



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 educational/professional/other qualifications and experience, to reach the "**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**" on or before **17 of March 2023**. 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.

1. RECEPTIONIST

- 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. 30,350-11x 330/10 x 380 – 37,780/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 72,000/-)
- 1.2 **Age Limit:-** Should be not less than 18 years and not more than 30 years of age by the closing date for applications. (The upper age limit shall not apply for members of the staff of Secretary-General of Parliament)
- 1.3 **Educational Qualifications:-** Having passed the G.C.E. (O/L) examination in six subjects with five credit passes including credit pass for Sinhala/Tamil, Mathematics and English in one sitting.
- 1.4 **Other Qualifications:-** A diploma certificate for English language issued by a University/ any other institution recognized by the government of which the duration is not less than one year;

and

A certificate for Computer literacy not less than six months from an institution recognized by the University Grants Commission or a recognized institution registered under Tertiary and Vocational Education Commission.

- Ability to communicate in Sinhala, Tamil and English languages and other foreign languages is preferred.
 - A certificate in Diplomatic Relations will be considered as an additional qualification.
- 1.5 **Experience:-** At least 3 years' experience as a Receptionist/Customer Care Officer in a recognized institution.

Exception:

Members of the staff of the Secretary General of Parliament who have completed a satisfactory service of net less than 10 years and are on salary groups A, B and C need not have to fulfill qualifications specified in 1.5 above.

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

2. SECURITY OFFICER

- 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. 28,250 – 9x300/10x330/3x380 – 35,390/- (On this salary scale, the minimum initial monthly remuneration, together with all the allowances will be approximately Rs. 68,000/-)
- 2.2 Age Limit:-** Should not be less than 30 years and not more than 40 years of age as at the closing date of applications. (age limit will not be applicable for the members of the staff of Secretary General of Parliament)
- 2.3 Educational Qualifications and Experience:-** Having passed the G.C.E. (O/L) Examination in six subjects including a credit pass for Sinhala or Tamil language and simple passes for Mathematics and English in not more than two sittings;

and

Commendable service of not less than 10 years in one of the Armed Forces (Regular) or in the Sri Lanka Police Service and holding a rank not less than or equivalent to Sergeant in the Army and in the Police

or

Ten years of satisfactory service in the salary groups A or B in the staff of the Secretary General of Parliament as at the closing date of the applications.

- 2.4 Method of Recruitment:-** Through a written test and an interview

3. MASON

- 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. 28,250-9x 300/10x 330/3x 380- 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 40 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 passes for 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 III or above in the field of construction)
- 3.4 Professional Qualifications:-** NVQ IV in Construction Craftsman. (Masonry)
- 3.5 Experience:-** Not less than three years' experience in the field of masonry from a recognized institution.
- 3.6 Method of Recruitment:-** On the merit of the trade test and an interview.

4. CARPENTER

- 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 - 9 x 300 / 10 x 330/ 3 x 380 - 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 40 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 in not more than two sittings.
- (Note - Passing G. C. E. (O/L) Examination is not mandatory for the candidates who have NVQ III or above in the field of carpentry)
- 4.4 Professional Qualifications:-** NVQ IV Certificate in Wood Craftsman (building/furniture).
- 4.5 Experience:-** Not less than 3 years' experience in the field of carpentry from a recognized institution.
- 4.6 Method of Recruitment:-** On the merit of the trade test and an interview.

5. PAINTER

- 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. 28,250-9 x 300/ 10 x 330/ 3 x 380 - 35,390/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 68,000/-)
- 5.2 Age Limit:-** Should be not less than 18 years and not more than 40 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 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 III or above in the field of painting).
- 5.4 Professional Qualifications:-** NVQ III in the field of Painting/ Masonry.
- 5.5 Experience:-** Not less than three years' experience in the field of painting from a recognized institution.
- 5.6 Method of Recruitment:-** On the merit of a trade test and an interview

6. PIPE LINE CLEANER

- 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. 28,250-9 x 300/ 10 x 330/ 3 x 380 - 35,390/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 68,000/-)

- 6.2 Age Limit:-** Should be not less than 18 years and not more than 40 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 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 III or above in the field of Plumbing).
- 6.4 Professional Qualifications:-** NVQ IV in the field of Plumbing.
- 6.5 Experience:-** Not less than three years' experience in the field of plumbing from a recognized institution.
- 6.6 Method of Recruitment:-** On the merit of a trade test and an interview.

7. PLUMBER

- 7.1 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. 28,250-9 x 300/ 10 x 330/ 3 x 380 – 35,390/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 68,000/-)
- 7.2 Age Limit:-** Should be not less than 18 years and not more than 40 years of age by the closing date for applications.
- 7.3 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 III or above in the field of Plumbing).
- 7.4 Professional Qualifications:-** NVQ IV in the field of Plumbing.
- 7.5 Experience:-** Not less than three years' experience in the field of plumbing from a recognized institution.
- 7.6 Method of Recruitment:-** On the merit of a trade test and an interview.

8. 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.
9. 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.
03 March 2023