



**National Institute of Library and Information Sciences
University of Colombo**

Post of Program Assistant (Assignment basis)

A -walk in – Interview will be held **on 01st December 2025**, for suitably qualified candidates for the Post of Program Assistant (on Assignment Basis) at the National Institute of Library and Information Sciences, University of Colombo, **from 10.00 am to 12.30 pm** at the Board Room of the National Institute of Library & Information Sciences.

MINIMUM QUALIFICATIONS:

1. Should have passed the GCE (O/L) Examination in six (06) subjects at one sitting with credit passes in: -
 - i. Sinhala Language/ Tamil Language
 - ii. English Language
 - iii. Mathematics&
2. Should have passed in all subjects at GCE (A/L) Examination (except the Common General Paper) at one sitting

The selected person must be able to work at NILIS during the weekends.

PREFERENCE WILL BE GIVEN TO THOSE WHO HAVE

- A good working knowledge in English.
- Ability to word process on computer in Sinhala and/or Tamil
- A good working knowledge of MS Office, Google Workspace, creating flyers and brochures, handling Learning Management Systems (LMS) etc.

AGE

Not more than 40 years

MONTHLY REMUNERATION

Rs. 35,000/- (including ETF and EPF) and Government approved cost of living allowance

GENERAL CONDITIONS

This appointment is on an **assignment basis** initially for a period of one year. However, the Institute may extend the service of the selected candidate depending on work requirements and satisfactory performance during the period of assignment.

The interested applicants must visit NILIS with a Self - prepared application including contact telephone numbers together with certified photocopies of all relevant certificates and names, addresses and telephone numbers of two non-related referees, between **10.00 am and 12.30 pm on 01.12.2025**, for a selection interview. No travelling or any other expenses will be paid for attending the interview.