



PARLIAMENT OF SRI LANKA

Vacancy Media Officer (Tamil)

Applications are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Media Officer (Tamil) on the Staff of the Secretary General of Parliament.

Applications prepared in accordance with the specimen given below should only 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 Jayewardenepura Kotte**” on or before **31st October 2025**. The post applied for should be indicated on the top left-hand corner of the envelope. (This information is available on the website: www.parliament.lk)

Post of Media Officer (Tamil) - (Total number of vacancies - 01)

- 1. Job description** – Perform management supportive duties entrusted in the media section.
- 2. Salary Scale** - According to the Schedule I of the Management Services Circular 04/2025 dated 25.03.2025, the monthly salary scale for this post is Rs. 58,660 -9 x 1190 / 3 x 1360 –73,450 (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 100,000/-)
- 3. Age Limit** – 21 to 35 years of age as at the closing date of the application
- 4. Educational Qualifications and Experience –**

A Bachelor’s degree in Visual Arts (Special) in Multimedia Arts/ Visual Communication Design, offered by a university recognized by the University Grants Commission (UGC)

OR

A Bachelor’s Degree in Arts (Communication/ Mass Communication/ Mass Media/ Public Relations & Media Management/ Communication & Creative Arts/ Sociology/ Political Science as a subject), offered by a university recognized by the University Grants Commission (UGC)

OR

A Bachelor’s Degree in Journalism, offered by a university recognized by the University Grants Commission (UGC)

AND

Not less than three-year experience in Journalism or Mass Communication

5. Method of Recruitment - Through a written examination and structural interview.

Marks will be given considering the following criteria at the interview, by a panel appointed by the Secretary-General of Parliament. The maximum mark is 100.

Serial No.	Criteria
1	Additional Educational qualifications
2	Language and Communication skills
3	Computer literacy
4	Work experience and knowledge in the field
5	Personality and Performance at the interview

6. Terms and Conditions of Service

- (i.) This post is permanent. Pension entitlement pertaining to this post 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 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 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 candidates will be obtained prior to his / her appointment.
7. Applicants should attach the 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
8. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.
9. Canvassing in any form will be a disqualification.
10. 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.

11. Applications received after the closing date or sent without copies of the relevant educational and service certificates or not sent through Heads of Departments/Institutions (for those who are serving in Public/ Provincial Public Service) 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.

Actg. Secretary-General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
October 2025



PARLIAMENT OF SRI LANKA

Specimen Application Form
Post of Media Officer (Tamil)

01. (a) Name with initials (in English):.....
.....
(b) Names denoted by initials (in English) :
.....
(c) Full Name (in block Capitals): (Mr./Mrs./Miss).....
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02. National Identity Card Number

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

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- (b) Official Address:
.....
Telephone No

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- (c) Please indicate the address which the admission card 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: (Married/Unmarried)
06. Gender: (Male/Female)
07. State whether a citizen of Sri Lanka: (Yes/No)
08. Higher Educational Qualifications: (Copies of the degree certificate along with the transcript should be attached) (Please tick (✓) in the correct box)

Degree		University	Year
(a) Bachelor's degree in Visual Arts (Special) in Multimedia Arts	☐		
(b) Bachelor's degree in Visual Arts (Special) in Visual Communication Design	☐		
(c) Bachelor's degree in Arts with one of the following subjects :-			
• Communication	☐		
• Mass Communication	☐		
• Mass Media	☐		
• Public Relations & Media Management	☐		
• Communication & Creative Arts	☐		

- Sociology
 - Political Science
- (d) Bachelor's degree in Journalism

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Extra Educational Qualifications (Copies of the certificates should be attached)

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

Institution	Post	Service period

10. 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:

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

12. 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:

.....
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:

.....
Signature of Head of Department/Institution

(Official Stamp)

