



VACANCIES

Applications are hereby invited from qualified citizens of Sri Lanka for recruitment of the following vacancies at the National Commission on Women.

01. Director - Legal (HM1-1) - 01 Post	
Qualifications	Attorney -at- Law WITH A Postgraduate Degree in Law, Human Rights, Women's Rights, Gender Studies, Sociology, Public Policy or any other relevant field which is recognized by the University Grants Commission. AND At least 13 years of experience (cumulative) in legal practice or a senior legal / managerial position.
Salary Code and Salary Scale	HM 1-1 -2025 Rs. [140,640 - 15 x 4,100 - 202,140]
Age Limit	Should be not less than 35 years and not more than 55 years.

02. Assistant Director - Legal (MM 1-1) - 01 Post	
Qualifications	Should have taken oaths as an Attorney -at- Law at the Supreme Court of Sri Lanka AND A minimum of three (03) years post qualifying experience in the field relevant to the post.
Salary Code and Salary Scale	MM 1-1-2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240]
Age Limit	Should be not less than 22 years and not more than 45 years.

03. Assistant Director - Administration (MM 1-1) - 01 Post	
Qualifications	A Bachelor's degree in Business Administration, Human Resources Management, Public Administration Public Management or any other field relevant to the subject area of the post which is recognized by the University Grants Commission AND A minimum of one (01) year post qualifying experience in the field relevant to the post, after obtaining the first degree.
Salary Code and Salary Scale	MM 1-1 -2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240]
Age Limit	Should be not less than 22 years and not more than 45 years.

04. Assistant Director - Finance (MM 1-1) - 01 Post	
Qualifications	A Bachelor's Degree in Accountancy, Finance, Commerce or any other field relevant to the subject area of the post which is recognized by the University Grants Commission AND A minimum of one (01) year post qualifying experience in the field relevant to the post, after obtaining the first degree OR Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post AND A minimum of one (01) year post qualifying experience in the relevant field to the post, after having passed such examination
Salary Code and Salary Scale	MM 1-1 -2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240]
Age Limit	Should be not less than 22 years and not more than 45 years.

05. Assistant Director - Research and Development (MM 1-1) - 01 Post	
Qualifications	A Bachelor's Degree in a Public Administration, Public Management , Business Administration, Statistics or any other field relevant to the subject area of the post which is recognized by the University Grants Commission AND A minimum of one (01) year post qualifying experience in the field relevant to the post, after obtaining the first degree
Salary Code and Salary Scale	MM 1-1 -2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240]
Age Limit	Should be not less than 22 years and not more than 45 years.

06. Internal Auditor - (MM 1-1) - 01 Post	
Qualifications	A Bachelor's Degree in Accountancy, Finance, Commerce or any other field relevant to the subject area of the post which is recognized by the University Grants Commission AND A minimum of one (01) year post qualifying experience in the field relevant to the post, after obtaining the first degree OR Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post AND A minimum of one (01) year post qualifying experience in the relevant field to the post, after having passed such examination
Salary Code and Salary Scale	MM 1-1 -2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240]
Age Limit	Should be not less than 22 years and not more than 45 years.

07. Administrative Officer (JM 1-1) - 01 Post	
Qualifications	A Bachelor's Degree in Human Resource Management / Public Administration / Public Management or any other field relevant to the subject area of the post which is recognized by the University Grants Commission
Salary Code and Salary Scale	JM 1-1 -2025 Rs. [72,650 - 10 x 1,360 - 18 x 2,040 - 122,970]
Age Limit	Should be not less than 22 years and not more than 45 years.

08. Development Officer -(MA 4)- 04 Posts	
Qualifications	A Bachelor's Degree in Business Administration, Human Resource Management, Accountancy, Finance, Management, Commerce, Law, Sociology or other field relevant to the subject area of the post which is recognized by the University Grants Commission
Salary Code and Salary Scale	MA 4 -2025 Rs. [64,320 - 10 x 1,360 - 15 x 1,670 - 5 x 2,040 - 113,170]
Age Limit	Age should be not less than 22 years and not more than 45 years.

09. Management Assistant -((Non-Technological) MA1-1)- 04 Posts	
Qualifications	a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including i. Sinhala/ Tamil ii. English language iii. Mathematics AND b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.
Salary Code and Salary Scale	MA 1-1 -2025 Rs. [46,220 -10x540 -7x630 - 4x890 - 20x1,190 - 83,390]
Age Limit	Should not be less than 18 years and not more than 45 years.

10. Driver (PL3) - 02 Posts	
Qualifications	a) Having passed six (06) subjects in G.C.E (O/L) examination, at least with (02) credit passes in maximum of two sittings AND Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and minimum of (03) years' experience in driving after obtaining the driving license
Salary Code and Salary Scale	PL-3-2025 Rs [43,280-10 X490 -10 X 540 -10X590 -12X 630- 67,040]
Age Limit	Should not be less than 18 years and not more than 45 years.

11. Office Assistant (PL1) - 02 Posts	
Qualifications	Having sat for the G.C.E. (O/L) Examination
Salary Code and Salary Scale	PL-1-2025 Rs.[40,500-10 X450 -10 X 490 -7 X 540 -15X 590-62,530]
Age Limit	Should be not less than 18 years and not more than 45 years.

For all positions above

- Initial salary stated in the salary scales of the posts shall be applied with effect from 01.01.2027 as per the Management Services Circular No. 01/2025 dated 25.03.2025
- Apart from the basic salary, all the positions are entitled to government approved cost of living allowance, Commission's contribution of 12 % to EPF and 3 % to ETF.
- Recruitment shall be made through a structured interview from among candidates who meet minimum qualifications specified above, by a panel appointed by the National Commission on Women.
- In addition to the structured interview, a Trade Test conducted by a panel appointed by the National Commission on Women shall apply for drivers.

Other Conditions

- Every applicant should be a citizen of Sri Lanka and should be of excellent moral character and should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- Interested and qualified citizens may submit applications for recruitment by using the specimen application below along with certified copies of Birth certificate, NIC/Passport Certificates/documents to prove the basic qualifications (educational /professional qualifications and experience). Applications failing to meet these requirements will be rejected.
- The title of the post applied for must be clearly stated on the top left-hand corner of the envelope enclosing the application.
- If you are applying for more than one post, separate applications must be submitted for each, and the applied post must be clearly mentioned in each application.
- All applications must be sent via only registered post to reach the following address on or before 27th October 2026.
- Applications received after 27th October 2026 deadline will be rejected.
- Any form of personal influence or canvassing regarding these appointments will be treated as a disqualification.
- Only short-listed candidates will be called for interviews.
- The decision of the Board of Commissioners of the National Commission on Women with regard to these recruitments shall be final.

Executive Director

National Commission on Women
No. 110/9, Wijerama Mawatha
Colombo 07.

Telephone Number : +94112685582

Email :contact.ncwsrilanka@gmail.com

For office use only

National Commission on Women

Application for the Post of

1. Personal Details

Name in Full Rev./ Mr./Mrs./ Miss				
Name with Initials				
Date of Birth / Age	Date :	Month:	Year:	Age:
Sex	Male:		Female :	
National Identity Card No. /Passport No				
Civil Status	Married:		Single:	
Nationality				
Permanent Address				
Contact Num- bers				
E-mail Address				

2. Educational/Professional Qualifications

2.1 G.C.E O/L Examination Year.....
Index Number.....

(Applicable for Management Assistant, Driver and Office Assistant candidates only)

	Subject	Grade		Subject	Grade
1		6			
2		7			
3		8			
4		9			
5		10			

2.2 G.C.E A/L Examination Year
Index Number.....

(Applicable for Management Assistant, Driver and Office Assistant candidates only)

	Subject	Grade
1		
2		
3		
4		

2.3 Degree Qualifications

	Degree	Name of the University/ Institution	Class/ Grade obtained	Date of Award	Effective Date of Degree
1					
2					

2.4 Post Graduate Degree Qualifications

	Degree	Name of the University/ Institution	Date of Award	Effective Date of Degree
1				
2				
3				

2.5 Professional Qualifications

(Chartered Qualifications / Memberships / Registrations / Post graduate Diploma /Advanced Diploma/ Diploma / National Vocational Qualification (NVQ)/ Certificate Qualifications / (Including Computer, Language etc.)

	Qualification	Field	Name of Institution	Date of Award	Duration
1					
2					
3					
4					

3. Working Experience

	Employer/ Institution	Designation	From – To	Number of Years	
				Years	Months
1					
2					
3					
4					

4. Extra-Curricular Activities

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5. Other Achievements (Including Leadership, Managerial, Research, Project Involvements, Experience, Publications etc.)

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6. Two Non-Related Referees

	Name	Designation	Address	Contact Details (TP Number & Email)
1				
2				

7. I hereby certify that the particulars submitted by me in this application are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment.

Signature of Applicant

Date