



**CONSULATE GENERAL OF INDIA
HAMBANTOTA**

Date: 12th November 2025

JOB VACANCY NOTICE

(Application to be submitted in prescribed format- appended below)

S.N.	Description	Requirements/Specifications/Experience
1	Name of the Post	Receptionist-cum-Clerk
2	Number of Post	One (1)
3	Age Criteria	Minimum 21 Years, Maximum 45 years
4	Nationality	Sri Lankan national
5	Location of work	Consulate General of India, 107-B, New Road, Hambantota
6	Nature of Job	Regular job with probation of 06 months (extendable)
7	Essential Eligibility	➤ Passed Advance Level Exam (Preference will be given to those having higher qualification) ➤ Good English and Sinhala Language Skills (Written & Spoken) ➤ Proficiency of Computer Skills
8	Desirable Skills	➤ Knowledge of Tamil language ➤ Knowledge of Hindi language ➤ Strong communication and people-skills ➤ Good organizational and Multi-tasking abilities ➤ Presentable and Smart
9	Desirable work experience	Minimum of 2 years of work experience (preferably in some international organization)
10	Character & antecedents	A police clearance certificate from the Police Department is required certifying that the candidate has a clean records and there is no legal case of criminal records registered against him.
11	Physical and Mental Health	The selected candidate would be required to submit a medical fitness certificate regarding his mental and physical health.
12	Salary	Starting monthly salary (including cost of living allowance) will be approx. SLRs 1,60,000/-

13	Crucial Dates	Date of publishing the vacancy : 11.11.2025 Last Date of Receipt of application :02.12.2025
14	Address for sending application	➤ (Superscribed as Application for the post of 'Receptionist-cum-Clerk' in Consulate General of India, Hambantota) Physical application in prescribed form (along with attachments) may be sent at the following address: [Head of Chancery Consulate General of India, 107-B, New Road, Hambantota] ➤ Candidates may also submit the completed application by hand at the above-mentioned address during working hours (09:00 AM to 05:30 PM) ➤ Alternatively, application in prescribed form (along with attachments) may be sent by email [hoc.hambantota@mea.gov.in]

Note:

(a) Besides the normal duties the selected candidate needs to perform other official duties assigned by the Consulate.

(b) Application for the above post, filled in English, neatly typed, has to be submitted complying fully to the prescribed format along with copies of educational qualifications & professional experience as per filled details. Application submitted without required documents will be summarily rejected. Applications found without any clarity due to insufficient data will also be NOT accepted. No communication in this regard will be entertained.