



VACANCY NOTICE

The Legal Aid Commission of Sri Lanka is a statutory body established under the Legal Aid Act No. 27 of 1978, primarily aimed at providing legal aid for marginalized community. Applications are hereby invited from Sri Lankan citizens for the following posts:

01. ASSISTANT DIRECTOR (FINANCE) — 01 VACANCY (HEAD OFFICE)

Qualifications:

External Candidates:

1. A Degree in Finance, Accountancy, or Management recognized by the University Grants Commission (UGC), with a minimum of five (05) years post-qualifying experience in the relevant field in a managerial capacity in Government, a State Corporation, Statutory Board, or a recognized reputed institution.
OR
2. Intermediate level qualification from a recognized professional body (ICASL, CIMA, ACCA, CMA) with a minimum of five (05) years experience in financial management at a managerial level in Government, a State Corporation, Statutory Board, or a recognized institution.

Internal Candidates:

1. Completion of the qualifications specified for external candidates above.
OR
 2. A minimum of two (02) years of satisfactory service in Grade I of the relevant field under the JM 1-1 service category.
- **Age Limit:** Not less than 32 years and not more than 45 years as at 01.10.2026.
 - **Salary Scale:** MM - 1 - 3 - Rs. (96,650 - 10x2,480 - 15x3,450 - 173,200) + Government approved allowances entailed to the post + EPF/ETF
 - **Job Responsibility:** Administration and supervision of all financial affairs of the Legal Aid Commission.

02. LEGAL OFFICER — 05 VACANCIES

(Western Province - 02 | Northern Province - 01 | Southern Province - 01 | Eastern Province - 01)

- **Qualifications (External):** Active professional experience of not less than three (03) years as an Attorney-at-Law of the Supreme Court of Sri Lanka after taking oaths.
- **Age Limit:** Not less than 28 years and not more than 45 years as at 01.10.2026.
- **Salary Scale:** MM - 1 - 1 - Rs. (91,690 - 10x2,480 - 15x3,450 - 168,240) + Government approved allowances entailed to the post + EPF/ETF
- **Job Responsibility:** Representing clients in courts as an Attorney-at-Law for the Legal Aid Commission and carrying out all duties assigned as a Legal Officer.

03. INTERNAL AUDIT OFFICER (GRADE II) — 01 VACANCY (HEAD OFFICE)

Qualifications:

External Candidates (Fulfill either i or ii):

- i. A Degree in Accountancy, Finance, Business Administration, Commerce, or other degree relevant to the field recognized by the UGC.
- ii. Intermediate level examination pass from a recognized Chartered Professional Institute.

Internal Candidates (Fulfill either i or ii):

- i. Fulfilling the qualifications for external candidates listed above.
 - ii. A minimum of five (05) years of satisfactory service in Grade II of the Management Assistant - Non-Technical (MA 1-2) category in the relevant field.
- **Age Limit:** Not less than 22 years and not more than 45 years as at 01.10.2026. (Maximum age limit does not apply to internal candidates)
 - **Salary Scale:** JM - 1 - 1 - Rs. (72,650 - 10x1,360 - 18x2,040 - 122,970) + Government approved allowances entailed to the post + EPF/ETF
 - **Job Responsibility:** Executing audit, administrative, and financial management tasks assigned under the supervision of senior management officers to support organizational functions.

04. MANAGEMENT ASSISTANT (NON-TECHNICAL) (GRADE III) - 05 VACANCIES

(Western Province - 03 | Northern Province - 02)

Qualifications:

External Candidates:

- Passing 06 subjects in G.C.E. (O/L) in one sitting with credit passes for 04 subjects including Sinhala/Tamil and Mathematics.
- Passing a minimum of 03 subjects in G.C.E. (A/L) (excluding General Common Test).

Internal Candidates:

- Employees in Primary Service Class (Non-skilled, Semi-skilled, Skilled) holding permanent and confirmed appointments, with 05 years of continuous satisfactory service prior to the deadline, and meeting the G.C.E. (O/L) requirements mentioned above.
- **Age Limit:** Not less than 18 years and not more than 45 years as at 01.10.2026.
- **Other Requirements:** Excellent computer literacy and typing skills (Sinhala / Tamil / English).
- **Salary Scale:** MA 1 - 2 - Rs. (46,220 - 10x540 - 7x630 - 12x1,080 - 12x1,280 - 84,350) + Government approved allowances entailed to the post + EPF/ETF
- **Job Responsibility:** Assisting executive and administrative staff in carrying out non-technical operations and specific tasks assigned by the appointing authority.

GENERAL CONDITIONS FOR ALL POSTS

1. Applicants must be citizens of Sri Lanka and possess excellent moral character.
2. Must be physically and mentally fit to perform the duties of the post and to serve in any part of the island.
3. Recruited candidates must pass the Efficiency Bar Examinations within the prescribed timeline.

HOW TO APPLY

Applicants currently employed in Government Departments, State Corporations, or Statutory Boards should forward their applications through their respective Heads of Institutions. Duly completed applications should be sent by **Registered Post** on or before **26th October 2026** to the address below.

It is mandatory to clearly mention the Post applied for and the relevant Province on the top left corner of the envelope.

**Chairman,
Legal Aid Commission of Sri Lanka,
No. 129, High Court Complex,
Hulitsdorp, Colombo 12.**