

VACANCIES

RIGHT TO INFORMATION COMMISSION **(STATUTED UNDER THE RIGHT TO** **INFORMATION ACT NO. 12 OF 2016)**

Applications are invited from those possessing the qualifications stated below for the posts of Director (Legal) and Management Assistant (Shorthand and Typewriting) existing at the Right to Information Commission. Salaries for these posts will be paid as per Management Services Department Circular No. 01/2025.

Director (Legal) - 01 post.

Qualifications

External Applicants:

Should be taken oaths as an Attorney - at -Law before the Supreme Court,
and

Obtained Post Graduate (Master of Law) qualifications relevant to the Legal field

and

Minimum 13 years experience in the legal field relevant to the posts including appearing for legal matters before the Supreme Court and Court of Appeal

Internal Applicants - (1 or 2 below)

1. Fulfilling the qualifications required from the external applicants.
2. Completed a satisfactory service period of minimum three years in a Management Service category (MM) Grade I post in the subject filed (should have passed the second efficiency Bar Examination in the MM 1 - Salary Segment 1)

Age : Should not be below 35 years and not be above 55 years. The internal applicants will not be affected by the upper age Limit.

Salary Method : HM -1 - 1 - 2025 - Rs. (140,640 -15x 4,100 - 202,140)

Method of Recruitment:

Structured Interview

- | | |
|---|------------|
| 01. Relevant Additional Experience | - 30 marks |
| 02. Relevant Additional Educational / Profession Experience | - 30 marks |
| 03. Other Performances and Skills | - 15 marks |
| 04. Performance shown at the Interview | - 25 marks |
| Total Marks | - 100 |

Management Assistant (Shortand and Typewriting) - 02 Posts

Qualifications:

External Applicants :

- A) Passed G.C.E. (O/Level) Examination in Six (06) Subjects in one sitting with four (04) credit passes including
- i) Sinhala / Tamil
 - ii) Maths
 - iii) English Language, Subjects.
- B) Passed G.C.E. (A/Level) Examination in minimum Three Subjects (excluding General Common Paper),
- and**
- C) Followed a course in shorthand of not less than 06 months duration at an institution recognized by the Tertiary and Vocational Education Commission.

Internal Applicants:

- A) Primary Grade - skilled and non-skilled service categories - staff members having the qualifications stated in 'B' 'C' and 'E' below, can apply.
- B) Passed G.C.E. (O/Level) Examination in Six (06) subjects in one sitting with Four (04) Credit Passes including
- i) Sinhala / Tamil
 - ii) Maths
 - iii) English Language (if needed for same work), Subjects

(Either followed a course in Computer Word Processing / Typewriting recognized by the Tertiary and Vocational Education Commission or equivalent level skills can be included as qualification at relevant moments.)

- C) Should be permanently appointed to the post and made permanent at present.
- E) Should have completed a continued satisfactory service period of at least 05 years in a permanent appointment immediately prior to the specific date.

Notes:

A time period during which one has served before made permanent in a post or a training period served as a condition to be appointed to a permanent post shall not be accounted for the five years Qualifying period stated in Para E above. Also, the time period served before made permanent in a post on temporary / casual basis shall not be accounted for the five years of obtaining qualifications stated in para E above.

Age: Should not be below 18 years and not be above 45 years. The internal applicants will not be affected by the upper age limit.

Salary Method : MA 1-2-2025-Rs. (46,220- 10x540-7x630-12x1,080 -12 x 1,280- 84,350)

Method of Recruitment:

Structured Interview:

- | | |
|--|------------|
| 01. Relevant Experiences | - 30 marks |
| 02. Relevant Additional Educational Qualifications | - 30 marks |
| 03. Other Skills and Performances | - 15 marks |
| 04. Performance shown at the Interview | - 25 marks |
| Total Marks | - 100 |

Self prepared applications containing bio data along with photocopies of certificates should be sent to the address below, to be received at or before **4.00 p.m. on 05.01.2026**. The cover containing the applications should be marked as "Director (Legal)" or "Management Assistant (Shorthand and Type writing)" as the case may be at the left side top corner.

**Director General,
Right to Information Commission,
Room No. 203,
Building No. 02,
Bandaranaike Memorial International Conference Hall,
Colombo 07.**