



CONSULATE GENERAL OF INDIA
JAFFNA

JOB VACANCY NOTICE

(Application to be submitted in prescribed format)

S.No.	Description	Requirements/Specifications/Experience
1.	Name of the Post	Librarian
2.	Number of Post	One (1)
3.	Location of work	Consulate General of India, 14, Maruthady Lane, Nallur, Jaffna
4.	Nature of Job	Regular job with probation of 06 months
5.	Educational Qualification	Bachelor's degree with interpretation & translation from a reputed University/Institute with good academic records.
6.	Age Criteria	Minimum 25 Years, Maximum 35 years
7.	Nationality & Eligibility	Sri Lankan national
8.	Desirable Skills	<ul style="list-style-type: none">➤ Graduate proficient in English & Tamil (Sinhala & Hindi will be added qualification)➤ Strong communication & people skills.➤ Good organizational & multi-tasking abilities➤ Good IT skills, with designing capabilities➤ Presentable & smart
9.	Desirable work experience	<ul style="list-style-type: none">➤ Work experience of minimum 2 years in similar field.
10.	Area of work	<ul style="list-style-type: none">➤ Indenting and ordering books, Journal and other resources➤ Interpretation/Translation of day to day newspapers, clippings➤ Handling of Library work➤ Work related to Jaffna Thiruvalluvar Cultural Centre, organizing cultural events, liaising with cultural groups.➤ Any other work assigned from time to time
11.	Working hours	Normal working hours from 0900-1730 hrs, lunch time break for half an hour. Sometimes in

		exigencies, the employee may be required to work beyond office hours or on holidays & weekend.
12	Character & antecedents	A police clearance certificate from the Police Department is required certifying that the candidate has a clean records and there is no legal case of criminal records registered against him.
13	Physical and Mental Health	The selected candidate would be required to submit a medical fitness certificate regarding his mental and physical health.
14	Salary	Starting monthly salary (including cost of living allowance) will be around SLRs 200,000/-
15	Crucial Dates	Date of publishing the vacancy : 23.06.2025 Last Date of Receipt of application : 12.07.2025
16	Address for sending application	(Superscribed as Application for the post of Librarian in Consulate General of India, Jaffna) Head of Chancery Consulate General of India, Jaffna 14, Maruthady Lane, Nallur, Jaffna Email : adm.jaffna@mea.gov.in ,
17	Application for the above post, filled in English, neatly typed, has to be submitted complying fully to the prescribed format along with copies of educational qualifications & professional experience as per filled details. Application submitted without required documents will be summarily rejected. Applications found without any clarity due to insufficient data will also be NOT accepted. No communication in this regard will be entertained.	

**Consulate General of India
Jaffna**

The Consulate General of India, Jaffna invites applications for the recruitment to the Post of a Librarian.

Name of Post : Librarian
Number of Vacancy : one (01)
Salary : Starting monthly salary of around SLRs 200,000/-
(This includes cost of living allowance)

Nature of Job

- Normal working hours will be from 0900 hrs to 1730 hrs. Saturday's/Sunday's will remain closed. One may be required to work beyond office hours or on holidays according to exigencies of work.
- Indenting and ordering books, Journal and other resources
- Interpretation/Translation of day to day newspapers, clippings
- Handling of Library work
- Work related to Jaffna Thiruvalluvar Cultural Centre, organizing cultural events, liaising with cultural groups.
- Any other work assigned from time to time

Age Limit : 35 Years.

Work experience : Experience of working in an embassy, an international organization and relevant work experience is desirable but enthusiastic fresh graduates will be given serious consideration too.

Essential Education Qualification : Graduates with a bachelor's degree in any stream. One should have good knowledge of English and Tamil (Sinhala and knowledge of Hindi is desirable, but not mandatory)

Desired Qualification : Preference will be given to candidates with experience of working in similar establishments.

How to apply

Application form is available on our website at <https://www.cgijaffna.gov.in/announcements> in pdf format. Interested Candidates are requested to download the application form, complete it, enclose the testimonials and superscribe the envelop "Recruitment to Librarian" and post it to this office by 12 July, 2025 at the following address:

**The Head of Chancery
Consulate General of India,
14, Maruthady Lane, Nallur
Jaffna, Sri Lanka**

Candidates can also drop the completed application form at the box kept for the purpose at the Consulate (address as above) during the working hours (09.00 AM to 05.30 PM).

Mode of Selection:

- A) All shortlisted eligible candidates will be called for a written examination thereafter qualified candidates will be called for a Personal Interview.
- B) The Appointment offer will be issued on the basis of the written test & Interview process followed by submission of medical certificate. The appointment letter will be issued thereafter subject to an undertaking that until verification of character and antecedents, candidature of the candidate is provisional and may be discontinued at any time if anything adverse comes to the notice of Consulate.

Important note:

The decision of the Recruitment Committee of the Consulate is final.

All communications with candidates will be made by e-mail mode only at the email address provided by the candidate at the time of filling up the application form. The Consulate accepts no responsibility for the non-receipt of emails sent by the Consulate due to the negligence of the candidates.


23/06/25
(Ramya CS)

Head of Chancery
23.06.2025

Application Form

Advertisement No. : JAF/ADM/578/01/2025

Position Applied for: Librarian

Affix a recent
passport size
Photograph here.

A). Personal Information

1. Name in full(in Block letters)
2. Father's/Spouse's Name:
3. Permanent Address:

4. Address for correspondence/ Mailing address:

5. Mobile no:
6. E-mail Address:
7. Date of Birth: Date: Month: Year:
8. Sex :
9. NIC No. :
10. Nationality : Sri Lankan

B). Educational Qualifications in chronological order

(Please attach a self-certified photocopy of your school/university certificates)

Name of the Examination Passed	Year of Passing	Name of the School/College
O Level		
A-Level		
Graduation(If any)		
Post-Graduation(if any)		

C). Work Experience in chronological order, starting with the first job: (Please attach an experience certificate, if available)

Name & address of Employer	Period of service From To		Designation of post held	Description of Work

Declaration & Certificate

I hereby declare and certify that no criminal case is pending against me in any court or with any investigation agencies. I further declare that I have never been found guilty/convicted of any legal offense and/or crime by any court of law in the past.

I further declare that the information furnished here is true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, if it is found after my appointment that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place..

Signature of Candidate.....

Date.....