

**Applications are invited from Sri Lankan citizens for the following vacant posts in the
Sri Lanka Judges Institute.**

01. Secretary - 01 Post

Qualifications

External and Internal Applicants

1. Must have obtained an ordinary degree in law from a university recognized by the University Grants Commission of Sri Lanka
2. Having at least one year of experience in a subject field related to the post after obtaining the university degree.

OR

3. Must have obtained a professional qualification in law from a recognized professional chartered institution after obtaining at least one year of experience in a subject area related to the position.

Salary Scale

The monthly salary scale applicable to this post according to the MSD Circular No. 01/2025 dated on 25.03.2025 is:

Rs. 96,650 - 10 x 2,480 - 15 x 3,450 - Rs.173,200/- (MM 1-3 – 2025)

This salary will be effective from **01.01.2027**. Salary will be paid from the date on which the appointment is effective, in accordance with the Schedule II of the MSD Circular No. 01/2025.

02. Internal Auditor Post - 01 Post

Qualifications

External Applicants (must possess either Qualification 1 or 2 below)

1. Possession of a degree recognized by the University Grants Commission in Accountancy, Finance, Commerce or a subject area relevant to this post.

And

At least one (01) year of experience in the subject relevant to the post after obtaining the degree.

2. Having passed the Intermediate Examination of a recognized chartered professional body relevant to the subject of the position and having obtained at least one (01) year of experience in the subject

area relevant to the position after obtaining the qualification.

Internal Applicants (must possess either qualification 1 or 2 below)

1. Having fulfilled the qualifications for external applicants mentioned above.
2. Having completed at least five (05) years of satisfactory service in a position in the relevant field in the “Junior Manager” JM service category.

Salary Scale

The monthly salary scale applicable to this post according to the MSD Circular No. 01/2025 dated on 25.03.2025 is:

Rs. 91,690 -10 x 2,480 -15 x 3,450 - Rs. 168,240/- (MM 1-1-2025)

This salary will be effective from **01.01.2027**. Salary will be paid from the date on which the appointment is effective, in accordance with the Schedule II of the MSD Circular No. 01/2025.

03. Evaluation and Monitoring Officer - 01 Post

Qualifications

External Applicants

1. Possess a degree recognized by the University Grants Commission in Statistics, Economics, Commerce, Business Administration, Business Management or a subject area relevant to this position.

and
2. Have at least one (01) year of experience in the subject area relevant to the position after obtaining the degree.

Internal Applicants (must possess either 1 or 2 below)

1. Must have fulfilled the qualifications for external applicants above.
2. Must have completed a minimum of five (05) years of satisfactory service in a position in the relevant field in the “Junior Manager” JM service category.

Salary Scale

The monthly salary scale applicable to this post according to the MSD Circular No. 01/2025 dated on 25.03.2025 is:

Rs. 91,690 -10 x 2,480 -15 x 3,450 - Rs. 168,240/- (MM 1-1-2025)

This salary will be effective from **01.01.2027**. Salary will be paid from the date on which the appointment is effective, in accordance with the Schedule II of the MSD Circular No. 01/2025.

04. Research Officer Post - 01 Post

Qualification

External and Internal Applicants

Must have an ordinary degree in Law from a University recognized by the University Grants Commission and should be a Supreme Court Lawyer with at least one year of experience in academic research or the field of law.

Salary Scale

The monthly salary scale applicable to this post according to the MSD Circular No. 01/2025 dated on 25.03.2025 is:

Rs. 91,650 -10 x 2,480 -15 x 3,450 - Rs. 168,200/- (AR 1-2025)

This salary will be effective from **01.01.2027**. Salary will be paid from the date on which the appointment is effective, in accordance with the Schedule II of the MSD Circular No. 01/2025.

05. Administrative Officer Post - 01 Post

Qualifications

External Applicants

Must have a degree recognized by the University Grants Commission in Human Resource Management, Public Administration, Public Management, Commerce or a subject area relevant to this post.

Internal Applicants (must possess either 1 or 2 below)

1. A degree in Accounting, Finance, Commercial Management, Business Management or Commerce or any other subject related to the position from a University recognized by the University Grants Council.

Internal Applicants (must possess either 1 or 2 below)

1. Must have fulfilled the qualifications for external applicants mentioned above.
2. Must have completed a minimum of (05) years of satisfactory service in a relevant field in Grade II of the "Management Assistant - Non-Technical" (MA 1) Service Category.

Salary Scale

The monthly salary scale applicable to this post according to the MSD Circular No. 01/2025 dated on 25.03.2025 is:

Rs. 72,650 -10 x 1,360 -18 x 2,040 - Rs. 122,970/- (JM 1-1-2025)

This salary will be effective from **01.01.2027**. Salary will be paid from the date on which the appointment is effective, in accordance with the Schedule II of the MSD Circular No. 01/2025.

06. Translator - 01 Post

Qualifications

External Applicants

1. Possession of a degree in Translation recognized by the University Grants Commission.

Internal Applicants

1. Fulfilling the qualifications for external applicants mentioned above.

Salary Scale

The monthly salary scale applicable to this post according to the MSD Circular No. 01/2025 dated on 25.03.2025 is:

Rs. 64,320 – 10 x 1,360 – 15 x 1,670 – 5 x 2,040 – Rs. 113,170/- (MA 4 - 2025)

This salary will be effective from **01.01.2027**. Salary will be paid from the date on which the appointment is effective, in accordance with the Schedule II of the MSD Circular No. 01/2025.

07. Management Assistant (Non-Technical) - 03 Posts

Qualifications

External Applicants

- I. Must have passed six (06) subjects at the G.C.E. (O.L.) Examination with credits in at least 04 subjects including Sinhala / Tamil, English, Mathematics.

And

- II. Must have passed three (03) subjects at the G.C.E. (A.L.) Examination (excluding the General Common Test).

Internal Applicants

Employees belonging to the Primary Grade Non-Technical, Semi-Technical and Technical Service categories who have completed the following qualifications:

- I. Must have passed six (06) subjects at the G.C.E. (O.L.) Examination with credits in at least 04 subjects including Sinhala / Tamil, English, Mathematics. Having completed a course in Computer Typing or any other similar field from an institution recognized by the Tertiary and Vocational Education Commission is considered an additional qualification.
- II. Having been permanently employed in the present post.
- III. Having completed a satisfactory period of service in a permanent post for a continuous period of five years by the closing date for receipt of applications.

Salary Scale

The monthly salary scale applicable to this post according to the MSD Circular No. 01/2025 dated on 25.03.2025 is:

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

This salary will be effective from **01.01.2027**. Salary will be paid from the date on which the appointment is effective, in accordance with the Schedule II of the MSD Circular No. 01/2025.

Every applicant

- I. Should be a Sri Lankan citizen.
- II. Should be physically and mentally fit to perform the duties of the post.
- III. Should be a person of good character.

Age Limit

Candidates applying for the posts should not be less than 22 years of age and not more than 45 years of age as on the closing date for receipt of applications.

The maximum age limit is not applicable for internal applicants.

Other Allowances

Living Expense Allowance and other allowances approved by the Government

Method of Recruitment

Recruitment will be made in the order of marks obtained in the structured interview from among the candidates who have fulfilled the above basic qualifications.

Conditions of Service

- These posts are permanent. Subject to a probationary period of 03 years.
- Employees' Provident Fund and Employees' Trust Fund: The employee contributes 8% of his salary and the employer contributes 12% to the Employees' Provident Fund. The employer contributes 3% to the Employees' Trust Fund.

Application Procedure

The duly completed application form published on the website of the Judges' Institute of Sri Lanka <<http://www.judgesinstitute.lk/>> should be sent by registered post to the following address on or before 31.10.2025 Applications not duly completed and applications received after the closing date will be rejected. Furthermore, no complaints of loss in the post will be entertained.

The name of the post applied for should be mentioned on the top left corner of the envelope containing the application.

Director,
Sri Lanka Judges Institute
No. 80 (5th and 6th Floors),
Adhikarana Mawatha,
Colombo 12.

Model Application

Post applied for :

Personal Information

- Full Name :
- Personal Address :
- National Identity Card Number :
- Date of Birth : Age.....
- Telephone Number :
- Email Address :
- Gender :

Educational Qualifications:

G.C.E. (O/L) Examination

Subject	Grade

G.C.E. (A/L) Examination

Subject	Grade

Other Educational Qualifications (Degree/Diploma or Higher Educational Qualifications)

- 1.....
- 2.....
- 3.....
- 4.....
5.

Professional Qualifications

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Work Experience

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Please indicate whether you have fulfilled all the qualifications relevant to the position you are applying for
(Yes/ No).....

Information of two unrelated persons

1. Name: Designation: Telephone No.	2. Name: Designation: Telephone No.
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Applicant's Declaration

I declare that the information provided by me in this application are true and correct.

Applicant's Signature

Date