

Recruitment to the Post of Translator – 2027
Human Rights Commission of Sri Lanka

Applications are invited from internal and external applicants vacancies for the posts of **Translator (Sinhala/English)** and **(Tamil/English)** at the Head Office of the Human Rights Commission of Sri Lanka.

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 (1 or 2 below)

1. Possession of a degree recognized by the University Grants Commission (UGC), or a degree relevant to the subject area;

and

A minimum of one (01) year of professional experience in a field relevant to the post.

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, in a subject area relevant to the post;

and

A minimum of one (01) year of professional experience in a field relevant to the post.

1.1.2 Internal (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of a minimum of eight (08) years of satisfactory service of the post in the 'Management Assistant – Non-Technical (MA-1-1) category or above, in the subject area relevant to the post.

1.2. Age: Applicants should not be more than 45 years of age as at the closing date for applications.

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:

MA- 4 - 2025 - (රු. 64,320 – 10 x 1,360 – 15 x 1,670 – 5 x 2,040 - 111,160)

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

Recruitment Procedure:

- Suitable candidates will be selected through a structured interview based on the following criteria:

Relevant additional education and professional qualifications	- 30 marks
Additional relevant experience	- 30 marks
Other qualifications	- 15 marks
Performance demonstrated at the interview	- 25 marks

Qualified candidates will be recruited as Translator. 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: -