

N. B.– Part IV(A) of the Gazette No. 2484 of 10.04.2026 press was not published.



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අංක 2,485 – 2026 අප්‍රේල් මස 17 වැනි සිකුරාදා – 2026.04.17
No. 2,485 – FRIDAY, APRIL, 17, 2026

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

	PAGE		PAGE
Post - Vacant	...	Examinations, Results of Examinations &c.	...
	-		-

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 8th May, 2026, should reach Government Press on or before 12.00 noon on 24th April, 2026.

Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

R. A. P. K. JAYARATNE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
02nd April, 2026.



This Gazette can be downloaded from www.documents.gov.lk

1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the ,New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5 :1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5 :2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5 :3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5 :4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5 :5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6 :1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations.

Department of Examinations,
Pelawatta, Battaramulla.

Post - Vacant

MINISTRY OF JUSTICE AND NATIONAL INTEGRATION

Office For Reparations – Sri Lanka

The Office for Reparations (OR) established by the Office for Reparations Act. No 34 of 2018 is calling applications from suitably qualified persons for the following vacancies in the Office for Reparations.

1. Assistant Director / Deputy Director – (Finance) – One position
2. Assistant Director / Deputy Director – (Project) – One position
3. Assistant Director / Deputy Director – (Legal) – One position
4. Internal Auditor – One position
5. Information Technology Officer – One position
6. Senior Reparations Officer – Four position
7. Secretary to the Board – One position
8. Translator – Two Position
9. Reparation Officer – Six Position
10. Management Assistant – Eight position
11. Driver- Two Position

Duly completed applications, along with copies of relevant certificates, should be sent by registered post to the Director General /CEO, Office for Reparations, No. 40, 01st Floor, Buthgamuwa Road, Rajagiriya, on or before May 08th of 2026.

Applications can be downloaded from the OR website (www.reparations@gov.lk)

The final decision in respect of recruitment shall rest solely with the Board of Office for Reparations, which reserves the right to take any decision relating to the recruitment process.

Basic Qualifications and Conditions for Applicants - Every applicant should fulfil the following.

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post and should be of excellent moral character.
- Age should be not less than 22 years and not more than 45 years as of the application closing date. (The upper age limit will not be applicable to the internal candidates.)
- Computer literacy and sound knowledge on Transitional Justice would be added advantages.
- Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.
- Applicants must duly complete the application form and any application submitted without the required information or after the deadline **will be rejected**.
- If applying for more than one post, a separate application should be submitted for each post.
- The post applied for should be clearly indicated in the application and also on the top **left-hand corner of the envelope** containing the application.
- Applicants must have completed all the qualifications by the application deadline.
- Selection procedure - written competitive examination and/ or structured interview conducted by an interview panel to be appointed by the Board of the OR.

On the Order of the Board of the Office for Reparations,

J. KRISHNAMOORTHY,
Director General/Chief Executive Officer,
Office for Reparations.

Assistant Director / Deputy Director – Finance (Position 01)		MM 1- 1
Job Description	Function as Head of the Finance Division, providing strategic and operational leadership for all financial and accounting functions of the office.	
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.	
In addition to the basic qualifications and conditions stated above, the candidate should fulfill the following Educational and Professional Qualifications.	<p><u>External Candidates (1 or 2 below)</u></p> <p>1. A Degree in Accounting, Finance, Commerce, Business Administration 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-year post qualifying experience in the relevant field to the Post, after obtaining the first degree.</p> <p>2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, in which the subject area is relevant to the post. And A minimum of one-year post qualifying experience in the relevant field to the post.</p> <p><u>Internal Candidates: (1 or 2 below)</u></p> <p>1. Having obtained the qualifications required by the external candidates mentioned above.</p> <p>2. Completion of a minimum of five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.</p>	
Method of Recruitment	Candidate will be selected through a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.	
Salary Scale	MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240] (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work Station	Head Office - Colombo	

Assistant Director / Deputy Director - Projects (Position 01)		MM 1- 1
Job Description	Conduct research, field surveys, and needs assessments related to Reparations programmes' analyze findings and prepare evidence-based reports for submission to higher authorities.	
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.	
In addition to the basic qualifications and conditions stated above, the candidate should fulfill the following Educational and Professional Qualifications.	<p><u>External Candidates:</u></p> <p>A Degree in Social Science, Psychology, Counselling and Psychology, Project Management, 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-year post qualifying experience in the relevant field to the Post, after obtaining the first degree.</p>	

Assistant Director / Deputy Director - Projects (Position 01)		MM 1- 1
	<u>Internal Candidates: (1 or 2 below)</u>	
	1. Having obtained the qualifications required by the external candidates mentioned above. 2. Completion of a minimum of five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.	
Method of Recruitment	Candidate will be selected through a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.	
Salary Scale	MM 1-1 - 2025 Rs. [91,690 - 10 x 2 ,480 - 15 x 3,450 - 168,240] (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work Station	Head Office - Colombo	

Assistant Director / Deputy Director – Legal (Position 01)		MM 1- 1
Job Description	Prepare, review, and compile legal documents, case files, and other records related to litigation, interventions, and other legal proceedings involving the Office. Represent the Office for Reparations in Courts, tribunals, and other legal forums, as required.	
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.	
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.	<u>External Candidates:</u> Being an Attorney-at-Law of the Supreme Court of Sri Lanka. And A minimum of three (03) years post-qualifying experience in a field relevant to the post, after taking the oath as an Attorney-at-Law.	
Method of Recruitment	Candidate will be selected through a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.	
Salary Scale	MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240] (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work Station	Head Office - Colombo	

Internal Auditor (Position 01)		MM-1
Job Description	Plan, organize, and carry out internal audits to assess the adequacy and effectiveness of financial, administrative, and operational controls of the institution. Ensure that income is properly collected, expenditure is incurred in accordance with Financial Regulations, and assets are safeguarded and properly recorded.	
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund	
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.	<u>External Candidates: (1 or 2 below)</u> 1. A Degree in Accounting, Finance, Commerce, Business Administration or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission,	

Internal Auditor (Position 01)	MM-1
	<p style="text-align: center;">And</p> <p>A minimum of one-year post qualifying experience in the relevant field to the Post, after obtaining the first degree.</p> <p>2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, in which the subject area is relevant to the post.</p> <p style="text-align: center;">And</p> <p>A minimum of one-year post qualifying experience in the relevant field to the post.</p> <p><u>Internal Candidates: (1 or 2 below)</u></p> <p>1. Having obtained the qualifications required by the external candidates mentioned above.</p> <p>2. Completion of a minimum of five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.</p>
Method of Recruitment	Candidate will be selected through a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	MM 1-1 - 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 - 168,240] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work Station	Head Office - Colombo

Information Technology Officer (Position 01)	JM 1-1
Job Description	Install, configure, and maintain computer hardware, software, operating systems, networks, printers, and scanners, and ensure the continuous monitoring and maintenance of computer and network systems.
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following: Educational and Professional Qualifications	<p><u>External Candidates: (1 or 2 or 3 below)</u></p> <p>1. A Bachelor's Degree in Computer Science, Information Technology or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission.</p> <p style="text-align: center;">Or</p> <p>2. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 7 (NVQ 7), issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the subject area of the post.</p> <p style="text-align: center;">Or</p> <p>3. Having obtained a certificate of proficiency not below the National Vocational Qualification Level 6 (NVQ 6), issued by a technical/vocational training institute accepted by the Tertiary and Vocational Education Commission relevant to the subject area of the post.</p>

Information Technology Officer (Position 01)		JM 1-1
	And	
	A minimum of five years post-qualifying experience in Public Service, a Corporation, Statutory Board/ Institution or a reputed Private Institution.	
	<u>Internal Candidates: (1 or 2 below)</u>	
	1. Having obtained the qualifications required by the external candidates mentioned above.	
	2. Completion of five years satisfactory service in a post of the 'Management Assistant – Technological' (MA 4), in a relevant subject area.	
Method of Recruitment	Candidate will be selected through a written competitive examination containing language proficiency, an Aptitude Test and subject knowledge relevant to the post and a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.	
Salary Scale	JM 1-1 - 2025 Rs. [72,650 - 10 x 1,360 - 18 x 2,040 – 122,970] (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work station	Head Office - Colombo	

Senior Reparations Officer (Positions 04)		JM 1-1
Job Description	Assist and coordinate with the Director/Assistant Director in the planning, coordination, and implementation of Livelihood Support and Psychosocial Support programmes and initiatives, in accordance with the institutional mandate, approved policies, guidelines, and strategic frameworks of the Office for Reparations.	
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.	
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications	<u>External Candidates:</u> A Bachelor's Degree in Law, Public Administration, Sociology, Political Science, Economics, Development Science, Management or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission. <u>Internal Candidates : (1 or 2 below)</u> 1. Having obtained the qualifications required by the external candidates mentioned above. 2. Completion of a minimum Five (05) Years satisfactory service in a post of the MA- 3, in the subject area relevant to the post, including not less than three (03) years post-qualifying field-level experience in working with the aggrieved community.	
Method of Recruitment	Candidates will be selected through a written competitive examination containing language proficiency, Aptitude test and subject knowledge relevant to the post and a Structured Interview conducted by a panel appointed by the Board of Office for Reparations.	
Salary Scale	JM 1-1 - 2025 Rs. [72,650 - 10 x 1,360 - 18 x 2,040 – 122,970] (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work station	Head Office - Colombo	

Secretary to the Board (on Contract Basis) (Position 01)	
Job Description	Act as the primary point of contact between the Board, the Director General, Management, and External Stakeholders. Prepare, compile, and circulate Board meeting agendas, minutes, reports, and other official documents in a timely and accurate manner.
Nature of the Appointment	Contract (Period of 2 years) with entitlement to the Employees' Provident Fund and Employees' Trust Fund.
In addition to basic qualifications and conditions stated above, the candidate should fulfil the following.	A Bachelor's Degree in Law, Public Administration, Business Management or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission.
Educational and Professional Qualifications	And A minimum of one-year post qualifying experience in the relevant field to the Post, after obtaining the first degree.
Method of Recruitment	Structured Interview will be conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	Monthly Allowance: 2026- Rs 65,633+17.800=Rs.83,433 2027 Onwards Rs. 72,650+17,800=Rs.90,450
Work Station	Head Office - Colombo

Translator MA4	
English to Sinhala and Vice versa (Position 01)	
English to Tamil and Vice versa (Position 01)	
Job Description	Provide accurate and timely translation and typesetting services from English to Sinhala - Sinhala to English and English to Tamil - Tamil to English for official documents, reports, correspondence, policies, and other materials of the Office.
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.	External Candidates: A Degree in Translation Studies 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 year of post-qualifying experience in the relevant field to the post.
Method of Recruitment	Structured Interview will be conducted by a panel to be appointed by the Board of Office for Reparations.
Salary Scale	MA 4 - Rs. [64,320 - 10 x 1,360 - 15 x 1,670 - 5 x 2,040 - 113,170] (As per the Management Service Circular 01/2025 dated 25.03.2025)
Work Station	Head Office - Colombo

Reparations Officer (Positions 06)		MA -3
Job Description	Facilitate, coordinate, and assist in the implementation of reparations programmes and initiatives in accordance with the institutional mandate, policies, and approved guidelines.	
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees 'Trust Fund	
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications	<p><u>External Candidates:</u></p> <p>A Bachelor's Degree in Law, Public Administration, Sociology, Political Science, Economics, Development Studies or any other field relevant to the subject area of the post, which is recognized by the University Grants Commission.</p> <p><u>Internal Candidates:</u></p> <p>Having obtained the qualifications required by the external candidates mentioned above.</p>	
Method of Recruitment	Structured Interview will be conducted by a panel to be appointed by the Board of Office for Reparations.	
Salary Scale	MA 3 - 2025 Rs. (53,940 -10 x 800 -11 x1,190 - 10 x 1,320 - 5 x 1,350 - 94,980) (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work station	Trincomalee/Kilinochchi/Vavuniya/Puttalam/Matara/Hambantota	

Management Assistant - Non-Technological (Positions 08)		MA 1-1
Job Description	Attend to the duties and Responsibilities of the functions/activities under the supervision and guidance of the authorized Officer, and facilitate/ support/ supplement the discharging of duties of the Managerial, Administrative, and Executive Grades of the Organization	
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.	
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following: Educational and Professional Qualifications n	<p><u>External Candidates:</u></p> <p>a. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects, including</p> <ol style="list-style-type: none"> i. Sinhala/ Tamil ii. Mathematics iii. English language (if necessary for the post) <p style="text-align: center;">And</p> <p>b. Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.</p> <p><u>Internal Candidates:</u></p> <p>Employees of the categories of Primary Level (Skilled), Primary Level (Semi-skilled) and Primary Level (Unskilled) who possess the following qualifications are eligible to apply.</p>	

Management Assistant - Non-Technological (Positions 08)		MA 1-1
	<p>Educational:</p> <p>a. Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects, including</p> <ul style="list-style-type: none"> i. Sinhala/ Tamil ii. Mathematics iii. English language (if necessary for the post) <p style="text-align: center;">and</p> <p>Other:</p> <p>b. Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.</p>	
Method of Recruitment	Candidate will be selected through a written competitive examination containing language proficiency, an Aptitude Test and subject knowledge relevant to the post and a Structured Interview conducted by a panel to be appointed by the Board of Office for Reparations.	
Salary Scale	MA 1-1 -2025 Rs.[46,220–10X540–7X630– 4X890 – 20 X 1,190 _83,390] (As per the Management Service Circular 01/2025 dated 25.03.2025)	
Work station	Head Office - Colombo	

Driver (Positions 02)		PL3
Job Description	<p>Drive official vehicles of the Office for Reparations safely and efficiently, including transporting staff, documents, and equipment.</p> <p>Maintain vehicles in good working condition, including monitoring fuel, oil, water, and other fluid levels, and reporting any mechanical faults or required maintenance.</p>	
Nature of the Appointment	Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.	
In addition to the basic qualifications and conditions stated above, the candidate should fulfil the following Educational and Professional Qualifications.	<p><u>External Candidates:</u> Having passed six (06) subjects in G.C.E. (O/L) examination, with at least two (02) credit passes in a maximum of two sittings.</p> <p style="text-align: center;">And</p> <p>Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years of experience in driving after obtaining the driving license.</p> <p><u>Internal Candidates:</u> Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles, and a minimum of three (03) years of experience in driving after obtaining the driving license.</p> <p style="text-align: center;">And</p> <p>Completion of a minimum of five (05) years satisfactory service in a post in the category of Primary Semi-Skilled (PL2) or Primary Unskilled (PL1)</p>	

D. Qualifications and Experiences

12. Qualifications:

12.1 Academic Qualifications: (Copies of the certificates should be attached)

<i>Higher Educational Qualifications</i>	<i>Institution</i>	<i>Effective Date</i>

G.C.E. Advanced Level

Year :

<i>Subject</i>	<i>Grade</i>

G.C.E. Ordinary Level

Year :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

12.2 Professional Qualifications (*Copies of the certificates should be attached.*)

<i>Course</i>	<i>Institution</i>	<i>Effective date</i>

12.3. Other Qualifications

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12.4. Language Skills (indicate the level of proficiency in the appropriate cage using the index given below):

<i>Languages</i>	<i>Reading</i>	<i>Writing</i>	<i>Conversation</i>
Sinhala			
Tamil			
English			
Others (Specify)			

Index:

- A - Fully Competent
- B - Moderately Competent
- C - Can Manage with difficulty
- D - Not Competent

13. Experience relevant for the position applied for

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14. Preferred language for sitting the written selection examination; (Sinhala/Tamil/English):

E. Certification of the Applicant

I hereby declare that the above-furnished information is correct and accurate.

Date: -

.....
 Applicant's Signature

**F. (This part is applicable only to candidates currently employed in the Government Sector / Statutory Bodies).
 Attestation of the Head of the Department / Institution.**

I hereby certify that Dr./Mr./Mrs./Miss.who is working in this ministry/ department / institution, is working in the post ofand his / her work and conduct are satisfactory, no disciplinary action pending against him/ her and no decision has been taken to impose any such in the future. If he / she will be selected for this post, he / she can /cannot be released from the service.

Date:.....

.....
 Signature of the Head of the Department /Institute

Name :-
 Designation :-
 Ministry/Department/ Institute :-
 (Place the official stamp)