



National Centre for Advanced Studies in Humanities and Social Sciences

VACANCY NOTICE



(NCAS)

The National Centre for Advanced studies in Humanities and Social Sciences (NCAS) will entertain applications from suitably qualified candidates for the following posts.

A. 1. POST OF ASSISTANT NETWORK MANAGER, GRADE – II (01 Vacancy)

Qualifications for recruitment:

I. A first class or second class in the B.Sc. special degree in Computer Science/ Computer Engineering from a recognized University.

OR

II. (a) A pass in the B. Sc. Special degree in Computer Science/ Computer Engineering from a recognized University.

OR

A first class or second class in the B. Sc. General Degree with Computing as a subject component from a recognized University

AND

(b) One year experience in the field of Computing/ Networking.

OR

III.(a) A pass in the B.Sc. General Degree with Computing as a subject component from a recognized University

OR

A first class or second class in the B. Sc. General Degree (Where Computing is not a subject component) from a recognized University.

(b) Two years' experience in the field of Computing/Networking

OR

IV.A pass in the B. Sc. General Degree (Where Computing is not a subject component) from a recognized University.

AND

Three years' experience in the field of Computing/ Networking

OR

V.Any other Degree

A Postgraduate Diploma in Computer Science/Computer Technology from a recognized University.

AND

One year's experience as a Computer Programmer in the University Service.

OR

VI. 15 years' experience as a Computer Programmer in the University Service.

Salary:

This post carries the consolidated salary scale of U-AS 2 (II), Rs. 85,305 – 3 x 2,400 92,505 (EB) 94,905 – 14 x 2,400 – 128,505 p.m.

Preference will be given to those who have the following.

Ability to work with Cisco (CCNA/CCNP), CompTIA Network+, Cisco CyberOps, Fortinet NSE, Microsoft (MCSA/MCSE), VMware, Linux certifications, AWS Certified Solutions Architect, Microsoft Azure, or Google Cloud certifications.

Sound knowledge of LAN/WAN, TCP/IP, DNS, DHCP, routing, and switching.

Familiar with firewalls, VPNs, IDS/IPS, and network monitoring tools.

Understanding of cloud services (Azure, AWS, Google Cloud).

Skills in virtualization, storage, and backup technologies.

Willingness to work flexible hours (evenings/weekends if critical issues arise).

Proof of Continuous learning (keeping up with new tech trends) is highly acknowledged.

Method of Recruitment: By open advertisement & interview and aptitude test.

2. POST OF MANAGEMENT ASSISTANT, GRADE III (02 Vacancies)

Qualifications for recruitment:

Educational Qualifications:

1. Should have passed G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-

- Sinhala Language/ Tamil Language
- English Language/English Literature
- 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.)

3. Preference/priority will be given to those who possess the following.

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

AND

- Two years of experience in the use of computer application packages.

Salary:

This post carries the consolidated salary scale of U-MN 1(III), Rs.49,475 – 17 x 540 – 58,655p.m.

3. POST OF LIBRARY INFORMATION ASSISTANT, GRADE – III (01 Vacancy)

Qualifications for recruitment:

Educational Qualifications:

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in :-

- Sinhala Language/Tamil Language
- English Language/English Literature
- 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)

3. Preference/ priority will be given to those who possess the following.

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

AND

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

Salary:

This post carries the consolidated salary scale of U-MN 1(III), Rs. 49,475 – 17 x 540 – 58,655p.m.

B. Common Criteria for Recruitment of Assistant Network Manager (Gr.II), Management Assistant Gr, III and Library Information Assistant Gr. III

1. General Qualifications for recruitment:

- Be a citizen of Sri Lanka
- Should be not less than 18 years and not more than 30 years of age (This age limit is not applicable for Assistant Network Manager (Gr. II)) on the closing date of applications
- Be a person of an excellent moral character
- Sound knowledge and capacity of communicating in English.

2. Government approved allowances will be paid and contributions to Universities Provident Fund (UPF), Universities Pension Scheme and Employees' Trust Fund (ETF) will also be applicable.

C. Method of Recruitment:

I. By Written Examination of following subjects (70%)

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

Candidates should secure minimum 40% marks in each subject to pass written examination and minimum of 40 % marks to face the interview.

AND

II. Interview

Candidates should secure a minimum of 40% marks to pass the interview

If selected through a written examination and interview, final selection will be in the order of merit based on the aggregate of 75% of the marks at the written examination and 25% of the marks at the interview.

D. Application Procedure for all posts:

1. Application can be downloaded @ncas.ac.lk/vacancies/

2. Non-refundable application processing fee of Rs. 600/-, should be made to **National Centre for Advanced Studies** Account No. 3532126 at **Bank of Ceylon, Independence Square Branch** and attached to the application at the time of posting it.

Note: Please indicate your Name and give reference to the post you are applying for i.e. "NCAS ANM GRADE II", "NCAS MA GRADE III" and "NCAS LIA GRADE III." The Bank Slips without details of the applicants will not be accepted.

3. Duly filled applications covering all the details and attached certified copies* of the certificates of academic and professional qualifications **should be signed and sent through registered post** to reach **on or before 30th September 2025** to the following address.

**Senior Assistant Registrar,
National Centre for Advanced Studies in Humanities and Social Sciences (NCAS),
No: 06A, Sukhastan Gardens,
Ward Place, Colombo - 07**

** The certificates should be certified by a Justice of the Peace/ Commissioner for Oaths where they have to personally certify that they saw the originals of the certificate before signing them.*

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

5. 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.

6. Applications received after the closing date will not be entertained.

7. The National Centre for Advanced studies in Humanities and Social Sciences (NCAS) reserves **the right to shortlist/ reject the applications sent by the candidates by following a appropriate method.**