



PARLIAMENT OF SRI LANKA

Vacancy

Applications are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following 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 educational/professional and experience, to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jaywardenepura Kotte**” on or before **November 18, 2022**. The post applied for should be indicated on the top left hand corner of the envelope. (This information is found on the website: www.parliament.lk)

Note: The post applied for must be mentioned at the top of the application.

01. Database Administrator

1.1 Salary Scale:- According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 52,955 – 5x1335/ 8x1630 – 72,670/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.110,000/-)

1.2 Age Limit:- Not less than 22 years and not more than 35 years of age as at the closing date for applications. (upper age limit will not be applicable for the internal candidates)

1.3 Educational Qualifications:- B.Sc Degree in Computer Science/ ICT (Information Communication Technology) / Information Technology.

1.4 Experience:-

For external candidates:- Five years of post-qualifying experience as a Database Administrator.

For internal candidates:- Eight years of post-qualifying experience in the Information Systems and Management Department of the staff of the Secretary General of Parliament.

1.5 Method of Recruitment:- On the merit of the written/trade test and an interview.

02. Store Keeper

2.1 Salary Scale:- According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 32,330 – 3x380/ 10x445/ 4x660 - 40,560/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.74,000/-)

2.2 Age Limit:- Not less than 30 years and not more than 40 years of age as at the closing date for applications.

2.3 Educational Qualifications:- Having passed the G.C.E.(A/L) examination in four subjects (Old Syllabus) / three subjects (New Syllabus) in one sitting.

and

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

2.4 Professional Qualifications:- A certificate issued by Institute of Supply and Materials Management (ISMM) in the field of Store-Keeping / Stores-Management and basic knowledge of data entry and office package.

2.5 Experience:- Not less than three years of experience in stores management in a government/recognized institution.

2.6 Method of Recruitment:- On the merit of the written test and an interview.

03. Electrician

3.1 Salary Scale:- According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 28,250-9x300/10x330/3x380-35,390/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 68,000/-)

3.2 Age Limit:- Should be not less than 18 years and not more than 35 years of age by the closing date for applications.

3.3 Educational Qualifications:- Having passed the G.C.E.(O/L) examination in six subjects including Sinhala/Tamil, Mathematics and English not more than in two sittings.

3.4 Professional Qualifications:- NVQ Level IV in the field of Electrical work.

3.5 Experience:- Not less than three years' experience in the field of electrical/ electronic/ instrumentation work from a recognized institution.

Preference will be given to those who are working in audio visual broadcasting industry

3.6 Method of Recruitment:- On the merit of the trade test and an interview.

04. Mason

4.1 Salary Scale:- According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 28,250 - 9x300/ 10x330/ 3x380 - 35,390/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs.68,000/-)

- 4.2 **Age Limit:-** Should be not less than 18 years and not more than 35 years of age by the closing date for applications.
- 4.3 **Educational Qualifications:-** Having passed the G.C.E.(O/L) examination in six subjects including Sinhala/Tamil and Mathematics not more than in two sittings.
- (Note – Passing G.C.E. (O/L) examination is not mandatory for the candidates who have NVQ level III or above in the field of construction)
- 4.4 **Professional Qualifications:-** NVQ Level IV in Construction Craftsman. (Masonry)
- 4.5 **Experience:-** Not less than three years' experience in the field of masonry from a recognized institution.
- 4.6 **Method of Recruitment:-** On the merit of the trade test and an interview.

05. Skilled Labourer (Civil)

- 5.1 **Salary Scale:-** According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 25,520 - 9x270/ 10x300/ 6x330 - 32,930/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs.63,000/-)
- 5.2 **Age Limit:-** Should be not less than 18 years and not more than 30 years of age by the closing date for applications.
- 5.3 **Educational Qualifications:-** Having passed the G.C.E.(O/L) examination in six 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 level III certificate in the field of construction)
- 5.4 **Professional Qualifications:-** NVQ Level III certificate in civil construction works issued by Vocational Training Authority (VTA) / National Apprentice and Industrial Training Authority (NAITA) or government recognized institution.
- 5.5 **Experience:-** Not less than three years experience in the field of civil construction work in the government / recognized institution.
- 5.6 **Method of Recruitment:-** On the merit of the written/trade test and an interview

06. Skilled Labourer (Electrical)

- 6.1 **Salary Scale:-** According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 25,520 - 9x270/ 10x300/ 6x330 - 32,930/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs.63,000/-)

- 6.2 Age Limit:-** Should be not less than 18 years and not more than 30 years of age by the closing date for applications.
- 6.3 Educational Qualifications:-** Having passed the G.C.E.(O/L) examination in six 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 level III certificate in the field of electrical)**
- 6.4 Professional Qualifications:-** NVQ Level III certificate in Electrical / Electronic/ measuring instrumentation works issued by Vocational Training Authority (VTA) / National Apprentice and Industrial Training Authority (NAITA) or government recognized institution.
- 6.5 Experience:-** Not less than three years' experience in the field of Electrical / Electronic/ measuring instrumentation work in the government / recognized institution.
- 6.6 Method of Recruitment:-** On the merit of the written/trade test and an interview.

07. Utility Receiving Assistant

- 7.1 Salary Scale:-** According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 25,520-9 x 270 /10 x 300/6 x330-32,930. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.63,000/-)
- 7.2 Age Limit:-** Not be less than 18 years and not more than 30 years of age as at the closing date for applications.
- 7.3 Educational Qualifications:-** Should have passed General Certificate of Education (Ordinary Level) Examination in six subjects including credit pass for Sinhala or Tamil language and passes for Mathematics and English in not less than two sittings.
- 7.4 Professional Qualifications:-** Should have a certificate issued by Sri Lanka Institute of Tourism and Hotel Management (SLITHM) or any other recognized institution by the Government for not less than 05 months duration in Basic Level Cookery/ Food and Beverage Service.
- or
- NVQ Level II certificate in Cookery/ Food and Beverage Service
- 7.5 Experience:-** Not less than six months of experience as a Utility Receiving Assistant/Kitchen Assistant/Restaurant Assistant in a star class hotel/recognized institute.
- 7.6 Method of Recruitment:-** Through a written test/ trade test and an interview.

08. Terms and Conditions of Service

- (i.) These posts are permanent. Pension entitlement pertaining to these posts will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. 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 subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
 - (iii.) Selected candidate 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.
- 09.** Applicants should attach copies (NOT ORIGINALS) of the following certificates to their applications. Originals of the certificates should be produced when called upon to do so.
- (a) Birth Certificate
 - (b) Certificates of Educational Qualifications
 - (c) Certificates of Professional Qualifications
 - (d) Certificates of Experience
- 10.** Applicants serving in the Public/ Provincial Public Service/Public Cooperation/ Statutory Boards and internal candidates should send their applications through relevant Heads of Departments / Institutions.
- 11.** Canvassing in any form will be a disqualification.
- 12.** Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.
- 13.** Applications received after the closing date or sent without copies of the relevant 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 will also be rejected.

Secretary General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
04th November 2022

11. Experience (Copies of the Certificates should be attached)

Institution	Post	Service Period

12. 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:

13. Have you been convicted for a criminal offence by a Court of Law? (Yes / No)
If yes, give details:

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14. Have you served under the Government before? (Yes / No)
If yes, give details:

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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:

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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 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/cannot be released 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)