

RIGHT TO INFORMATION COMMISSION

(ESTABLISHED UNDER THE RIGHT TO INFORMATION ACT, No. 12 OF 2016)

MANAGEMENT ASSISTANT (SHORTHAND & TYPEWRITING)

APPLICATIONS are invited from interested candidates those who possess required qualifications stated below for the posts of Management Assistant (Shorthand & Typewriting) at the Right to Information Commission. Salaries for this post will be paid as per Management Services Department Circular No. 01/2025.

Management Assistant (Shorthand & Typewriting) - (Post 01)

Qualifications :

- (A) Pass G.C.E (O/Level) Examination in Six (06) Subjects in one sitting with four (04) credit passes including
- Sinhala/ Tamil
 - Mathematics
 - 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.

Age : Should be not below 18 years and not above 45 years.

Salary Scale : MA - 1-2 - 2025 - Rs. (46,220 - 10 x 540 - 7x 630 - 12 x 1,080 - 12 x 1,280 - 84,350)

Method of Recruitment :

Structured Interview

01. Relevant Education experience	30 marks
02. Relevant additional Qualifications	30marks
03. Other skills and performances	15 marks
04. Merits shown at the interview	25 marks
Total marks	100

Self-prepared applications containing complete bio data and relevant photocopies should be sent to the address given below, to be received on or before **4.00 p.m. on 09th March 2026**. The cover containing the application should be marked "Management Assistant (Shorthand & Typewriting)" at the left side top corner.

Director General,
Right to Information Commission,
Room No. 203,
Block No. 02,
Bandaranaike International Memorial Conference Hall.

02-327/2