

Notice for Recruitment of Security Officer

The Sri Lanka High Commission is inviting applications from qualified and experienced candidates to fill the position of **Security Officer**.

- 1. Open to** : Indian citizens
- 2. Nature of appoint** : Contractual
- 3. Salary** : INR 18,000/- plus allowances as applicable
(Salary paid as per rules and regulations of the Government of Sri Lanka)

Eligibility Criteria

1. **Age:** Should not be **less than 21 years** and **not more than 45 years** of age as at the closing date of application.
2. **Educational Qualifications:**
 - Minimum high school certificate or equivalent.
3. **Experience:**
 - Minimum of 02 years of Security Guard experience, preferably in a diplomatic or professional setting.
4. **Skills:**
 - Ability to work in shifts including weekends and public holidays, if required.
 - Ability to work professionally in a team and in stressful situations.
 - Good communication and observation skills
 - Basic report writing and record-keeping skills.
 - Fluency in both spoken and written English.
5. **Duties and Responsibilities**
 - Monitor and control entry points to prevent unauthorized access.
 - Verify identification and credentials of visitors, employees, and contractors.
 - Maintain visitor logs and maintain records as necessary. Surveillance & Patrolling
 - Monitor CCTV cameras for suspicious activity.
 - Report any unusual or suspicious behaviour to higher authorities.
 - Respond quickly to security breaches, threats, or attacks.
 - Convey security concerns and incidents to supervisors or the High Commission security officers.
 - Follow diplomatic security protocols and policies.
 - Prevent unauthorized photography, recording, or espionage activities.
 - Assist in crowd control during events or demonstrations.

Application Process

Interested applicants are requested to submit their CV, a copy of their educational certificates/experience certificate/ID proof, and two references to the following address/email by **05 July 2025**:

Address:

High Commission of Sri Lanka
No: 27, Kautilya Marg,
Chanakyapuri,
New Delhi 110021,
India.

Email: slhc.newdelhi@mfa.gov.lk

Note: Only shortlisted candidates will be contacted for interviews.