

Applications are invited from citizens of Sri Lanka for the following vacant posts at the Sri Lanka Judges' Institute.

01. Post of Secretary – 01 Post

Qualifications

External Applicants

1. Should possess a Degree in Law from a University recognized by the University Grants Commission of Sri Lanka.

AND

Should have at least one (01) year of experience in the field relevant to the post after obtaining the degree.

2. Should have obtained a professional qualification from a recognized Chartered/Professional Institution, after acquiring at least one (01) year of experience in a subject area relevant to the post.

Internal Applicants

Should have fulfilled the qualifications required for external applicants.

Salary Scale

As per Management Services Department Circular No. 01/2025 dated 25.03.2025, the monthly salary scale applicable to this post is:

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

This salary scale will be effective from 01.01.2027. Salary will be paid from the effective date of appointment in accordance with Schedule II of the said Circular.

Age Limit

Applicants should be not less than 22 years and not more than 45 years of age as at the closing date of applications. The upper age limit will not apply to internal applicants.

02. Post of Research Officer – 01 Post

Qualifications

External & Internal Applicants

Should possess a general degree in Law from a university recognized by the University Grants Commission; and

Should be an Attorney-at-Law of the Supreme Court of Sri Lanka with at least one (01) year of experience in academic research or in the field of law.

Salary Scale

As per Management Services Department Circular No. 01/2025 dated 25.03.2025:

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

Effective from 01.01.2027, and payable from the date of appointment in terms of Schedule II of the Circular.

Age Limit

Applicants should be not less than 22 years and not more than 45 years of age as at the closing date of applications. The upper age limit will not apply to internal applicants.

03. Post of Finance Officer – 01 Post

Qualifications

External Applicants (1 or 2 of the following qualifications)

1. A Degree in Accounting, Finance, Business Management, Commerce, or a related field from a University recognized by the University Grants Commission.
2. Should have passed the Intermediate Examination of a recognized Chartered/Professional Institution relevant to the subject area.

Internal Applicants (1 or 2 of the following qualifications)

1. Should have fulfilled the qualifications required for external applicants.
2. Should have completed a minimum of five (05) years of satisfactory service in a relevant field in a Grade II post in the Management Assistant – Non-Technical (MA 1-2) Service Category.

Salary Scale

As per Management Services Department Circular No. 01/2025 dated 25.03.2025:

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

This salary will be effective from 01.01.2027, and payment will be made from the effective date of appointment in accordance with Schedule II of the Circular.

Age Limit

Applicants should be not less than 22 years and not more than 45 years of age as at the closing date of applications. The upper age limit will not apply to internal applicants.

04. Post of Stenographer / Typist – 01 Post

Qualifications

External Applicants

Educational Qualifications

(a) Should have passed six (06) subjects in one sitting at the G.C.E. (Ordinary Level) Examination, with credit passes in four (04) subjects including:

- I. Sinhala/Tamil
- II. Mathematics
- III. English Language

(b) Should have passed at least three (03) subjects (excluding the Common General Test) at the G.C.E. (Advanced Level) Examination.

AND

Should have successfully completed a course in Shorthand and Typing of not less than six (06) months duration at a recognized institution (National Youth Services Council / National Apprentice and Industrial Training Authority / Technical College / Government Registered Training Institution), approved by the Tertiary and Vocational Education Commission (TVEC)

Internal Applicants

(a) Employees in the Primary Grade – Non-Skill or Skill Service Categories who possess the required qualifications mentioned below ‘b’, ‘c’, and ‘e’ may apply.

(b) Should have passed six (06) subjects in one sitting at the G.C.E. (Ordinary Level) Examination, with credit passes in four (04) subjects including:

- I. Sinhala/Tamil
- II. Mathematics
- III. English Language

AND,

Should have successfully completed a course in Shorthand and Typing of not less than six (06) months duration at a recognized institution (National Youth Services Council / National Apprentice and Industrial Training Authority / Technical College / Government Registered Training Institution), approved by the Tertiary and Vocational Education Commission (TVEC)

(c) Should hold a permanent appointment and be confirmed in service.

(e) Should have completed five (05) years of continuous satisfactory service immediately preceding the closing date of applications.

A period of training served prior to permanent appointment to a post, or as a condition for such permanent appointment, shall not be counted towards the five-year qualifying period referred to in paragraph (e) above. Periods of temporary or casual service served prior to permanent appointment to a post shall also not be counted towards the five-year qualifying period referred to in paragraph (e) above.

Salary Scale

As per Management Services Department Circular No. 01/2025 dated 25.03.2025:

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

Effective from 01.01.2027, payable from the date of appointment as per Schedule II.

Age Limit

Applicants should be not less than 18 years and not more than 45 years of age as at the closing date. The upper age limit will not apply to internal applicants.

Every applicant must

- I. Be a citizen of Sri Lanka;
- II. Be physically and mentally fit to discharge duties;
- III. Be a person of good character.

Other Allowances

Cost of Living Allowance and other Government-approved allowances.

Method of Recruitment

Recruitment will be based on merit, determined through a structured interview and/or written competitive examination.

Conditions of Service

These posts are permanent and subject to a probation period of three (03) years.

Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF): The employee contributes 8% to the EPF, while the employer contributes 12% to the EPF and 3% to the ETF.

Application Procedure

The prescribed application form is available at <https://judgesinstitute.lk/>. Duly completed applications should be sent by registered post on or before 29/05/2026 to the Director, Sri Lanka Judges' Institute, No. 80 (5th & 6th Floors), Adhikarana Mawatha, Colombo 12. Applicants in Government Departments, Corporations, and Statutory Boards must forward their applications through their Heads of Department. Late or incomplete applications will be rejected, and no responsibility will be accepted for postal delays.

The post applied for must be indicated in the top left-hand corner of the envelope.

Model Application

Post Applied For:

Personal Information

- Full Name:
- Name with initials
- Personal Address
- National Identity Card Number
- Date of Birth
- Age (as of the application closing date) : ___years ___months ____ days
- Contact No:
- Email Address
- Gender

Educational Qualifications

G.C.E. (O/L) Examination	
Subject	Pass Obtained
01	
02	
03	
04	
05	
06	
07	
08	
09	

G.C.E. (A/L) Examination	
Subject	Pass Obtained
01	
02	
03	
04	

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

01.
02.
03.
04.
05.

Professional Qualifications

01.
02.

- 03.
- 04.
- 05.

Work Experience

- 01.
- 02.
- 03.
- 04.
- 05.

Please indicate whether you have fulfilled all required qualifications (Yes/No):

Two Non-Related Referees

1.Name	2.Name
Designation	Designation
Contact No:	Contact No:

Applicant's Declaration

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

Signature of Applicant:

Date:

Certification of the Head of the Department

I hereby inform you that the applicant, Mr./Mrs./Miss, is currently serving as a and is a permanent/temporary/casual employee of this Ministry/Department. He/She may or may not be released from service if selected for this position.

Name:

Designation:

Address:

Date: