

**Open Competitive Examination for Recruitment to the Training Grade of Archival Conservator, Audio-Visual Records Conservator, and Film Conservator in the Supervisory Management Assistant Technical Service Category of the Department of National Archives - 2026**

Applications are invited from qualified Sri Lankan citizens for the Open Competitive Examination for recruitment to the Training Grade of Archival Conservator, Audio-Visual Records Conservator, and Film Conservator in the Supervisory Management Assistant Technical Service Category of the Department of National Archives.

Number of Vacancies-

Archival Conservator	- 19
Audio-Visual Records Conservator	- 06
Film Conservator	- 04

70% of these vacancies will be recruited under the open stream.

If there are no candidates within the department with basic qualifications for the 30% quota assigned for the limited competitive examination, the remaining vacancies will be filled by external applicants selected through the open competitive examination.

01. Recruitment through this examination is for the Training Grade of Archival Conservator, Audio-Visual Records Conservator, and Film Conservator. The closing date for applications is 27<sup>th</sup> February 2026. This examination will be held only in Colombo. The Director General National Archives has the power to postpone or cancel this examination.

02. Duties Assigned to the Post:

<b>Post No.</b>	<b>Approved Post Name</b>	<b>Duties</b>
01	Archival Conservator	Conservation and restoration of archives, maps, and pictures deposited in the Department of National Archives, working according to scientific instructions, standards, and targets, performing training in bookbinding, participating in document conservation for state/private institutions and individuals, performing practical training in state document conservation, participating in conservation at places of worship, practical

		training in restoring disaster-affected documents, and other duties assigned by senior officials.
02	Audio-Visual Records Conservator	Maintaining and conserving audio-visual records, facilitating listening/viewing for users; providing copies in computer or audio-visual media, administration, maintenance, and repair of audio-visual equipment, providing technical support for events held in the auditorium and other duties assigned by senior officials.
03	Film Conservator	Maintaining and conserving films, facilitating viewing for users, providing film copies; administration, maintenance, and repair of film equipment, providing technical support for events held in the auditorium, and other duties assigned by senior officials.

### 03. Service Conditions:

(a) A selected candidate will be appointed to the post of Archival Conservator/ Audio-Visual Records Conservator/ Film Conservator upon successful completion of the training period, subject to the general conditions governing appointments in the public service, the terms and conditions set forth in the recruitment procedure approved by the Public Service Commission on 05.06.2018, the Service Minute of the Sri Lanka Technological Service, any amendments made or to be made hereafter to the said procedure and Service Minute, and the provisions of the Establishments Code and Financial Regulations.

(b) This post is permanent and pensionable. Although it is stated that this post is pensionable, officers recruited in the future shall be subject to policy decisions taken by the Government regarding the pension scheme. Furthermore, you must contribute to the Widows' and Orphans' Pension Scheme/ Widowers' and Orphans' Pension Scheme. You must pay contributions for the same as prescribed by the Government from time to time.

(c) Applicants admitted to this training grade will be recruited to Grade III of Archival Conservator/ Audio-Visual Records Conservator/ Film Conservator after successfully completing the two-year training period and submitting the certificate issued by the relevant institution confirming they have passed the examination. This appointment is subject to a probation period of three years. Within 03 years of being recruited to Grade III of the Supervisory Management Assistant Technical Service

category for these posts, the Departmental Examination must be passed in addition to the first Efficiency Bar examination as mentioned in the recruitment procedure.

(d) The Director General National Archives has the power to cancel the appointment of any applicant who fails to assume duties in the awarded post on the prescribed date.

#### **04. Monthly Salary Scale:**

According to Public Administration Circular No. 10/2025 (Schedule vi), the allowance applicable to the Training Grade of Archival Conservator, Audio-Visual Document Conservator, and Film Conservator in the Supervisory Management Assistant Technical Service category of the Department of National Archives is as follows:

Monthly for the first year: Rs. 43,274/=

Monthly for the second year: Rs. 45,770/=

Trainees who pass the examination held after the satisfactory completion of the two-year training period will be appointed to the post of Archival Conservator Grade III/ Audio-Visual Records Conservator Grade III / Film Conservator Grade III in the Supervisory Management Assistant Technical Service category of the Department of National Archives. According to the aforementioned circular, the applicable salary scale (MN 3 - 2025) is Rs. 52,250 - 10 x 800 - 11 x 1190 - 10 x 1320 - 10 x 1350 - Rs. 100,040/- (Initial salary step - Rs. 52,250/-). In addition, you will be entitled to other allowances paid by the Government to public officers from time to time.

#### **05. Qualifications for Recruitment:**

<b>Post</b>	<b>(a) Educational Qualifications</b>	<b>(b) Professional Qualifications</b>	<b>(c) Experience</b>
Archival Conservator (Training Grade)	G.C.E. (O/L) Examination: Should have passed six (06) subjects in one sitting with Credit passes for Sinhala/Tamil language, Mathematics, Science, and one other subject, and passed English language in not more than two sittings.	Not Applicable	Not Applicable
Audio-Visual Records Conservator (Training Grade)			

Film Conservator (Training Grade)	and G.C.E. (A/L) Examination: Should have passed three subjects (excluding the Common General Test) in one sitting, including two (02) of the following subjects: Biology, Physics, and Chemistry.		
--------------------------------------	---	--	--

(d) Physical Qualifications: Every candidate must possess sufficient mental and physical fitness to serve in any part of Sri Lanka and to perform the duties of the post.

(e) Other:

- I. Must be a citizen of Sri Lanka.
- II. Must be of excellent character.
- III. No person who is a member of the clergy of any religious denomination is eligible to appear for this examination.
- IV. All qualifications required for recruitment to the post must be completed in every respect by the date specified in the notification/Gazette calling for applications.

(f) Age:

Applicants must be at least eighteen (18) years of age and not more than thirty (30) years of age as of the closing date for applications.

06. Method of Recruitment:

Recruitment for the Training Grade of Archival Conservator, Audio-Visual Records Conservator, and Film Conservator will be based on the results of a written competitive examination and a general interview. A number of candidates equal to the expected number of open stream vacancies will be selected for the general interview based on the order of merit of total marks obtained by candidates who pass the written examination. Applicants admitted to this training grade will be recruited to Grade III of the respective post (Archival Conservator, Audio-Visual Records Conservator, or Film Conservator) after successfully completing the two-year training period and submitting the certificate confirming they have passed the examination conducted by the relevant institutions. This appointment is subject to a probation period of three years. Trainees who fail the examination at the end of the training period will have the opportunity to extend their training for a period not exceeding

06 months. The service of trainees who fail the examination held at the end of such extended period will be terminated.

**(a) Written Examination:**

The examination will be conducted in Sinhala, Tamil, and English media only, and the medium applied for will not be allowed to be changed later. A written examination consisting of two (02) question papers will be held. The subjects and minimum marks required to pass are as follows:

<b>Subjects</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Minimum Pass Mark</b>
01. Aptitude Test	01 Hour	100	40
02. Technology (Subject-specific test related to the post)	02 Hour	100	40

Candidates must sit for all question papers and must answer all papers in only one language.

- i. Examination Results- Results will be notified to candidates by the Director General of the Sri Lanka Institute of Development Administration via post or through the website [www.slida.lk](http://www.slida.lk).

**07. Examination Syllabus:**

<b>Name of Question Paper</b>	<b>Syllabus</b>
01. Aptitude Test	Intended to measure the candidate's general intelligence, logical reasoning, power of expression, numerical skills, and comprehension ability.
02. Technology- Subject-specific test related to the post	Intended to measure technical knowledge and subject-related knowledge relevant to the respective posts.

**08. Examination Fees:**

The examination fee is Rs. 1,200/-. This fee should be credited to Bank Account No. 086-1001-3902-6218 at the People's Bank, Thimbirigasyaya Branch, in the name of "Director General National

Archives." The receipt obtained in the applicant's name must be securely pasted at the relevant place on the application form by one of its edges. Money orders or stamps will not be accepted, and the fee paid will not be refunded or transferred to any other examination under any circumstances. It is useful to keep a photocopy of the receipt.

#### 09. Method of Application:

(a) The name of the examination at the head of the application must be written in English in addition to Sinhala in Sinhala applications, and in English in addition to Tamil in Tamil applications. The application should comply with the provided specimen and be completed in the applicant's own handwriting on 8 ½" x 12" (A4) paper. Computer-generated applications may also be used. The application must be completed in only one language. Headers 01 to 07 should appear on the first page.

(b) Applications that do not comply with the specimen or contain incomplete information will be rejected without notice. (Keeping a photocopy of the application is useful.) The applicant must ensure the completed application matches the one in the notification otherwise, it may be rejected.

(c) The completed application must be sent via Registered Post to reach the following address on or before 27<sup>th</sup> February 2026 "Director General of National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07".

The top left corner of the envelope should clearly state: "Open Competitive Examination for Recruitment to the Training Grade of ..... in the Supervisory Management Assistant Technical Service Category of the Department of National Archives - 2026". Applications received after the deadline will not be accepted.

(d) The applicant's signature must be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner of Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Armed Forces, a Gazetted Officer of the Police Service, or an officer holding a permanent staff grade post in the government.

(e) Incomplete applications will be rejected. No complaints regarding loss or delay in post will be considered. Any loss caused by delaying the application until the deadline must be borne by the applicant.

(f) Receipt of applications will not be acknowledged. Based on the assumption that only those possessing the qualifications specified in the examination notice have applied, the Director General of the Sri Lanka Institute of Development Administration will issue admission cards to candidates who have correctly completed and submitted their applications, along with the relevant payment

receipt for the prescribed examination fees, on or before the closing date. (A notice will be published on the official website of the Sri Lanka Institute of Development Administration ([www.slida.lk](http://www.slida.lk)) as soon as the admission cards are issued.) If a candidate has not received their admission card three days after the publication of the notice, they may inquire from the Examination Branch of Sri Lanka Institute of Development Administration via telephone numbers 011-5980264 or 011-5980225 on working days between 8:30 AM and 4:00 PM. When inquiring, the candidate must accurately provide the name of the examination applied for, their full name, National Identity Card number, and address. It will be useful to have a copy of the application form, the examination fee payment receipt, and the registered post receipt at hand to verify any information requested by the Sri Lanka Institute of Development Administration. Additionally, Sri Lanka Institute of Development Administration will send an Short Message Service (SMS) to all candidates to whom admission cards have been issued.

#### 10. Admission to the Examination:

(a) The Director General of the Sri Lanka Institute of Development Administration will issue admission cards to candidates who have submitted applications that are complete in every respect. No candidate will be permitted to sit for the examination without presenting their admission card.

(b) A candidate must appear for the examination at the examination hall assigned to him/her. Every candidate must have their signature attested on the admission card relevant to the prescribed examination hall and hand it over to the supervisor of that hall on the first day they appear there. Candidates are subject to the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration regarding the conduct of the examination and the release of results. If those rules and regulations are violated, he or she will be liable to a punishment imposed by the Director General of the Sri Lanka Institute of Development Administration.

Note: The issuance of an admission card to a candidate does not constitute an acceptance that he or she has fulfilled all the eligibility requirements to sit for the examination.

(c) Examination candidates must prove their identity to the satisfaction of the Supervisor for every subject they appear for in the examination hall. Any of the following documents will be accepted for that purpose.

I. National Identity Card

II. Valid Passport

III. Valid Sri Lankan Driving License

Furthermore, candidates must enter the examination hall without covering their face and ears so that their identity can be confirmed. Applicants who refuse to prove their identity in such a manner will

not be admitted to the examination hall. Additionally, from the moment of entering the examination hall until leaving at the end of the examination, the applicant must remain without covering the face and ears so that the examination authorities can identify them.

11. Punishments for Supplying False Information:

If it is revealed that a candidate does not possess the required qualifications, his/her candidacy may be cancelled at any time, whether before the examination, during the conduct of the examination, or after the examination. If it is disclosed that a candidate has knowingly submitted any false information, or if he/she has willfully suppressed any important fact, he/she shall be subject to dismissal from government service. Examination candidates are subject to the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration regarding the conduct of the examination and the release of results.

12. Other Matters:

In matters not covered by these regulations, action will be taken as decided by the Director General National Archives.

13. In the event of any inconsistency or discrepancy between the language texts of this notice published in Sinhala, Tamil, and English media, the Sinhala medium notice shall prevail.

Director General National Archives,  
Department of National Archives  
On the 30<sup>th</sup> day of February 2026  
At the Department of National Archives,  
No. 07,  
Philip Gunawardena Mawatha,  
Colombo 07.



## Specimen Application

For office use only

**Open Competitive Examination for Recruitment to the Training Grade of**  
**..... in the Supervisory Management Assistant**  
**Technical Service Category of the Department of National Archives - 2026**

Medium at the examination:

Sinhala - 2  
Tamil - 3  
English - 4  
(Mention in the box.)

Selected post/ posts :

Selection	Position No
1	
2	
3	

(Select according to paragraph no. 02 of the

1. Full Name:

(In English Block letters) .....

(Ex: HERATH MUDIYANSELAGE SAMAN RATHNAYAKA)

2. Name with initials:

(In English Block letters):

(Ex: H.M.S. RATHNAYAKA)

3. Full Name:

(In Sinhala) .....

4. Permanent Address (In Sinhala):

.....  
.....

(a) Address for the dispatch of the admission card (In Sinhala):

.....  
.....

(b) Address for the dispatch of the admission card (In English block letters):

.....  
.....

5. Sex : Female ☐ Male ☐

6. National Identity Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. Contact Details

i. Telephone Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ii. E-mail Address: .....

8. (a) Date of Birth:

Year:  Month:  Date:

(b) Age at the closing date of Application:

Years:  Month:  Date:

9. Training grade applied for: .....

10. Educational Qualifications:

(a) G.C.E.(O/L) - First sitting

Year:

Index No:

Subject	Grade	Subject	Grade

(b) G.C.E.(O/L) - Second sitting

Year:

Index No:

Subject	Grade	Subject	Grade

(c) G.C.E.(A/L)

Year:

Index No:

Subject	Grade	Subject	Grade

11. Examination Fees (Receipt must be attached):

I. Bank at which payment was done: .....

II. Amount: .....

III. Date of the Payment: .....

IV. Number of the Receipt: .....

Firmly fix the receipt here with one border  
(Keeping the copy would be useful )

12. Declaration/Statement by Applicant:

I declare that the information given here is true to the best of my knowledge and belief. I am aware that I will be subject to disqualification if the information is found to be false prior to my selection and I will be subject to dismissal without any compensation if it is discovered after the appointment. I further declare that I am subject to the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration regarding the conduct of examinations and the issuance of results.

Date : .....

.....  
Signature

13. Attestation of the Signature of the Candidate: **(Strike out irrelevant words.)**

I certify that Mr./ Mrs./Miss ..... submitting this application is personally known to me and he / she placed the signature before me on .....day of ..... and that the due examination fee has been paid and the receipt has been affixed.

Signature of Certifying Officer .....

Full name of the Certifying officer: -.....

Designation: .....

Address : -.....

(Rubber stamp)

Date: .....

Note: The application should be certified as mentioned in paragraph 9 (d) of the Gazette Notification.

14. Attestation of the Head of the Department / Institution

The person submitting this application Mr./Mrs./Miss..... is working in this Ministry/Department/Cooperation/Board and if he /she will be selected for the above post, he/she can be released from the service of this institution.

.....  
Signature of the Head of the Department

Rubber Stamp:

Date : -.....

Name of the head of the Department : -.....

Designation : - .....

Address of the Office :-.....