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இலங்கை மனித உரிமைகள் ஆணைக்குழு
Human Rights Commission of Sri Lanka

VACANCY
POST OF SECRETARY (CONTRACT BASIS)

With reference to the vacancy notice published in *Dinamina*, *Thinakaran* and *Daily News* on 23.10.2025, the Human Rights Commission of Sri Lanka invites applications from suitably qualified and experienced candidates for the post of **Secretary (Contract Basis)**.

1. **Qualifications: (1 or 2 or 3 below)**

1. A Bachelor's Degree recognized by UGC in Law / Social Sciences / Management or any other relevant field or Attorney-at-Law.

WITH

A Postgraduate Degree qualification (Master's) in Law / Social Sciences / Management or any other relevant field or Associate Membership of a recognized professional institution in Management.

AND

Minimum of 20 years' experience in "Managerial Level" out of which 05 years of experience should be at Senior Managerial Level with a proven track record in the Public or Provincial Service, Corporation, Statutory Board/Institute or a reputed private institution.

2. Full Membership of a recognized professional Chartered Institution in a related field

AND

Minimum of 15 years' experience at a "Managerial Level" in a Public or Provincial Service, Corporation, Statutory Board/Institute or a reputed private institution.

3. A Bachelor's degree recognized by UGC in Law / Social Sciences / Management or any other relevant field or Attorney-at-Law.

AND

PhD Degree in Law / Social Sciences / Management or any other relevant field.

AND

At least 05 years' experience at Senior Managerial Level with a proven track record and Management experience in the Public or Provincial Service, Corporation, Statutory Board or reputed Mercantile Establishment after obtaining first degree.

Note: Knowledge of Human Rights will be an added advantage

2. **Salary Scale :** Rs. 161,140-12 X 4,850-219,340 (HM 2-1-2025)

According to the MSD Circular No. 01/202 as at 01.01.2025,
Basic salary is Rs. 119,494/- + Cost of living allowance of Rs. 17,800/-

(Salary is determined in accordance with Public Administration Circular No. 03/2018 for retired government officers).

3. **Other:**

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Be **not less than 35 years and not more than 55 years** of age.
(Retired government officers up to 65 years of age are eligible to apply)
- iii. Should be physically and mentally fit to perform the duties of the post.
- iv. Should be of excellent moral character.

4. **Recruitment Procedure:**

A structured interview conducted by a panel appointed by the appointing Authority.

5. **Interview:**

Marks allocated for the interview are as follows:

• Relevant additional experience	-	30 Marks
• Relevant additional Educational / professional qualifications	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview		25 Marks

		100 Marks
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Appointments will be made purely in the order of merit at the interview

General Conditions :

1. Appointees will be entitled to **Employees' Provident Fund (EPF)** and **Employees' Trust Fund (ETF)** benefits.
2. Applicants currently employed in the **Government Service, Corporations, or Statutory Boards** must apply through their respective Heads of Departments, who should indicate that the officer will be released if selected.
3. Only applicants who meet the required qualifications and are accordingly shortlisted will be called for interview.
4. Certified photocopies of certificates to prove qualifications and experience must be attached to the application.

5.Applicants will be considered eligible only if they have completed all required qualifications **before the closing date** of applications.

6.The **Board of Commissioners of the Human Rights Commission of Sri Lanka** will be the appointing authority.

Applications together with Bio-Data that includes educational qualifications, professional qualifications, experience and all other details with **two non-related referees** should be sent by registered post addressed to “**Chairman, Human Rights Commission of Sri Lanka, No :14, R.A. De Mel Mawatha, Colombo 04**”, to reach on or before **10.11.2025**. The envelope containing the application should clearly state “**Post of Secretary (Contract Basis)**” on the top left-hand corner.

Chairman
Human Rights Commission of Sri Lanka.

23.10.2025