

Recruitment to the Office Aide - 2027
Human Rights Commission of Sri Lanka

Applications are invited from internal and external applicants for the existing vacancies in the post of **Office Aide** at the Head Office on a permanent basis.

Conditions of Employment:

This is a permanent position with contributions to the Employees' Provident Fund and Employees' Trust Fund.

1.1 Qualifications :-

1.1.1 External/Internal

Persons who sat for the G.C.E. (O/L) Examination

1.2. Age: Applicants should not be more than 45 years of age as at the closing date for applications. The upper age limit will not apply to the internal candidates.

1.3. Other

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Salary Scale:

PL 1 - 2025 - (Rs. 40,500 – 10 x 450 – 10 x 490 – 7 x 540 – 15 x 590 – 62,530)

Additionally, a 20% allowance of the basic salary and a cost of living allowance are provided.

Qualified candidates will be recruited as Office Aide. Recruits will undergo a 3-year probationary period, after which, upon successful completion, they will be made permanent.

Promotions and other benefits will be as per the recruitment procedure for the post of Human Rights Officer.

Completed applications, prepared on A4-sized paper in the specified format, should be sent by post to the Secretary, Human Rights Commission of Sri Lanka, No. 14, R.A. De Mel Mawatha, Colombo 04, on or before **30.09.2026**.

Secretary,

Human Rights Commission of Sri Lanka.



(For office use only)

Human Rights Commission of Sri Lanka

Application for the Post of

1.0 Personal Information:

1.1 Name with Initials at the end (In English block capitals) :-

.....

(Ex : GUNAWARDHANA H.M.S.K)

1.2 Name in full (In English block capitals) :-

.....

..... (Ex : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.3 Name in full (In Sinhala/Tamil) :-

.....

1.4 Permanent Address (In Sinhala/Tamil) :-

.....

1.5 Permanent Address (In English block capitals) :-

.....

1.6 Email Address:-

.....

1.7 Gender:-

1.8 Marital Status:-

1.9 Nationality:-

1.10 National Identity Card No:

1.11 Date of Birth: - Date Month Year

1.12 Telephone No :

1.13 District:-

2.0 Educational Qualifications:-

2.1 G. C. E. (O/L) Examination: Year: - Index No :-

	Subject	Grade		Subject	Grade
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

	Subject	Grade		Subject	Grade
1.			3.		
2.			4.		

2.2 (i) Date of Graduation: -

(ii) University / Institution: -

(iii) Registration Number: -

(iv) Internal / External: -

(v) Degree: -

(vi) Subjects: -

.....

.....

(vii) Class: -

Upper / Lower: -

(viii) Effective Date: -

(ix) Language Medium of Examination: -

3.0 Professional Qualifications: -

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4.0 Other Qualifications and other achievements: -

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.....

.....

5.0 Comfortable Official Language for the selection tests

Sinhala	
Tamil	

6.0 The regional office where you wish to work (Rank Your Preferences)

1	
2	
3	

*Applicable only for **Legal Officer, Human Rights Officer and Driver**)

7.0 Non-Related Referees

Name	Position	Address & Telephone No.
1.		
2.		

8.0 Declaration of the Applicant:

(a) I respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to incomplete and /or incorrect completion of any part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.

(b) I shall not subsequently change any information stated above.

.....

Date

.....

Applicant's Signature

9.0 Attestation:

I do hereby certify that Mr./Mrs./Miss
..... is personally known to me and placed his/her signature in my presence
on

Date

.....

Signature of Certifying

Officer Name:

.....

Designation:

Address:

10.0 (This part is applicable only for candidates who engage in government/semi-government employment) Attestation of the head of the Department/ Institution:

I hereby certify that Mr./Mrs./Miss.....
..... who is working in this ministry/department/institution, is working in the post of
..... and his/her work and conduct are satisfactory, no disciplinary action
pending against him/her and no decision has been taken to impose any such in the future. If he/she
will be selected for this post, he/she can/cannot be released from the service.

Date

.....

Signature of the Head of the
Department or Authorized Officer.

Name:

Designation: -

Ministry / Department: -