

Sri Lanka Judges' Institute

Applications are invited from Sri Lankan citizens for the following vacancies in the Institute of Judges of Sri Lanka.

01. Management Assistant - Technical (Software and Hardware Technician) - 01 Vacancy

Minimum Qualifications

External Applicants: -

Education:

Should possess a National Vocational Qualification Level Five (NVQ - 05) Certificate of Proficiency in Hardware and Software issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission relevant to the role of each post.

Other qualifications specific to the post:

Applicants must have a minimum of two (02) years of relevant work experience acquired after obtaining a certificate at or above National Vocational Qualification (NVQ) Level 5.

Internal Applicants:

Should have fulfilled the qualifications required for external applicants.

Salary Scale

As per Management Services Department Circular No. 01/2025 dated 25.03.2025, the monthly salary scale applicable to this post is:

Rs 50,540 - 10 x 540 - 7 x 630 - 4 x 1,080 - 20 x 1,280 - Rs 90,270 /- (MA 2-2 - 2025)

This salary scale will be effective from 01.01.2027. Salary will be paid from the effective date of appointment in accordance with Schedule II of the said Circular.

Age Limit:

Applicants should be not less than 18 years and not more than 45 years of age as at the closing date of applications. The upper age limit will not apply to internal applicants.

02. Management Assistant (Non-Technical)

Qualification (Compulsory General Qualification)

External applicants

Educational Qualifications

Should have passed six (06) subjects in one sitting at the G.C.E. (Ordinary Level) Examination, with credit passes in four (04) subjects including:

- I. Sinhala/Tamil
- II. Mathematics
- III. English Language

and

Should have passed at least three (03) subjects (excluding the Common General Test) at the G.C.E. (Advanced Level) Examination.

Internal applicants

(a) Primary Grade - Unskilled, semi-skilled and skilled who have the following qualifications 'b', 'c' and 'd' can apply for this post.

(b) Should have passed six (06) subjects in one sitting at the G.C.E. (Ordinary Level) Examination, with credit passes in four (04) subjects including:

- I. Sinhala/Tamil
- II. Mathematics
- III. English Language

(Completion of a course in Computer Word Processing and/or Typing recognized by the Tertiary and Vocational Education Commission (TVEC), or the possession of any other equivalent qualification or competency, may be considered as an appropriate qualification, where applicable.)

(c) Should hold a permanent appointment and be confirmed in service.

(d) Should have completed five (05) years of continuous satisfactory service immediately preceding the closing date of applications.

Salary Scale

As per Management Services Department Circular No. 01/2025 dated 25.03.2025, the monthly salary scale applicable to this post is:

Rs 46,220 - 10 x 540 - 7 x 630 – 12 x 1,080 - 12 x 1,280 – Rs 84,350 /- (MA 1-2 - 2025)

This salary scale will be effective from 01.01.2027. Salary will be paid from the effective date of appointment in accordance with Schedule II of the said Circular.

Age Limit:

Applicants should be not less than 18 years and not more than 45 years of age as at the closing date of applications. The upper age limit will not apply to internal applicants.

Every applicant must

- I. Be a citizen of Sri Lanka;
- II. Be physically and mentally fit to discharge duties;
- III. Be a person of good character.

Other Allowances

Cost of Living Allowance and other Government-approved allowances.

Method of Recruitment

Recruitment will be based on merit, determined through a structured interview and/or written competitive examination.

Conditions of Service

These posts are permanent and subject to a probation period of three (03) years. Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF): The employee contributes 8% to the EPF, while the employer contributes 12% to the EPF and 3% to the ETF.

Procedure of Application:

The prescribed application form is available at [https:// judgesinstitute.lk/](https://judgesinstitute.lk/). Applications shall be submitted together with certified copies of all relevant educational qualification certificates.

Duly completed applications should be sent by registered post on or before **21.08.2026** to the Director, Sri Lanka Judges' Institute, No. 80 (5th & 6th Floors), Adhikarana Mawatha, Colombo 12.

The post applied for must be indicated in the top left-hand corner of the envelope.

Please note that application deadlines are strictly based on the date of receipt at the institution, rather than the date of registered postage. In addition to submitting the application by registered post, applicants must also complete and submit the relevant Google Form available through the link corresponding to the applied position on the website: <https://judgesinstitute.lk/>.

Applicants in Government Departments, Corporations, and Statutory Boards must forward their applications through their Heads of Department.

Director
Sri Lanka Judges' Institute,
No. 80 (5th and 6th Floor)
Adhikarana Mawatha,
Colombo 12.

Model Application

Post Applied For:

Personal Information:

- Full Name :
- Name with initials :
- Personal Address :
- National Identity Card Number :
- Date of Birth :
- Age (as of the application closing date): ____years ____months ____ days
- Contact No :
- Email Address :
- Gender :

Educational Qualifications

G.C.E.(O/L) Examination

Subject		Result
01		
02		
03		
04		
05		
06		
07		
08		
09		

G.C.E.(A/L) Examination

Subject		Result
01		
02		
03		
04		

Other Educational Qualifications (Degree/Diploma or Other Higher Qualifications):

- 01.
- 02.
- 03.
- 04.
- 05.

Professional Qualifications:

- 01.
- 02.
- 03.
- 04.
- 05.

Work Experience:

- 01.
- 02.
- 03.
- 04.
- 05.

Please indicate whether you have fulfilled all required qualifications (Yes/No):

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Two Non-Related Referees:

1.Name:	2. Name:
Designation:	Designation:
Contact No:	Contact No:

Applicant's Declaration

I declare that the information provided by me in this application is true and correct.

Signature of Applicant:

Date :

Certification of the Head of the Department

I hereby inform you that the applicant, Mr./Mrs./Miss, is currently serving as a and is a permanent/temporary/casual employee of this Ministry/Department. He/She may or may not be released from service if selected for this position.

Name :

Designation :

Address :

Date :