



# MINISTRY OF JUSTICE AND NATIONAL INTEGRATION LEGAL AID COMMISSION OF SRI LANKA



## VACANCY NOTICE

The Legal Aid Commission of Sri Lanka is a Statutory Institution established by Legal Aid Law No.27 of 1978 with the primary objective of providing Legal Aid to deserving persons in Sri Lanka. Applications are invited from citizens of Sri Lanka for the below mentioned posts.

### 01. Post of Director General - HM 2-3 (01 Post)

#### Qualifications (External Applicants)

- \* Degree from a University recognized by the University Grants Commission in the field of Law/ Social Science/ Business Administration/ Human Resource Management/ Economics/ Accountancy or any other relevant field.

#### **With**

- \* Postgraduate Degree in Law/ Social Science/ Business Administration/ Human Resource Management/ Economics/ Accountancy or any other relevant field,

#### **And**

- \* A minimum of twenty (20) years of experience in a Post of a Management Level in a Government, State Corporation, Statutory Body or a similar recognized Private Institution, where five (05) years out of which should be in a Post of Senior Management Level.
- \* Be a citizen of Sri Lanka
- \* Should be of excellent character
- \* The candidate must be mentally and physically fit to effectively perform the duties associated with the position and be willing to accept assignments or work in any designated area in the Country.

#### Qualifications (Internal Applicants)

Completion of the above qualifications is stipulated for External Applicants.

#### General Conditions:

**Salary Scale :** HM-2-3-Rs.( 173,000-12X 4850-231,200 ) EPF /ETF, Other relevant Benefits / Allowances approved by the Government.

**Age Limit :** Age should be not less than 45 years and not more than 55 years on the closing date of the Application.

#### Responsibilities of the Post

It is the responsibility assigned to the person who holds the Position of Chief Executive Officer, i.e. Director General to be responsible and accountable towards the overall performance of the Institution by leading and directing towards the highest productivity of the Institution through providing the necessary guidance to the Institutional Staff by carrying out the responsibilities, tasks, and powers assigned by the Commission subject to the guidance and administration of the Commission.

### 02. Post of Legal Officer - HM 1-1 (24 Posts in all 9 provinces)

(Western Province - 06 / Northern Province - 04 / Uva - 04 / Eastern Province - 03 / Wayamba - 02/ North Central - 01 / Central - 02/ Sabaragamuwa - 01 / Southern - 01. Indicate the preferred province of work in addition to the post applied for on the top left-hand corner of the envelope.)

#### Qualifications:

- \* Three (03) years of active service (Court practice) experience after enrolment as Attorneys-at-Law.
- \* Be a citizen of Sri Lanka
- \* Should be of excellent character
- \* Age Limit: Age should be not less than 28 years and not more than 45 years on the closing date of the Application.
- \* The candidate must be mentally and physically fit to effectively perform the duties associated with the position and be willing to accept assignments or work in any designated area in the Country.

#### General Conditions:

Salary Scale: MM-1-1-Rs.( '91,690-10X 2480-15 X 3450 – 168,240) , EPF/ETF, Other relevant allowances approved by the Government.

#### Job Responsibilities of the Post

Working in court as a lawyer of the Legal Aid Commission and performing duties assigned by the Commission as a legal officer

### 03. Post of Management Assistant (Non Tech) - MA 1-2 (Grade - III) (22 Posts in 7 provinces)

(Uva Province - 03 / Western Province - 09/ North Central - 03 / Eastern - 02 / Wayamba - 01 / Central - 03/ Northern - 01/). Indicate the preferred province of work in addition to the post applied for on the top left-hand corner of the envelope.)

#### Qualifications:

- \* Should have passed in six (06) subjects with four credit passes, including Sinhala/ Tamil, Mathematics and English language at the General Certificate of Education (Ordinary Level) Examination.
- \* Should have passed in at least three (03) subjects at the General Certificate of Education (Advanced Level) Examination.
- \* Computer literacy,
- \* The candidate must be mentally and physically fit to effectively perform the duties associated with the position and be willing to accept assignments or work in any designated area in the Country.

#### General Conditions:

**Salary Scale:** MA-1-2-Rs.( 46,220-10 X 540-7X630-4X890-20x1190-83,390), EPF/ETF, other relevant allowances approved by the Government.

**Age Limit:** Age should be not less than 18 years and not more than 45 years on the closing date of the Application.

Will be selected through a written examination and/ or structured interview.

#### Job Responsibilities of the Post

Performing duties assigned by the Commission as a Management Assistant

#### Others (for every applicant)

Applications received after the closing date and incomplete applications will not be accepted.

Applications from employees in Government Departments, State Corporations, and Statutory Bodies should be forwarded through their respective Heads of Institutions. **Applications giving full bio-data with copies of relevant certificates** should be forwarded under registered cover to reach the undersigned on or before **15<sup>th</sup> July 2025**. Please mark the post applied for on the top left-hand corner of the envelope.

**Chairman,  
Legal Aid Commission of Sri Lanka,  
No. 129, High Court Complex,  
Hulfsdorp Street, Colombo 12**