



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.

Application prepared in accordance with the specimen given below should be sent under registered cover along with the copies of certificates of educational and experience to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before **25.03.2024**. 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. Translator (Sinhala/ Tamil/ Sinhala)/ (Sinhala/ English/ Sinhala)/ (English/ Tamil/ English) (Total No. of Vacancies 13)

1.1 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. 32,330-3 x 380/10 x 445/4 x660 - 40,560/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 74,000/-)

1.2 Age Limit:- Should be not less than 18 years and not more than 40 years of age by the closing date for applications. (The upper age limit shall not be applied for those who are confirmed in the Public/ Provincial Public Service/Parliamentary Service.)

1.3 Educational Qualifications:-

Having passed the G.C.E. (A/L) examination in four subjects (old syllabus) / three subjects (New Syllabus) in one sitting;

and

(i) Translator (Sinhala/Tamil/Sinhala) (Total No. of Vacancies 04)

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

(ii) Translator (Sinhala/ English/Sinhala) (Total No. of Vacancies 06)

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

(iii) Translator (English/ Tamil/ English) (Total No. of Vacancies 03)

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

1.4 Professional Qualifications:-

A certificate for Computer literacy from a recognized institution.

1.5 Experience:-

Minimum of five years post qualifying experience as a translator in a government or recognized institution.

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

2. Post of House Keeping Assistant (Total No. of Vacancies 14)

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. 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.63,000/=)

2.2 Age Limit:- Should not be less than 18 years and not more than 30 years of age as at the closing date for applications.

2.3 Educational Qualifications:-

Should have passed G.C.E (O/L) Examination in six subjects including credit pass for Sinhala or Tamil language and passes for Mathematics and English in not more than two sittings.

2.4 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 the field of Hotel Housekeeping, Room Service or Room Attendants' Service;

or

NVQ Level II certificate in Hotel Housekeeping, Room Service or Room Attendants' Service.

2.5 Experience :-

Not less than one year of experience in the field of Hotel Housekeeping, Room Service or Room Attendants' Service at a star class hotel after completing the educational & professional qualifications mentioned in (2.3) & (2.4) above.

2.6 Method of Recruitment:- Through a written test/ trade test and an interview.

3. 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 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 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.

4. 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 Professional Qualifications
 - (d) Certificates of Experience
5. Applicants serving in the Public/ Provincial Public Service/Public Cooperation/ Statutory Boards should send their applications through relevant Heads of Departments / Institutions.
6. Canvassing in any form will be considered as a disqualification.
7. 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.
8. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments/Institutions or applications not prepared in accordance with the specimen application form will be rejected.

Chaminda Kularatne
Actg. Secretary General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.

..... 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):.....
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02. National Identity Card Number

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03. (a) Private Address:
.....
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Telephone No:

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(b) Official Address:
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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 Qualifications:
(Copies of the certificates should be attached)

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:

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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/ Public Cooperation / 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 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 from the service if selected for this post. (Please strike through the irrelevant words.)

Date:

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