



**Ministry of Justice, Prison's Affairs and Constitutional Reforms**  
**National Authority for the Protection of Victims and**  
**Witnesses of Crime**



Applications are invited from the citizens of Sri Lanka those who possess the required qualifications according to the approved Scheme of Recruitment by the Department of Management Services to fill the following vacancies in the cadre of the National Authority for the Protection of Victims and Witnesses of Crime established in order to implement the Act No 10 of 2023 of the Protection of Victims and Witnesses of Crime.

**01. Translator (English/Sinhala) MA 4**

**Qualifications and Experience:**

For external applicants:

- (a) Obtaining a degree recognized by the University Grants Commission with English as a subject.

and

Obtaining a credit pass for Sinhala at the GCE (Ordinary Level) Examination

and

Having minimum of one (01) year experience in translation from English to Sinhala and Sinhala to English.

**Salary Scale:**

MA 4: Rs.37,970-10x755-15x930-5x1135-65,145

**Age limit:**

Age: not less than 22 and not more than 45.

**02. Information Officer MA 4**

**Qualifications and Experience:**

For external applicants:

- (a) Obtaining a degree recognized by the University Grants Commission with Information Technology as a subject.

For internal applicants:

1. Obtaining the qualifications for the external applicants for this post.
2. Management Assistant - Having at least eight years (08) of satisfactory service in a post in the relevant field coming under Non-Technical Service (MA 01).

**Salary Scale:**

MA 4: Rs.37,970-10x755-15x930-5x1135-65,145

**Age limit:**

Age: not less than 22 and not more than 45. This upper age limit is not applicable for internal applicants.

### **03. Management Assistant MA 1-1 (posts - 02)**

#### **Qualifications and Experience:**

For external applicants:

- (a) Having passed at the GCE (Ordinary Level) Examination in six (06) subjects in one sitting with credit passes for four subject including
  - I. Sinhala / Tamil
  - II. Mathematics
  - III. English
- (b) Having passed at the GCE (Advanced Level) Examination at least in three (03) subjects (except general paper test).

For external applicants:

- (a) Primary Grade - The employees those who possess the following qualifications under “B”, “C” and “E” of Non-Skilled, Semi-Skilled and Skilled Service Categories can apply for this.
- (b) Having passed at the GCE (Ordinary Level) Examination in six (06) subjects in one sitting with credit passes for four subject including
  - I. Sinhala / Tamil
  - II. Mathematics
  - III. English

and

Completion of a course in Computer Word Processing / Typing recognized by the Tertiary and Vocational Education Commission.

- (c) Should hold permanent appointments in the service and being confirmed in those appointments.
- (d) 05 years of continuous satisfactory service must have been completed by applicants in a permanent appointment prior to the due date.

#### **Salary Scale:**

MA 1-1 - Rs. 27,910-10x300-7x350-4x495-20x660- Rs.48,540

#### **Age limit:**

Age: not less than 18 and not more than 45. This upper age limit is not applicable for internal applicants.

#### **Terms and Conditions:**

##### **01. Structured Interview**

The structured interview will be conducted by an interview panel appointed by the Appointing Authority. A minimum of two times of candidates equal to existing vacancies will be called for interview among the eligible candidates. Selections will be made in order of merit among those who obtained the highest scorers.

Giving marks in the Structured Interview will be as follows:-

Relevant experience	-	30 marks
Relevant additional educational / professional qualifications	-	30 marks
Other relevant performance and skills	-	15 marks
Performance at the interview	-	<u>25 marks</u>
<b>Total marks</b>	-	<b><u>100 marks</u></b>

02. Every applicant should be

- I. A citizen of Sri Lanka.
- II. A person with necessary physical and mental fitness to perform the duties assigned to the post and to work in any part of the Island.
- III. A person with good moral characters.

03. Officers already in Government Service should apply through their Heads of Department and submit their applications with recommendations from their respective Heads of Department saying that he or she would be released if they are selected for the post.

04. As per the advertisement only applicants who meet the basic qualifications will be called for interview.

05. Attested copies of the certificates proving the above qualifications and experience relevant to the post should be sent along with the application.

06. Undue influence or inquiry by the applicants will be a ground for rejection of applications.

07. All applications not received by the closing date and applications without attested copies of certificates will be rejected.

08. You must contribute to the Employees' Provident Fund established under the Employees' Provident Fund Act No. 15 of 1958 and your contribution is 08% of your salary and the Authority will contribute an amount equal to 12% of your salary.

09. An amount equal to 3% of your salary will be deducted by the Authority and sent to the Employees' Provident Fund.

Applications with educational qualification, professional qualification and experience certificates along with a curriculum vitae containing all details should be sent under registered post to “**Director General, National Authority for the Protection of Victims and Witnesses of Crime, No. 428/11 A, Denzil Kobbekaduwa Mawatha, Battaramulla**” on or before 27.05.2024. The post applied for should be clearly mentioned in the top left hand corner of the envelope.

**“Director General, National Authority for the Protection of Victims and Witnesses of Crime, First Floor, No.428/11 A, Denzil Kobbekaduwa Mawatha, Battaramulla”**

TP: 0112879539

Date: 2024.05.09