



HIGH COMMISSION OF INDIA
COLOMBO

VACANCIES

The High Commission of India, Colombo invites applications for the posts of **Assistant, Senior Clerk, Stenographer, Librarian, Junior Clerks and Sweeper**. Interested candidates may apply by submitting their Curriculum Vitae along with proof of educational qualifications, past experience, a recent photograph, and a copy of NIC/Passport.

In addition to Sinhala and Tamil languages, candidates should be proficient in English language.

Candidates applying for **Vacancy 01-03** would be required to appear for a written examination followed by an interview. Candidates applying for **Vacancy 04** would only be called for an interview.

Vacancy 01

Posts	Number of Vacancies	Date of Appointment	Requirements	Working Experience
Assistant	01	01.08.2026	Graduate with good working knowledge of computers. Proficient in English	7 years
Senior Clerk	01	01.08.2026		5 years
Junior Clerk	01	Immediate		-
Junior Clerk cum Receptionist	01	01.08.2026		-

Note: Merit list will be prepared according to the marks obtained in the written examination and the interview. Appointments to the respective posts will be made based on the merit list.

Vacancy 02

Posts	Number of Vacancies	Date of Appointment	Requirements
Librarian	01	01.09.2026	Graduates in BA (Hons) in Library/Library Science with minimum 3 years working experience

Vacancy 03

Posts	Number of Vacancies	Date of Appointment	Requirements
Stenographer	01	01.08.2026	Graduate with 2 years' experience in media related work/cultural activities/digital designing/ mass communication.

Vacancy 04

Post	Number of Vacancies	Date of Appointment	Requirements
Sweeper	01	01.07.2026	Minimum education qualification - G.C.E. O/L. Proficient in English with experience of working in housekeeping, including cleaning and assistance.

Applications may be sent to the following address latest by Wednesday, **27th May 2026**:

**Head of Chancery,
High Commission of India,
P.O. Box 882,
Colombo 03.**

Or

E-mail : admn2.colombo@mea.gov.in