

**NATIONAL INSTITUTE OF SOCIAL  
DEVELOPMENT**

**Ministry of Social Empowerment, Welfare and  
Kandyan Heritage**

**01. POST : Senior Training Officer - No. of Posts 03**

01. *Age Limit.*– Shall be not less than 22 years of age and not more than 45 years of age (Maximum age limit shall not be applicable to the candidates serving in Government Provincial public service or Statutory boards of the government)

02. *Educational Qualifications :*

(a) A Bachelor's Degree in Social Sciences with a Doctoral Degree (phD) in Social Sciences from a University recognized by the University grant Commission.

*And*

Experience of not less than 10 years in the Sector of Social work Training in a Government or a recognized Institution by the Government.

*or*

(b) Bachelor's Degree in Social Sciences with a Post Graduate Degree in Social Sciences from a University recognized by the University Grant Commission.

*and*

Experience of not less than 15 years in the Sector of Social Work Training in a Government Institution or an Institution recognized by the Government.

**For Internal Candidates :**

Minimum experience of 05 years in a post of Training Officer of Grade I at the National Institute of Social Development

*or*

Possession of a PHD on Social Science and minimum experience of 03 years in a post of Training Officer of Grade I at the National Institute of Social Development.

04. *Marking scheme for interview :*

Experience in relevant field	Marks 30
Additional experience in profession	Marks 30
Other skills	Marks 15
Performance at the interview	Marks 25
Total	<u>Marks 100</u>

03. *Salary Scale.*– Monthly Salary Scale applicable to the Service category

AR - 2 - 2016 - 71,585 - 10 x 1,910 = Rs. 90,685 monthly receivable Salary Scale in 2020 (2016.04.25 Management Service Circular 02/2016 as Schedule I) AR - 2 - 2006A - 34,550 - 10x925 - Rs. 43,800 Monthly salary will be paid as per schedule II of the same circular at present. Basic Salary 2018 - Rs. 56,771.

**02. Post : Senior Research Officer - No. of Posts 03**

01. *Age Limit.*– Shall be not less than 22 years of age and not more than 45 years of age (Maximum age limit shall not be Applicable to the candidates serving in Government Provincial Public Service or Statutory Boards of the Government)

02. *Educational Qualifications :*

(a) A Bachelor's Degree in Social Sciences with a Doctoral Degree (phD) in social Sciences from a University recognized by the University Grant Commission.

*And*

Experience of not less than 10 years in the Sector of Social work Research in a Government or a recognized Institution by the Government.

*Or*

- (b) Bachelor's Degree in Social Sciences with a Post Graduate Degree in Social Sciences from a University recognized by the University Grant Commission.

*and*

Experience of not less than 15 years in the Sector of Social Work Research in a Government Institute or a recognized Institution by the Government.

#### For Internal Candidates :

- (a) Minimum experience of 05 years in a post of Research Officer of Grade I at the National Institute of Social Development ;

*or*

- (b) Possession of a PhD on Social Sciences and minimum experience of 03 years in a post of Research Officer of Grade I at the National Institute of Social Development.

#### 04. Marking scheme for interview :

Experience in relevant field	Marks 30
Additional experience in profession	Marks 30
Other skills	Marks 15
Performance at the interview	<u>Marks 25</u>
Total	<u>Marks 100</u>

#### 03. Salary Scale.- Monthly Salary Scale applicable to the Service category

AR - 2 - 2016 - Rs. 71,585 - 10 x 1,910 - Rs. 90,685 monthly receivable Salary Scale in 2020 (2016.04.25 Management Service Circular 02/2016 at Schedule I)  
AR - 2 - 2006A - Rs. 34,550 - 10x925 - Rs. 43,800 Monthly salary will be paid as per schedule II of the same circular at present. Basic Salary 2018 - Rs. 56,771.

#### 03. Post : Lecture II - No. of Posts 04

01. *Age Limit*.- Shall be not less than 22 years of age and not more than 45 years of age (Maximum age limit shall not be applicable to the candidates serving in Government Provincial Public Service or Statutory Boards of the Government)

#### 02. Educational Qualifications :

- (a) Possession of a Bachelor's Degree on Social Work with a first or second class (Upper Division) from a university/ higher educational institution recognized by the University Grant Commission.

*or*

- (b) Possession of a First Degree on Social Sciences with a post Graduate Degree on Social Work from a university/ higher educational institution recognized by the University Grants Commission.

#### 03. Method of recruitment through interview :

	Marks
Experience in relevant field	30 Marks
Additional experience in profession	30 Marks
Other skills	15 Marks
Performance at the interview	<u>25 Marks</u>
Total	<u>100 Marks</u>

#### 04. Salary Scale.- Monthly Salary Scale applicable to the Service category

AR -I - 2016 - 51,285 - 5 x 1,135 x 5 x 1,135 - 15 x 1,590 = Rs. 87,485 monthly receivable Salary Scale in 2020 (2016.04.25 Management Service Circular 02/2016 as Schedule I) AR - I - 2006A - Rs. 24,725 - 5 x 925 - 5 x 645 - 15 x 770 - Rs. 43,800 Monthly salary will be paid as per schedule II of the same circular at present. Basic Salary 2018 - Rs. 40,661.

#### 04. Post.- Assistant Librarian II - No. of Posts 01

01. *Age Limit*.- Shall be not less than 22 years of age and not more than 45 years of age (Maximum age limit shall not be applicable to the candidates serving in Government Provincial public service or Statutory boards of the Government)

#### 02. Educational Qualifications :

##### For external candidates :

Shall have obtained a first degree from a University recognized by the University Grants Commission and minimum experience of three years as a Librarian of a Library at Higher Education Institute recognized by the Government.

**For internal candidates :**

Shall have completed a satisfactory service of five years in relation to administrative functions in a post in Grade I of Management Assistants (non - Technological) at National Institute of Social Development or

A minimum experienced not less than five years in a post of Allied Officer, a post in implementing / consultation services.

03. *Marking Scheme for interview :*

	<b>Marks</b>
Experience in relevant field	30 Marks
Relevant Additional Professional Qualification	30 Marks
Other skills	15 Marks
Performance at the interview	25 Marks
<b>Total</b>	<b><u>100 Marks</u></b>

04. *Salary Scale.*– Monthly Salary Scale applicable to the Service category

JM 1 -1 - 2016 - 42,600 - 10 x 755 - 18 x 1,135 = 70,580 monthly receivable Salary Scale in 2020 (2016.04.25) Management Services Circular 02/2016 as Schedule I) JM 1 -1 - 2006A - Rs. 20,525 - 365 x 10 - 550 x 18 - Rs. 34,075. Monthly salary will be paid as per schedule II of the same circular at present. Basic Salary 2018 - Rs. 33,770.

**05. Post : English Instructor - No. of Posts 01**

01. *Age Limit.*– Shall be not less than 22 years of age and not more than 45 years of age (Maximum age limit shall not be applicable to the candidates serving in Government Provincial Public Service or Statutory Boards of the Government).

02. *Educational Qualifications :*

(a) A degree with English as a Subject obtained by a University recognized by the University Grants Commission.

*or*

(b) A degree with English Language/ English Literature/ English Language Teaching Methods obtained from a University recognized by the University Grant Commission.

*and*

(c) Completion of a Diploma related to English Language Teaching with a duration of not less than one year from a recognized Higher Educational Institute.

*Or*

Experience not less than 3 years of English Language Teaching in a Government School or any other Government institute.

03. *Salary Scale.*– Monthly Salary Scale applicable to the Service category

MA 4 - 2016 - Rs. 37,970 - 10x755 - 15x930 - 5x1,135 = Rs. 65,145 monthly receivable Salary Scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I) MA 4 - 2006A - 18,230 - 10x365 - 15x450 - 5x550 - Rs. 31,380/= Monthly salary will be paid as per schedule II of the same circular at present. Basic Salary 2018 - 30,074/=

**06. Post : Translator (Sinhala to English) - No. of Posts 01**

01. *Age Limit.*– Shall be not less than 22 years of age and not more than 45 years of age (Maximum age limit shall not be applicable to the candidates serving in Government Provincial public service or Statutory Boards of the Government).

02. *Educational Qualifications :*

(a) Degree obtained in Sinhala/ English medium from a University recognized by University Grant Commission and a Credit pass for Sinhala/ English Language and Literature at G.C.E. A/L and Skills in Sinhala/English Translation.

*and*

(b) 02 years experiences as a translator at a Government Institution or Institution recognized by the Government.

03. *Method of Recruitment.*– Recruitment shall be made selecting an appropriate one out of the following alternatives after calling applications through publishing a public notification as determined by the appointing authority.

(i) Recruitment of external candidates by an open competitive examination/ and structured interview.

(ii) Recruitment of internal candidates by a limited competitive/ and structured interview.

**04. Method of recruitment through interview :**

	<b>Marks</b>
Subject related experience relevant to the post	30 Marks
Relevant Additional Qualification	30 Marks
Other Skills and merits	15 Marks
Performance at the interview	25 Marks
	<b><u>100 Marks</u></b>

**05. Salary Scale.**– Monthly Salary Scale applicable to the Service category.

MA 4 - 2016 - 37,970 - 10 x 775 - 15 x 930 - 5 x 1,135 - Rs. 65,145 monthly receivable Salary Scale in 2020 (2016.04.25 Management Services Circular 02/2016 as Schedule I) MA 4 - 2006A - Rs. 18,230 - 10x365 - 15x450 - 5x550 - Rs. 31,380. Monthly salary will be paid as per schedule II of the same circular at present. Basic Salary 2018 - Rs. 30,074.

**Conditions/ Nature of the appointments :**

1. The appointments are permanent.
2. The Employees are entitled for the contributions to the EPF and
3. All appointments shall subject to a probation period of 03 years.

**Note :** The above vacancies exist at the Main office at Nawala, Rajagiriya and the selected employees shall serve only at the main office.

Service Condition - All Appointments made shall be conformed to the provisions of the National Institute of the Social Development, Act No. 41 of 1992 and other government regulations.

Application along with a Bio data should be sent by the reiterated post to the following address on or before 02.05.2018 Name of the post shall be written clearly on the top left hand corner of the envelope and the applicants employed in the government sector shall forward their applications through the head of the institute.

The incomplete applications and the applications received after the closing date will be rejected without any further notice. Any influence made with regard to selections will be a reason for disqualifying. Only the shortlisted applicants will be called for the interview and the final decision with regard to selections will be made by the Governing Council of the National Institute of Social Development.

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National Institute of Social Development.

National Institute of Social Development,  
No. 488 A, Nawala Road,  
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23rd March, 2018.