PARLIAMENT OF SRI LANKA

VACANCIES

POST OF PARLIAMENTARY OFFICER

Applications are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Parliamentary Officer of the Staff of the Secretary - General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before 16.09.2015. **"Post of Parliamentary Officer"** should be indicated on the top left-hand corner of the envelope. (This notice is accessible via www.parliament.lk)

01. Salary Scale

Rs. 200,640 - 9x3840 / 3x4380 / 248,340/- per annum. The minimum initial monthly remuneration with allowances on this scale will be approximately **Rs. 52,668/-**.

02. Age

(i) Not less than 21 years and not more than 30 years of age as at 16.09.2015.

(ii) The maximum age limit in respect of officers not less than 10 years of satisfactory service in Government Clerical Service / Provincial Clerical Service / Allied Services in Public Service or Provincial Public Service will be 40 years.

03. Educational Qualifications & Experience

(i) a) A Degree obtained from a recognized University

And

b) Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects with Credit passes for Sinhala / Tamil Language, English Language / English Literature and Mathematics in not more than two sittings.

Or

(ii) 10 years of satisfactory service in Government General Clerical Service / Provincial Clerical Service / Allied Services in Public Service or Provincial Public Service along with the qualifications stated in 3(i) (b) above.

Note:

Members of the staff of the Secretary General of Parliament who have been confirmed in their posts and possess the educational qualifications stated in 3(i) (b) are also eligible to apply.

04. Method of Recruitment

Through a written test and a structural interview.

05. Terms & Conditions of Service

(i) This post is permanent and pensionable. The appointment in the first instance will be on probation for a period of three years. If a permanent officer in Public Service / Provincial Public Service who has been confirmed in his/her post is selected, he/she will be appointed on an acting period of one year.

(ii) Selected candidates for the post of Parliamentary Officer should acquire computer literacy & an ability to prepare a letter in English language with not less than 250 words in 25 minutes and a letter in Sinhala language / Tamil language with not less than 150 words in 25 minutes using a Word Processing Package (Microsoft Word) during the first year of probationary / acting period.

(iii) Selected candidates will be subject to the financial and departmental regulations applicable to the staff of the Secretary-General of Parliament.

(iv) Selected candidates will have to contribute to Widows' and Orphans' / Widowers' and Orphans' Pension fund of a percentage of his/her salary decided by Government.

(v) Selected candidates will be subject to a medical examination.

(vi) A security clearance report will be obtained in respect of the selected candidate before they are appointed.

06. Applicants should attach the copies of the following (not the originals) to their applications. Originals of the certificates would be produced, only when called upon to do so.
   a. Birth Certificate
   b. Certificate of Educational Qualifications
   c. Two recent testimonials
   (The testimonials are not required from the applicants who are already in the Public / Provincial Public Service / Government Corporations and Statutory Boards).

07. Applicants serving in Public / Provincial Public Service / Government Corporations / Statutory Boards should send their applications through relevant Heads of Departments / Institutions.

08. Canvassing of any form will be a disqualification for this post.

09. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments / Institutions but received after the closing date, and applications not prepared in accordance with the specimen form will also be rejected.

Secretary-General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
20th August 2015

PARLIAMENT OF SRI LANKA

Specimen Application for the Post of Parliamentary Officer

01. (a) Name with initials (in Sinhala / Tamil): .....
.....සහන්/தமிழ்எழுத்துக்கள்
(b) Names denoted by initials (in Sinhala / Tamil): .....
.....සහන්/தமிழ்எழுத்துக்கள்
(c) Full Name (in English): Mr./Mrs./Miss. .....
.....

02. (a) Private Address: .....
.....
.....
Telephone No.: .....
(b) Address (Office): .....
.....
Telephone No. .....

03. (a) Date of Birth: ..... *(A copy of the birth certificate should be attached).*
(b) Age as at 16.09.2015: Years: ..... Months: ..... Days: .....

04. Civil Status: .....

05. Sex: .....

06. State whether a citizen of Sri Lanka: .....

07. National Identity Card No. .....

08. Educational Qualifications: (Copies of certificates should be attached):

Examinations Passed and Years	Subjects	Grade

09. Higher Educational Qualifications: (Copies of certificates should be attached)
   i. Degree & Year: .....
   ii. University / Higher Educational Institute: .....
   .....

10. Details of Present Employment:
   (a) Name and Address of the Institution: .....
   (b) Present Post: ..... Date of Appointment to the Post: .....
   (c) Monthly Consolidated Salary: .....
   (d) Allowances: .....
   (e) Total Salary: .....

11. Have you been convicted of a criminal offense in a Court of Law? .....
   If so, give details: .....

12. Have you served under the Government before? .....
   If so, give details: .....

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, if any particulars contained herein are found to be false or incorrect before selection. I am liable to be disqualified for this post, or to be dismissed without any compensation if such detection is made after appointment.

Date: .....

.....
Signature of the Applicant

Certification of Head of Department / Institution

(Only for applicants serving in the Public Service / Provincial Public Service / Government Corporations / Statutory Boards)

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs / Miss ..... holding the post of ..... in this Institution. I certify that his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released / cannot be released from the service if selected for this post.

Date: .....

.....
Signature of Head of Department / Institution
(Official Stamp)