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இலங்கை மனித உரிமைகள் ஆணைக்குழு
Human Rights Commission of Sri Lanka

VACANCIES

HUMAN RIGHTS COMMISSION OF SRI LANKA

The Human Rights Commission of Sri Lanka invites applications from eligible applicants with relevant qualifications for the following posts;

1. Management Assistant – Non Technological

Qualifications (General) :- **External Candidates**

Educational :

- a) Having passed six subjects in the G.C.E. (O/L) examination at one sitting with credit passes for four subjects including

- i. Sinhala / Tamil
- ii. English language
- iii. Mathematics

And

- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal Candidates :-

Employees of the categories of Primary Level - Skilled and Primary Level - Unskilled who possess the following qualifications are eligible to apply.

Educational:

Having passed six subjects in the G.C.E. (O/L) examination at one sitting with credit passes for four subjects including

- i. Sinhala / Tamil
- ii. English language
- iii. Mathematics

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category will also be considered as qualifications.

Salary - MA 1-1-2025 (Rs.46,220 – 10x540-7x630-4x890-20x 1190-83,390)
(DMS Circular No. 01/2025) and approved other allowances

Age - Should be not less than 18 years and not more than 45 years.
The upper age limit will not apply to the internal candidates

Recruitment Procedure:- By way of a structured interview.

Marks allocated for the interview as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	<u>25 Marks</u>
		<u>100 Marks</u>

Candidate will be selected for appointment purely on the order of merit at the interview.

General Conditions :

1. All applicants should be Citizens of Sri Lanka with an excellent moral character, physically and mentally fit to discharge the duties of the post well
2. Appointees are entitled to Employees' Provident Fund and Employees' Trust Fund.
3. Officers who are already in government service should apply through the Head of the Department and the Departmental Head should recommend that the officer concerned will be released if he/she is selected to the post.
4. Only those applicants who have fulfilled the required qualifications and accordingly shortlisted will be called for the interview.
5. Photocopies of certificates to prove the above qualifications and experience should be attached and submitted with the application.
6. The applicant will be treated as qualified for application for a post only if he/she has completed the necessary qualifications before the closing date of applications.
7. Appointing authority will be the Board of Commissioners of the Human Rights Commission of Sri Lanka.
8. Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Applications together with Bio-Data that includes educational qualifications, professional qualifications, experience and all other details with details of two non-related referees should be sent by registered post addressed to "Secretary, Human Rights Commission of Sri Lanka, No.14, R A De Mel Mawatha, Colombo 04", to reach on or before **08.05.2025**. Post applied for should be written/typed on the left-hand top corner of the envelope containing the application.

Secretary
Human Rights Commission of Sri Lanka.

10.04.2025



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Human Rights Commission of Sri Lanka

VACANCIES

HUMAN RIGHTS COMMISSION OF SRI LANKA

The Human Rights Commission of Sri Lanka invites applications from eligible applicants with relevant qualifications for the following post;

1. Director (Administration & Finance)

Qualifications and Experience - External Candidates (1 or 2 or 3 below)

1. A Bachelor's degree in Social Sciences which is recognized by the U.G.C.
WITH
A postgraduate degree qualification (Masters) in the relevant field or Associate Membership of a recognized professional Chartered institute, which is relevant to the subject area of the post
AND
A minimum of 15 years' experience at Managerial Level in the Public Sector, Corporation, Statutory Board/Institution or a reputed Private Institution
OR
2. Full Membership of a recognized professional Chartered Institute which is relevant to the subject area of the post
AND
A minimum of 15 years' experience at Managerial Level in the Public Sector, Corporation, Statutory Board/Institution or a reputed Private Institution
OR
3. Class I Officer in Sri Lanka Administrative Service (SLAS) with educational qualifications specified in no.01 above

Qualifications and Experience - Internal Candidates (1 or 2 below)

1. Having obtained the qualifications required by the external candidates as above
2. Completion of minimum of five (05) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post

Salary - **HM 1-1-2025 (Rs.140,640-15x 4,100-202,140)
(DMS Circular No. 01/2025) and approved other allowances**

Age - Should be not less than 35 years and not more than 55 years.
The upper age limit will not apply to the internal candidates

Recruitment Procedure: By way of a structured interview.

Marks allocated for the interview as follows:

Relevant additional experience - 30 Marks
Relevant additional qualifications - 30 Marks

Other achievements	- 15 Marks
Performance at the interview	- <u>25 Marks</u>
	<u>100 Marks</u>

Candidate will be selected for appointment purely on the order of merit at the interview.

General Conditions :

1. All applicants should be Citizens of Sri Lanka with an excellent moral character, physically and mentally fit to discharge the duties of the post well
2. Appointees are entitled to Employees' Provident Fund and Employees' Trust Fund.
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7. Appointing authority will be the Board of Commissioners of the Human Rights Commission of Sri Lanka.
8. Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

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