

**MINISTRY OF BUDDHASASANA,
RELIGIOUS AND CULTURAL AFFAIRS**

**Recruitment for the Posts in Management
Assistant (Non-Technical - Segment 2) Service
Category – 2026 in the Department of National
Museums**

APPLICATIONS are invited from Sri Lankan citizens who have fulfilled the qualifications specified in paragraph 3.0 below as at the closing date of applications, on 30.09.2026 for recruitment on open basis to the following posts in the Management Assistant (Non-Technical - Segment 2) Service Category (MN - 1 - 2025) of the Department of National Museums, in accordance with the provisions of the Scheme of Recruitment approved by the Public Service Commission.

1.1 Posts expected to be recruited and the number of vacancies:

<i>Index number</i>	<i>designation</i>	<i>Number of vacancies</i>
01.	Taxidermist	01
02.	Receptionist	02

<i>Index number</i>	<i>designation</i>	<i>Number of vacancies</i>
03.	CCTV Operator	01

0.2 Nature of Duties of the Posts:

<i>Approved designations</i>	<i>Duties</i>
Taxidermist	Bearing full responsibility for the laboratory of the Taxidermy Unit. Holding custody of bird, mammal specimens in the laboratory. Documenting specimens and samples collected from field trips, as well as preserving, preparing, maintaining, and storing them. Handing over specimens and samples to museums for exhibition purposes. Assisting in legal matters related to the post.

<i>Approved designations</i>	<i>Duties</i>
	Providing observation reports on items such as elephant pearls (<i>Gajamutu</i>) and ivory forwarded by courts for observation.
Receptionist	Welcoming visitors and directing them to the relevant locations, Properly welcoming VIP guests, escorting them to the respective officers, and obtaining signatures in the special VIP guest book, Providing visitors with required brochures, leaflets, posters, Providing information regarding the museum, Answering incoming telephone calls to the museum, transferring calls to relevant officers, and taking messages, Performing other duties as assigned by the Head of Department.
CCTV operator (Security Camera Monitoring)	Continuously monitoring and regulating the internal and external security camera systems of the museum 24/7 (24 hours a day, 7 days a week), and performing other duties as assigned by the Head of Department.

2.0 Method of Recruitment:

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

2.1 Only the candidates who have fulfilled the qualifications specified in Paragraph 3.0 will be called for the written examination.

2.2 qualified candidates will be selected after equal number of candidates expected to recruit for existing vacancies have been interviewed by an Interview Board approved Director General of the Department of National Museums based on the merit order of total marks of those candidates who have passed written examination.

3.0 qualifications :

3.1 Educational qualifications :

<i>Designation</i>	<i>Educational qualifications</i>
Taxidermist	• Having passed the G.C.E. (Ordinary Level) Examination in six (06) subjects at one sitting, with Credit passes for Sinhala/ Tamil/English language, Mathematics, and two other subjects. • Having passed the G.C.E. (Advanced Level) Examination at least two (02) subjects (excluding the Common General Test) in the Biology stream. (<i>Having passed in three (03) subjects under the old syllabus.</i>)
Receptionist	• Having passed the G.C.E. (Ordinary Level) Examination in six (06) subjects at one sitting, with Credit passes for Sinhala/ Tamil/English language, Mathematics, and two other subjects. • Having passed at least two (02) subjects (excluding the Common General Test) in any stream at the G.C.E. (Advanced Level) Examination. (<i>Having passed in three (03) subjects under the old syllabus.</i>)

<i>Designation</i>	<i>Educational qualifications</i>
CCTV operator (Security Camera Monitoring)	• Having passed the G.C.E. (Ordinary Level) Examination in six (06) subjects at one sitting, with Credit passes for Sinhala/ Tamil/English language, Mathematics, and two other subjects. • Having passed at least two (02) subjects (excluding the Common General Test) in any stream at the G.C.E. (Advanced Level) Examination. <i>(Having passed in three (03) subjects under the old syllabus.)</i>

3.2 Professional Qualifications :

<i>Designation</i>	<i>Qualifications</i>
Taxidermist	• Having obtained a certificate by participating in a Zoology-related workshop conducted by an association such as the Young Zoologists' Association or Environmentalists.
Receptionist	• Having successfully completed a Diploma Course in English language of not less than six (06) months duration from a government-recognized institute.
CCTV operator (Security Camera Monitoring)	• Having successfully completed a Diploma Course in Computer Literacy of not less than six (06) months duration from a government-recognized institute.

3.3 Experience:

One (01) year of experience in the relevant field.

3.4 Physical Qualifications:

Every candidate must be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties of the post.

3.5 Other Qualifications:

- I. The applicant must be a citizen of Sri Lanka.
- II. The applicant must be of excellent character.
- III. It is identified to the effect that qualifications required for appearing for the written examination and general interview for recruitment has been fulfilled only if the applicant has fulfilled all relevant qualifications and the prescribed age limit in every respect as at the date specified in the application calling notice.

4.0 Age:

Should be not less than 18 years and not more than 30 years of age as at the closing date of applications.

5.0 Conditions of Engagement for the service and Conditions of Service:

5.1 This post is permanent and pensionable. You shall contribute to the Widows' and Orphans' / Widowers' and Orphans' Pension Scheme. However, officers shall be subject to any future policy decisions taken by the Government.

5.2 The appointment is subject to a probation period of three (03) years.

5.3 Officers recruited to Grade III must pass the First Efficiency Bar Examination before the completion of three (03) years from the date of recruitment.

5.4 Proficiency in the official language must be acquired within the prescribed time period in accordance with the Official Languages Policy and Public Administration Circular No. 18/2020 dated 16.10.2020.

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

6.0 Salary Scale:

This post carries a monthly salary scale of **Rs. 45,230 – 10 x 540 – 11 x 630 – 10 x 890 – 10 x 1,190 – Rs. 78,360 (monthly)** as per MN-1-2025 under Public Administration Circular No. 10/2025. Salary will be paid from the effective date of appointment in accordance with the provisions of Schedule II of the said circular.

7.0 Method of Recruitment:

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

- **Examination Procedure:** The examination consists of a written test with two (02) subjects. This examination will be conducted in Sinhala, Tamil, and English media, and changing the applied medium later will not be permitted.

		<i>Maximum Marks Obtainable</i>	<i>Minimum pass mark</i>	<i>Duration</i>
I.	Aptitude	100	50%	01 hour
II.	General Knowledge	100	50%	01 hour

7.1 Syllabus:

1. **Aptitude:** Designed to test the candidate's language ability, logical reasoning, and mathematical skills. Consists of 30 multiple-choice or short-answer questions.
11. **General Knowledge:** A multiple-choice question paper containing questions on socio-economic background, local information, programs and activities of ministries and Departments to test the candidate's skills and suitability for duties.

No marks will be awarded at the General Interview for posts in the Management Assistant Non-Technical - Segment 2 Service Category (MN-1-2025) of the Department of National Museums. The interview will solely verify whether the candidates who passed the written examination have fulfilled all the necessary qualifications required for recruitment.

Note:

Attending the General Interview shall not be considered as fulfilling the qualification for the offer of appointment.

8.0 Method of Application:

- 8.1 Applications should be prepared by the candidates themselves on 21 x 29 cm (A4) size paper using both sides, in accordance with the specimen application form given at the end of this notification.
- 8.2 Applications that do not conform to the prescribed specimen form, or are incomplete and improperly filled out, will be rejected without any prior notice.
- 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 shall not be considered as an acceptance that the applicant has fulfilled the qualifications required for these posts.
- 8.5 On the top left-hand corner of the envelope enclosing the application, **“Recruitment to the Post of in the Management Assistant Non-Technical - Segment 2 Service Category of the Department of National Museums - 2026”** should be clearly stated according to the post applied for.
- 8.6 The applicant's signature on the application form must be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner for Oaths, a Notary Public, a Commissioned Officer of the Armed Forces, an Officer holding a gazetted post in the Police Service, or an Officer holding a permanent post in Public Service in a Tertiary or Senior Level salary grade according to Public Administration Circular No. 06/2006.
- 8.7 The final decision regarding the filling of these vacancies, leaving them vacant, or filling a portion of the vacancies, as well as all other matters, rests with the Director General of National Museums

9.0 Submission of Applications:

Duly completed applications should be sent by registered post to reach the following address on or before **30.09.2026**
Director General,
Department of National Museums,

No. 53,
Sir Marcus Fernando Mawatha,
Colombo 07.

10.0 Attendance for the Interview:

Calling letters will be issued to a number of candidates equal to the intended number of recruitments, based on the order of merit of total marks obtained by candidates who passed the written examination, so as to be received at least one week prior to the date of the general interview.

No candidate will be permitted to appear for the interview without presenting the calling letter.

11.0 Identity of Candidates:

Candidates must prove their identity at the time of the interview to the satisfaction of the Interview Board. The following documents will be accepted for this purpose:

- I. National Identity Card issued by the Department of Registration of Persons
- II. Valid Passport
- III. Valid Driving License

12.0 Penalty for Furnishing False Information:

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

If it is revealed that a candidate has knowingly submitted false information, or has intentionally suppressed any important fact, he/she may be dismissed from service.

13.0 the Procedural Rules of the Public Service Commission, circulars issued regarding the public service from time to time, conditions of the Scheme of Recruitment for the Management Assistant Non-Technical - Segment 2 Service Category and amendments made thereto, of the Department of National Museums, , shall apply to this post.

14.0 In the event of any inconsistency or conflict among the language texts of this notification published in Sinhala, Tamil, and English media, action will be taken in accordance with the Sinhala text.

15.0 Matters not provided for in these regulations will be determined by the Public Service Commission.

SANOOJA KASTHURIARACHCHI,
Director General.

Department of National Museums,
12th August 2026.

SPECIMEN APPLICATION FORM RECRUITMENT TO THE POST OF IN THE MANAGEMENT ASSISTANT NON-TECHNICAL - SEGMENT 2 SERVICE CATEGORY OF THE DEPARTMENT OF NATIONAL MUSEUMS - 2026

(For Office Use Only)

1.0

1.1 **Name with Initials:** (In English capital letters with initials at the end) *e.g.*: PERERA A.B.C

.....
.....

1.2 **Full Name:**

(In English capital letters)

.....
.....

[illegible]

Year:

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 Month:

--	--

 Date:

--	--

Years:

--	--	--	--

 Months:

--	--

 Days:

--	--

1.6	gender : (male- M, female - F)
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1.7 Marital status : Married : ☐ Single : ☐
(Put a tick ✓)

2.1 In English Capital Letters:

2.2 In Sinhala/Tamil:

2.3 Address to which calling letters should be sent:

3.1 Provincial Council:

3.2 District:

Landline:

Mobile:

1. G.C.E. (Ordinary Level)

- o **Year:**
- o **Index Number:**

[illegible]

2. G.C.E. (Advanced Level)

- **Year:**
- **Index Number:**

<i>Subject Passed</i>	<i>Grade Obtained</i>

(Certified copies of certificates confirming educational qualifications should be sent along with the application)

6.0 Professional Qualifications:

<i>Course Followed</i>	<i>institution</i>	<i>Professional Level Obtained</i>	<i>Date of Course Completion</i>

7.0 experience :

<i>Workplace</i>	<i>Designation</i>	<i>Service period</i>	
		<i>from</i>	<i>to</i>
1.			
2.			
3.			
4.			

8.0 Have you ever been convicted of an offense by a court of law
(put a tick ✓)

yes ☐ no ☐

8.1 If "Yes", provide details :
.....

9.0 Applicant's Certification:

- (a) I hereby declare that the information provided by me in this application is, to the best of my knowledge, true and correct.
- (b) I am aware that if any statement made by me is proven to be false, I will be disqualified for recruitment, and if proven so after receiving the appointment, I am liable to be dismissed from service.
- (c) Furthermore, I declare that I shall abide by the rules and regulations laid down by the Director General of National Museums regarding the conduct of the eligibility assessment interview.
- (d) I shall not alter any information stated herein at a later date.

.....,
Signature of Applicant.

Date :

10.0 Attestation of Applicant's Signature:

I certify that who is submitting this application is personally known to me, and that he/she signed under paragraph 9.0 above in my presence on

.....
Signature of Attester

Date:

Name of Attester:

Designation:

Address:

(Confirm with official seal)