/mathematics stream ,including two subjects among the subjects of applied mathematics ,pure mathematics, combined mathematics ,chemistry, and physics( under the old syllabus having passed three subjects with above subjects )</p>                            |
| Technical Officer (Electrical) | Having passed the G.C.E. Ordinary Level examination in one sitting, with six subjects, including credit passes in Sinhala/ Tamil/English, Mathematics, and two other subjects.  |

| <i>Designations</i>       | <i>Educational Qualifications</i>  |
|---------------------------|--|
|                           | Having passed the general certificate of education Advanced level examination in one sitting with two subjects from the science/mathematics stream, including two subjects among the subjects of applied mathematics, pure mathematics, combined mathematics, chemistry, and physics. ( under the old syllabus having passed three subjects with above subjects )  |
| Audio visual unit Officer | <p>Having passed the G.C.E. Ordinary Level examination in one sitting, with six subjects, including credit passes in Sinhala/ Tamil/English, Mathematics, and two other subjects.</p> <p>Having passed the general certificate of education Advanced level examination in one sitting with two subjects from the science/mathematics stream, including two subjects among the subjects of applied mathematics, pure mathematics, combined mathematics, chemistry, and physics. ( under the old syllabus having passed three subjects with above subjects )</p> |

### 3.2 Professional qualifications:

| <i>Designations</i>         | <i>Qualifications</i>   |
|-----------------------------|---|
| Entomology Assistant        | Having studied the National Technological Diploma (Agriculture) course offered by the Hardy Institute - Ampara. |
| Zoology Assistant           | Having studied the National Technological Diploma (Agriculture) course offered by the Hardy Institute - Ampara. |
| Botanical Science Assistant | Having studied the National Technological Diploma (Agriculture) course offered by the Hardy Institute - Ampara. |
| Geology Assistant           | A Diploma in Geology or Gemology offered by the University of Moratuwa.   |

| <i>Designations</i>            | <i>Qualifications</i>  |
|--------------------------------|--|
| Technical Officer (Planning)   | <p>Having achieved a competency in Civil Engineering / Building Construction Technology not below the National Vocational Qualification (NVQ) Level 5, as determined by the Tertiary and Vocational Education Commission (TVEC).</p> <p>Or, having studied the National Higher Diploma in Engineering (Civil Engineering) offered by the University of Moratuwa or the Hardy Institute - Ampara.</p> <p>Or, having successfully completed the Part 1 of the Engineering Examination (Civil Engineering) conducted by the Institution of Engineers Sri Lanka (IESL).</p> <p>Or, a National Higher Diploma in Engineering (Civil Engineering) offered by an institution approved by the Ministry of Education and Higher Education, or a Technical Diploma offered by the Open University of Sri Lanka.</p> <p>Or, possessing any other technical qualification deemed by the Tertiary and Vocational Education Commission (TVEC) as fully equivalent to the above-mentioned technical qualifications, after consulting with the Ministry of Higher Education and the aforementioned technical certificate-issuing institutions.</p> |
| Technical Officer (electrical) | <p>Having achieved a competency in Electrical Engineering not below the minimum of the National Vocational Qualification (NVQ) Level 5, as determined by the Tertiary and Vocational Education Commission (TVEC).</p>  |

| <i>Designations</i>       | <i>Qualifications</i>   |
|---------------------------|---|
| Audio visual unit Officer | Having studied a Diploma in the relevant field from an institution recognized by the Tertiary and Vocational Education Commission (TVEC). |

### 3.3 Physical Qualifications:

Every candidate must possess adequate physical and mental fitness to serve in any area of Sri Lanka and to perform the duties of the position.

### 3.4 Other Qualifications:

- I. The candidate must be a citizen of Sri Lanka.
- II. The candidate must be of excellent character.
- III. An candidate will be considered to have met the required qualifications to appear for the written examination and general interview for the recruitment only if, by the date stated in the advertisement calling for applications, they have fulfilled all relevant qualifications and the prescribed age limit in every respect.

### 4.0 Age:

As of the final date of accepting applications, the minimum age must be not less than 18 years, and the maximum age must be not more than 30 years.

### 5.0 Terms of Appointment and Conditions of Service:

- 5.1 This post is permanent and pensionable. It is subject to contributions being made to the widows' and orphans' pension scheme / widowers' and orphans' pension scheme. Likewise, officers shall be subject to future policy decisions taken by the Government.
- 5.2 The appointment is subject to a probationary period of three years.
- 5.3 The first Efficiency Bar must be passed before completing 03 years of service after recruitment to Class III.
- 5.4 In accordance with the Official Languages Policy and the Public administration circular No. 18/2020 dated 16.10.2020; proficiency in the Official Languages must be achieved within the stipulated period.

5.5 This appointment is subject to the Procedural Rules of the Public Services Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka and the Government Financial Regulations, and other Departmental Orders.

## 6.0 Salary Scale:

This post carries a monthly salary scale of Rs. 52,250 – 10 x 800 - 11 x 1,190 – 10 x 1320 – 10 x 1350 – 100,040 according to MN-3-2025 in the Salary circular of public Administration Circular No. 10/2025. Salary will be paid from the date of assumption of duties, as per the provisions in schedule II of the said circular.

**7.0 Method of Recruitment:** By a written examination and a general interview.

*Examination Procedure:* The examination is a written test consisting of two subjects. This examination will be conducted in Sinhala, Tamil, and English medium, and the requested medium cannot be changed later.

|     |                              | <i>Total Marks Available</i> | <i>Minimum Marks Required to Pass</i> | <i>Time</i> |
|-----|------------------------------|------------------------------|---------------------------------------|-------------|
| I.  | Aptitude Test                | 100                          | 40%                                   | 01hour      |
| II. | Subject-Based Technical Test | 100                          | 40%                                   | 01hour      |

### 7.1

- I. Aptitude Test Consists of 40 questions designed to test the candidate's logical reasoning, analytical ability, and decision-making skills.
- II. *Subject-Based Technical Test:* A multiple-choice question paper with 15 questions on General Knowledge and 25 questions relevant to the respective field of the post. The relevant subject areas are as follows:-

1. *Entomology Assistant:* Testing the understanding of the Class-Insecta within the Phylum-Arthropoda of the animal kingdom, understanding of the use of laboratory equipment, and testing the basic knowledge of ecology.

2. *Zoology Assistant:* Testing the understanding of the animal kingdom, understanding of the use of laboratory instrument, and basic knowledge of ecology.

3. *Botany Assistant:* Testing the understanding of the plant kingdom, understanding of the use of laboratory instrument, and basic knowledge of ecology.

4. *Geology Assistant:* Testing knowledge of geography and geology.

5. Museum security ( curator ) :

Science Section: Basic knowledge of zoology and botany.

Cultural Section: Basic knowledge of Sri Lanka's cultural aspects, traditions, and history.

6. *Technical Officer (Planning):* Testing basic knowledge of civil engineering, building construction technology, and knowledge of instrument and relevant technical methods.

7. *Technical Officer (Electrical):* Testing basic knowledge of civil engineering, building construction technology, and knowledge of instrument and relevant technical methods.

8. *Audio visual unit Officer:* operating audio-visual instruments, recording in the studio, basic knowledge of computer-based sound processing for field recording, and testing the knowledge of instruments and relevant technical methods.

No marks are awarded at the general interview for posts in the MN-3-2025 service category of the National Museum Department. Educational and physical qualifications are verified.

### **\*\* Important Note:**

Participation in the general interview is not considered a fulfillment of eligibility for appointment.

## 8.0 Method of Application:

- 8.1 The application form must be prepared by the candidate themselves on 21cm x 29cm (A4) size paper, using both sides, according to the model application form given at the end of this notice.

8.2 Application forms that do not conform to the specified model format, are incomplete, or are not filled out correctly will be rejected without any notification.

8.3 Receipt of applications will not be acknowledged. No complaints regarding applications lost in the post will be considered.

8.4 Being called for the interview is not considered an acknowledgment that the applicant is qualified for this post.

8.5 The top left-hand corner of the envelope containing the application must clearly state the following, according to the post you are applying for: "Recruitment to the post of ..... in the Supervisory Management Assistant (Departmental) Service Category of the National Museum Department - 2025".

8.6 The signature on the application form must be certified by a Principal of a Government School, a Justice of the Peace, a Commissioner for Oaths, a licensed Notary Public, a Commissioned Officer of the Tri-Forces, a Gazetted Officer of the Police Service, or an officer holding a permanent position in the Public Service at the Tertiary or Senior level according to the ranking of public administration circular No. 06/2006.

8.7 The final decision regarding the filling or not filling of these vacancies, filling only a portion of the vacancies, and all other related matters rests with the Director General of National Museums.

#### **9.0 Submission of Applications:**

Completed applications must be sent by registered post to reach the following address on or before **19.12.2025**.

The Director General,  
National Museum Department,  
No. 53,  
Sir Marcus Fernando Mawatha,  
Colombo 07.

#### **10.0 Appearance for the Interview:**

Calling letters will be issued to be received at least one week prior to the date of the general interview, to a number of candidates equal to the expected number

of recruits, based on the order of merit of the total marks of the applicants who have passed the written examination. No candidate will be permitted to appear for the interview without producing the calling letter.

#### **11.0 Identity of the Candidate:**

Candidates must prove their identity to the satisfaction of the Interview Panel when appearing for the general interview. The following documents are accepted for this purpose:-

- I. National Identity Card issued by the Department for the Registration of Persons;
- II. Valid Passport;
- III. Valid Driver's License.

#### **12.0 Penalties for Providing False Information:**

If it is revealed that any candidate is not qualified to appear for this eligibility assessment interview, his/her candidacy may be cancelled at any time, before, during, or after the interview is held.

If it is revealed that a candidate has knowingly presented any false information, or has willfully suppressed any material fact, he/she is liable to be dismissed from service.

13.0 This post shall apply for the Procedural Rules of The Public Service Commission, circulars issued from time to time pertaining to the public service, and the conditions stipulated in the Recruitment Procedure for the associated service category of the Department of National Museums and its amendments.

14.0 In the event of any inconsistency or discrepancy between the language texts of this notice published in Sinhala, Tamil, and English, the Sinhala version shall prevail.

15.0 Matters not specified in these regulations will be determined by the Public Services Commission.

SANUJA KASTURIARACHCHI,  
Director General.

National Museum Department,  
25th November, 2025.