



PARLIAMENT OF SRI LANKA VACANCIES

Applications are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following vacant posts on the Staff of the Secretary - General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover along with the copies of certificates of education, vocational and experience to reach the "Secretary - General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before **06th May 2024**. The post you are applying should be indicated on the top left hand corner of the envelope. (This notice is available on the website: www.parliament.lk)

1. Post of Indexing Officer (Total No. of Vacancies 01)

1.1 Salary Scale:-

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 40,545 - 12 x 755-49,605/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 97,300/-).

1.2 Educational Qualifications:-

A Degree offered by a University recognized by the University Grants Commission (UGC).

And

Having passed the G.C.E.(O/L) examination in 06 subjects including credit passes for Sinhala/Tamil, English/English Literature and Mathematics not more than in two sittings.

(Computer Literacy and ability to work in both Sinhala and Tamil languages and having broad general knowledge will be an added qualification).

1.3 Age Limit:-

Should be not less than 21 years and not more than 35 years of age by the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service / Provincial Public Service)

1.4 Method of Recruitment:-

On the merit of the written test and an interview.

2. Post of Food and Beverage Assistant (Total No. of Vacancies 10)

2.1 Salary Scale :-

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 28,250 - 9 x 300 / 10 x 330 / 3 x 380 - 35,390/-. (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 76,400/-)

2.2 Educational Qualifications:-

Having passed the G.C.E.(O/L) examination in 06 subjects including credit pass for Sinhala/Tamil and pass for Mathematics and English not more than in two sittings.

2.3 Vocational Qualifications:-

Should have successfully completed a vocational training course in basic Restaurant & Bar Service / Food and Beverage Service with the duration not less than one year, conducted by the Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/National Apprentice and Industrial Training Authority (NAITA)/ Vocational Training Authority of Sri Lanka (VTA) or any other similar vocational training institute.

2.4 Experience:-

Not less than two years of experience in a star class hotel/recognized institution as a waiter / steward or in a similar post.

2.5 Age Limit:-

Should not be less than 22 years and not more than 35 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service/ Provincial Public Service)

2.6 Method of Recruitment:-

Through a written test/ trade test and an interview.

3. Post of Technical Officer (Electrical) (Total No. of Vacancies 02)

3.1 Salary Scale :-

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 34,605 - 9 x 660/ 3 x 755 - 42,810/- (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 87,200/-).

3.2 Educational Qualifications:-

Having passed the G.C.E.(A/L) examination with 04 subjects (old syllabus) / 03 subjects (new syllabus) in Mathematics stream in one sitting.

And

Having passed the G.C.E.(O/L) examination in 06 subjects including credit passes for Sinhala/Tamil , English/English Literature and Mathematics not more than in two sittings.

3.3 Vocational Qualifications:-

- (i) National Diploma in Technology (NDT)
(Electrical/ Electronics/ Telecommunications) **or**
- (ii) Higher National Diploma in Engineering (HNDE)
(Electrical/ Electronics/ Telecommunications) **or**
- (iii) National Diploma in Engineering Science (NDES)
(Electrical/ Electronics/ Telecommunications) **or**
- (iv) Diploma in Technology of Open University
(Electrical/ Electronics/ Telecommunications) **or**
- (v) NVQ level 6 certificate in the field of Electrical/ Electronics/ Telecommunications

3.4 Experience :-

Not less than three years of experience as a Technical Officer, Power Electrical/ Audio Visual/ Telecommunications/ Broadcasting/Air Conditioning and Refrigeration or similar capacity in a recognized institution.

Preference will be given to those working in audio visual broadcasting industry with hands-on experience in nonlinear editing, camera controlling, vision mixing, broadcasting systems installations and configurations, extensive knowledge in commonly available video formats and competence and practical experience in computer software and hardware.

3.5 Age Limit:-

Should not be less than 25 years and not more than 35 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service/ Provincial Public Service).

3.6 Method of Recruitment:-

Through a written test/ trade test and an interview.

4. Post of Skilled Labourer (Electrical) (Total No. of Vacancies 01)

4.1 Salary Scale :-

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 25,520 - 9 x 270 / 10 x 300 / 6 x 330 - 32,930/- (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 71,700/-)

4.2 Educational Qualifications:-

Having passed the G.C.E.(O/L) examination in 06 subjects including passes for Sinhala/Tamil and Mathematics not more than in two sittings.

(Note – Passing G.C.E. (O/L) is not mandatory for the candidates who have NVQ 3 certificate in the field of electrical)

4.3 Vocational Qualifications:-

NVQ 3 certificate in Electrical / Electronic / Instrumentation work issued by Vocational Training Authority of Sri Lanka (VTA) / National Apprentice and Industrial Training Authority (NAITA) or government recognized institution.

4.4 Experience :-

Not less than three years of experience in the field of Electrical / Electronic/ Instrumentation work in the government or an institution recognized by the Government.

4.5 Age Limit:-

Should not be less than 18 years and not more than 30 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service / Provincial Public Service).

4.6 Method of Recruitment:-

Through a written test/ trade test and an interview.

5. Post of Computer Operator (Total No. of Vacancies 02)

5.1 Salary Scale :-

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 32,330 - 3 x 380 / 10 x 445 / 4 x 660 - 40,560/- (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 83,300/-).

5.2 Educational Qualifications:-

Having passed the G.C.E.(A/L) examination in 04 subjects (Old Syllabus) / 03 subjects (New Syllabus) in one sitting .

And

Having passed the G.C.E. (O/L) examination in 06 subjects including credit passes for Sinhala/ Tamil, Mathematics and English not more than in two sittings.

5.3 Vocational Qualifications:-

A certificate in computer applications issued by Vocational Training Authority of Sri Lanka (VTA) / National Apprentice and Industrial Training Authority (NAITA) or any other institution recognized by the Government of a duration not less than six months.

Or

Should possess 'Sri Lanka Computer Driving License Certificate' or 'International Computer Driving License' Certificate.

5.4 Experience :-

Not less than two years of work experience as a Computer Operator/ Computer Application Assistant in the Government or an institution recognized by the Government.

Ability to work in all three languages would be an added qualification.

5.5 Age Limit :-

Should not be less than 18 years and not more than 40 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service/ Provincial Public Service).

5.6 Method of Recruitment:-

Through a written test and an interview.

6. Common Terms and Conditions of Service

- (i) These posts are permanent and pensionable. However, pension entitlement pertaining to these posts will be determined according to policy decision taken by the Government in future. Appointment will be made initially subject to a probation period of three years.

If an internal candidate or a person who has been confirmed in a permanent post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.

- (ii) Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.

- (iii) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
 - (iv) Selected candidates will be subject to a medical examination.
 - (v) A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.
7. Applicants should attach copies of the following certificates to their applications (Not Originals). Originals of the certificates should be produced when called upon to do so:-
- (a) Birth Certificate
 - (b) Certificates of Educational Qualifications
 - (c) Certificates of Vocational Qualifications
 - (d) Certificates of Experience
8. Applicants serving in the Public Service / Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.
9. Canvassing in any form will be considered as a disqualification.
10. Any information in the application found incorrect will result the applicant being disqualified if such inaccuracy is disclosed before selection, and to dismissal if disclosed after appointment.
11. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments/Institutions (if currently working in the Public/ Provincial Public Service) or applications not prepared in accordance with the specimen application form will be rejected.

Kushani Rohanadeera
Secretary - General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
19th April 2024



PARLIAMENT OF SRI LANKA
Specimen Application Form

Post of

01. (a) Name with initials (in English):

(b) Names denoted by initials (in English) :

(c) Full Name (in block capitals):.....

02. National Identity Card Number

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03. (a) Private Address (In English):

Telephone No:

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(b) Official Address (In English):

Telephone No:

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(c) Please indicate the address to which the admission should be posted.
 Private Office

04. (a) Date of birth:
 (A copy of the birth certificate should be attached)

(b) Age as at closing date for applications: Years: Months: Days: ...

05. Civil Status:

06. Gender:

07. State whether a citizen of Sri Lanka: (Yes/No)

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

Unviersity-.....
 Year-.....
 Degree-.....

G.C.E. (A/L)

Subject	Pass	Year

G.C.E. (O/L)

Subject	Pass	Year

09. Professional Qualifications: (Copies of the certificates should be attached)

Course	Institution	Effective Date

10. Experience: (Copies of the certificates should be attached)

Institute	Designation	Duration

11.

Details of Present Employment:

- (a) Name and Address of the Institution:
- (b) Date of First Appointment:
- (c) Present Post:
- (d) Monthly basic salary:
- (e) Allowances:
- (f) Gross Salary:

12. Have you been convicted for a criminal offence by a Court of Law? (Yes / No)

If yes, give details:

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13. Have you served under the Government before? (Yes / No)

If yes, give details:

I do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars

contained herein are found to be false or incorrect before selection, 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)

Secretary - General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of in this Institution. I certify that he/she has been/has not been confirmed in this post and 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 permanently/ temporarily from the service if selected for this post. (Please strike through the irrelevant words.)

Date:

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Signature of Head of Department/Institution
(Official Stamp)