



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

Post of Program Assistant (Assignment basis)

A -walk in – Interview will be held **on 29th April 2022**, for suitably qualified applicants for the Post of Program Assistant at the National Institute of Library and Information Sciences, University of Colombo, **from 1.00 pm to 4.00 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/ Language Literature
 - iii. Mathematics&
 2. Should have passed 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 of English.
- Ability to word process in Sinhala or Tamil
- a good working knowledge of MS Office, Google Apps, creating flyers and brochures, handling LMS

AGE Not more than 40 years

MONTHLY REMUNERATION Rs. 35,000/- (including ETF and EPF)

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 **1.00 pm and 4.00 pm on 29th April 2022**, for a selection interview. No travelling or any other expenses will be paid for attending the interview.

SAR/NILIS
University of Colombo
Colombo 03.
05.04.2022