



## VACANCIES

### SRI LANKA ATOMIC ENERGY BOARD



Applications are invited from suitably qualified applicants who are citizens of Sri Lanka for the following post.

#### **Every applicant,**

Should be a citizen of Sri Lanka.

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

Should be of excellent moral character.

#### **Post of Librarian & Information Officer**

#### **Job Description :**

- Work independently in providing support services to assigned line management under the supervision of the immediate supervisor for collection, retrieval and transmission of information required for public information.
- Production of material or documents for management information such as progress reports, annual reports, corporate plan.
- Production of material or documents for public information and exhibitions.
- Handling office routine work, correspondence and management of filing systems related to collection, retrieval and transmission of information.
- Enlargement of knowledge base through participation in training programmes.
- Work with innovation using modern tools of library management and information retrieval and dissemination such as computer hardware and software.
- Preparation of records and maintenance of record keeping systems and data bases.
- Management of the library.
- Ordering of publications request by officers of different areas through the C.E.O.
- Any other functions entrusted by the higher management.

## **Qualifications :**

### **External :**

A Bachelor's Degree in the Information Technology/ Science/ Management field with appropriate subject combinations which is recognized by the U.G.C with a post graduate diploma in the relevant field.

### **Internal:**

Pass three subjects in G.C.E.(A/L) **AND** minimum of five (05) years experience in handling and assigning in Library & Information work in a post as a Management Assistant - Non-Tech Category in Grade 1.

**Age** : Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

**Employee Category As per MSD Circular No. 30: Enforcement/Operational/Extension (MA 5-2)**

**Salary Code** : MA 5-2 2016

### **Salary Scale:**

Rs. 36,850/- 755/-x10, 930/-x15, 1,135/-x5,=64,025/- (monthly) as per Management Services Department (MSD) Circular 02/2016. This salary scale will be applicable to five stages for the period of year 2016-2020. Full salary scale will be given in year 2020. Initial salary step for the year 2018 is Rs.29,250/- and adjustment allowance Rs.2,170/- (in addition to the above salary Government approved other allowances will be paid.)

### **Method of Recruitment:**

In the results of a written competitive examination or/ and an interview, conducted by a panel appointed by the appointing Authority, as determined by the Board of Directors.

### **Nature of Appointment :**

Permanent basis with entitlement of EPF, ETF and other benefits.

### **Other Benefits :**

Other benefits entitled to this post will be provided as per the applicable Government Circulars.

Application with full bio-data, names and addresses of two non related referees and copies of certificates should be forwarded under registered cover to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 20<sup>th</sup> March 2018. (The post for which the application is made should be marked on the left hand top corner of the envelope.) Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

**Director General,  
Sri Lanka Atomic Energy Board  
60/460, Baseline Road, Orugodawatta, Wellampitiya .  
Tel: 0112-533427-8**

