

## VACANCY

### RIGHT TO INFORMATION COMMISSION (ESTABLISHED UNDER THE RIGHT TO INFORMATION ACT NO.12 OF 2016)

Applications are invited from interested candidates those who possess required qualifications stated below for the following positions at the Right to Information Commission. Salaries for this post will be paid as per Management Services Department Circular No. 01/2025.

#### 01. Senior Research Officer - (01 Post)

##### **Qualification: External Candidates** (1 or 2 of the following)

1. Having obtained a Bachelor's special degree recognized by the University Grants Commission in Social Sciences, Journalism or Law  
with  
A Master's Degree related to research in the relevant field  
and  
At least eight (08) years of studies/ research experience in a Government, State Corporation, Board, Statutory Institution or a recognized private institution after graduation
2. A Doctoral degree (PhD) in a relevant field and a Bachelor's Special Degree recognized by the University Grants Commission in Social Sciences, Journalism or Law  
and  
At least five (05) years of research experience in a Government, State Corporation, Board, Statutory Institution or a recognized private institution after graduation

##### **Qualification: Internal Applicants** (1 or 2 or 3 of the following)

01. Having met the above-mentioned external applicant qualifications.
02. Bachelor's Special Degree/ General Degree in Law, Journalism or Social Sciences recognized by University Grants Commission  
with  
Master's Degree in Law, Journalism or Social Sciences  
and  
Having completed at least eight (08) years of satisfactory service in a post in the "Academic/ Research" category (AR 1)
03. Bachelor's Special/ General Degree in Law, Journalism or Social Sciences recognized by University Grants Commission  
with  
A Doctoral degree (PhD) in a relevant field Law, Journalism or Social Sciences from a related field  
and

Having completed at least five (05) years of satisfactory service in a post in the category of “Academic/ Research” Services (AR 1)

Age: Should not be less than 30 years and not more than 55 years. Maximum age limit is not applicable for Internal Applicants.

**Salary Scale - AR 2 - 2025 Rs. (133,220 - 10 x 3,600 – 169,220)**

**02. Legal Officer (01 Post)**

**Qualification: External/ Internal Applicants**

At less than three years (03) active professional experience as a Lawyer, after taking oaths from the Supreme Court as a lawyer

Age: Should not be less than 22 years and not more than 45 years. Maximum age limit is not applicable for Internal Applicants.

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

**03. Research Officer - (01 Post)**

**Qualification: External/ Internal Applicants**

A Bachelors (Special) degree in Social Sciences or Law recognized by the University Grant Commission

or

A Bachelors (General) Degree in Social Sciences or Law recognized by the University Grant Commission and Postgraduate Diploma in relevant field with a research component.

Age: Should not be less than 22 years and not more than 45 years. Maximum age limit is not applicable for Internal Applicants.

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

**04. Finance Officer (01 Post)**

**Qualification – External Applicants (1, or 2, or 3 below)**

01. Should have obtained the Degree in Accountancy or Commerce from a recognized University
02. Should have passed the intermediate examination of a recognized professional institution (such as SLICA, ACCA, CIMA, CMA) of the relevant field.
03. Having obtained Higher National Diploma in Accountancy (HNDA) or Commerce (HNDC) and having acquired at least 05 years of experience in the relevant field in a Government Organization, State Corporation, Board, Statutory Institute after obtaining the qualification.

**Qualification – Internal Applicant (1 or 2)**

01. Having obtained the qualifications for external applicants mentioned above.
02. Have completed at least five (05) years of satisfactory service in the Grade II Management Assistant Non – Technical (MA-1) in a relevant Position in a Relevant Field.

Age: Should not be less than 22 years and not more than 45 years. Maximum age limit is not applicable for Internal Applicants.

**Salary Scale - JM 1-1 – 2025 - Rs. (72,650 - 10 x 1,360 - 18 x 2,040 - 122,970)**

**05. Development Officer (04 Post)**

**Qualification – External Applicants**

Graduation from a university recognized by the University Grants Commission

Age: Should not be less than 22 years and not more than 45 years. Maximum age limit is not applicable for Internal Applicants.

**Salary Scale- MA 3 - 2025 - Rs. (53,940 - 10 x 800 - 11 x 1,190 - 10 x 1,320 - 5 x 1,350 - 94,980)**

**06. Translator (Tamil) - (01 Post)**

**Qualifications: External Applicants**

Possession of a Degree from a University recognized by the University Grants Commission with Tamil Language or English Language or equivalent as a subject

And

Applicants who have passed Tamil as a subject for graduation, must have obtained a Credit pass in English Language/ English Literature in the G.C. E. (Ordinary Level) or Applicants who have passed English as a subject for graduation, must have obtained an Credit pass in Tamil language and literature in the G.C. E. (Ordinary Level)

Age: Should not be less than 22 years and not more than 45 years. Maximum age limit is not applicable for Internal Applicants.

**Salary Scale - MA 3 - 2025 - Rs. (53,940 - 10 x 800 - 11 x 1,190 - 10 x 1,320 - 5 x 1,350 - 94,980)**

**07. Management Assistant - (01 Post)**

**Qualifications: External Applicants**

01. Having passed in six (06) subjects at one time with Credit passes in four (04) subjects including the following subjects at the General Certificate of Education (Ordinary Level) Examination

- i. Sinhala/ Tamil
- ii. Mathematics
- iii. English language

02. At least three subjects (except General Paper) passed in General Certificate of Education (Advanced Level) examination

03. Post Specific Other Required Qualifications: - Certificate in Computer Ability not less than 06 months issued by a recognized institute

**Qualifications: Internal Applicants**

01. Primary Grade - Non-technical, semi-technical and technical categories of employees with the following qualifications 'a', 'b' and 'c' can apply for this.

(a) Having passed six (06) subjects with Credit passes in four (04) subjects including the following subjects at the General Certificate of Education (Ordinary Level) Examination

- i. Sinhala / Tamil
- ii. Mathematics
- iii. English language

(b) Should hold permanent appointment in the service and should have been made permanent in those appointments.

(c) The appointment should have completed 05 years of continuous satisfactory service prior to the closing date.

**Note:** Any period of service prior to be appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose.

Age: Should not be less than 18 years and not more than 45 years. Maximum age limit is not applicable for Internal Applicants.

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

**08. Record Management - (01 Post)**

**Qualifications: External Applicants**

01. Having passed in six (06) subjects at the same time with award passes in four (04) subjects including the following subjects at the General Certificate of Education (Ordinary Level) Examination

- i. Sinhala / Tamil
- ii. Mathematics
- iii. English language

02. At least three subjects (except General Paper) passed in General Certificate of Education (Advanced Level) examination.

03. Post Specific Other Required Qualifications: - Certificate in Computer Ability not less than 06 months issued by a recognized by the Tertiary and Vocational Education Commission

**Qualifications: Internal Applicants**

01. Primary Grade - Non-technical, semi-technical and technical categories of employees with the following qualifications 'a', 'b' and 'c' can apply for this.

(a) Having passed six (06) subjects with Credit passes for four (04) subjects including the following at the General Certificate of Education (Ordinary Level) Examination

- i. Sinhala / Tamil
- ii. Mathematics
- iii. English language

(b) Should hold permanent appointment in the service and should have been made permanent in those appointments.

(c) The appointment should have completed 05 years of continuous satisfactory service prior to the closing date.

**Note:** Any period of service prior to be appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose.

Age: Should not be less than 18 years and not more than 45 years. Maximum age limit is not applicable for Internal Applicants.

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

Applicants should submit the applications consisting of self prepared Bio Data along with photocopies of certificates to the address given below to receive on or before 4.00 p.m on 13 July 2026 by registered post. Post applying for should be mentioned on the top left corner of the envelope containing the application.

Director General  
Right to Information Commission  
Room No. 203-204  
Block No 02  
BMICH  
Colombo 07.