



Parliament of Sri Lanka Vacancies

Applications are called 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 (related to the relevant post) given below should be sent along with the copies of certificates to prove educational, professional qualifications and experience under registered cover to reach the "**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**" on or before **30.06.2023** indicating the post applied for, on the top left-hand corner of the envelope. (This advertisement also available on the website: www.parliament.lk)

N.B. : Candidates who wish to apply for more than one post should submit separate applications for each post.

**1. Hansard Reporter (Tamil)
Hansard Reporter (English)**

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. 47,340 – 3 x 755/ 13 x 1,030 – 62,995/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 100,000/=)

1.2 Job Description

Make a shorthand record of Parliamentary proceedings and Parliamentary Committees and reproduce a full and correct report.

1.3 Age Limit

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

1.4 Educational Qualifications

- (a) Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus)/03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting, and passed G.C.E (O/L) Examination in six subjects including a simple pass for Mathematics and a credit pass for the relevant language.

OR

- (b) Should have passed not less than 06 subjects including Mathematics at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language in not more than two sittings.

(Relevant Medium of Language: Hansard Reporter (Tamil) - Tamil Language / Hansard Reporter (English) - English Language)

1.5 Professional Qualifications

A certificate in shorthand & type writing / word processing issued by a recognized institution. (This certificate is not mandatory for applicant having more than 10 years of experience as a stenographer in a public/provincial public/semi government institution)

1.5.1. Hansard Reporter (Tamil)

- (a) Shorthand – 110 w.p.m.(90% accuracy)
Typewriting – 30 w.p.m.(95% accuracy)
- (b) High proficiency in Tamil Language
- (c) Knowledge in English and Sinhala Languages, computer literacy and a wide general knowledge will be added qualifications.

(d) Terms and conditions for confirmation in the post:

Selected candidates for the post of Hansard Reporter (Tamil) will have to pass a typewriting test at the speed of 30 w.p.m with 95% accuracy within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

1.5.2 Hansard Reporter (English)

- (a) Shorthand – 120 w.p.m (90% accuracy)
Typewriting – 40 w.p.m (95% accuracy)
- (b) High proficiency in English Language.
- (c) Knowledge in Sinhala and Tamil Languages, computer literacy wide general knowledge will be added qualifications.

(d) Terms and conditions for confirmation in the post:

Selected candidates for the post of Hansard Reporter (English) will have to pass a shorthand test at the speed of 140 w.p.m with 90% accuracy and a typewriting test at the speed of 40 w.p.m with 95% accuracy respectively within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

1.6 Method of Recruitment

Recruitment will be made through tests on shorthand speed, Language, editing and an Interview (at the shorthand speed test, candidates are expected to note down a passage in shorthand which is read at the relevant speed for the applied post, and to transcribe the same with 90 % of accuracy within the given period of time)

2. Committee Reporter (Sinhala) Committee Reporter (Tamil) Committee Reporter (English)

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. 43,565 – 9 x 755/ 6 x 930 – 55,940/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 94,000/=)

2.2 Job Description

Make a shorthand record of Parliamentary Committees and reproduce a full and correct report.

2.3 Age Limit

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

2.4 Educational Qualifications

- (a) Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus)/03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting, and passed G.C.E (O/L) Examination in six subjects including a simple pass for Mathematics and a credit pass for the relevant language.

OR

- (b) Should have passed not less than 06 subjects including Mathematics at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language in not more than two sittings.

(Relevant Medium of Language: Committee Reporter (Sinhala) - Sinhala Language / Committee Reporter (Tamil) - Tamil Language / Committee Reporter (English) - English Language)

2.5 Professional Qualifications

A certificate in shorthand & type writing / word processing issued by a recognized institution. (This certificate is not mandatory for applicant having more than 10 years of experience as a stenographer in a public/provincial public/semi government institution)

2.5.1 Committee Reporter (Sinhala)

- (a) Shorthand - 100 w.p.m (90% accuracy)
Typewriting - 30 w.p.m (95% accuracy)
- (b) High proficiency in Sinhala Language
- (c) Knowledge in English and Tamil Languages, computer literacy and a wide general knowledge will be added qualifications.
- (d) Terms and conditions for confirmation in the post:**

Selected candidates for the post of Committee Reporter (Sinhala) will have to pass a typewriting test at the speed of 30 w.p.m with 95% accuracy within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

2.5.2. Committee Reporter (Tamil)

- (a) Shorthand - 100 w.p.m. (90% accuracy)
Typewriting - 30 w.p.m. (95% accuracy)
- (b) High proficiency in Tamil Language
- (c) Knowledge in English and Sinhala Languages, computer literacy and wide general knowledge will be added qualifications.
- (d) Terms and conditions for confirmation in the post:**

Selected candidates for the post of Committee Reporter (Tamil) will have to pass a typewriting test at the speed of 30 w.p.m with 95% accuracy within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

2.5.3 Committee Reporter (English)

- (a) Shorthand – 110 w.p.m (90% accuracy)
Typewriting – 40 w.p.m (95% accuracy)
- (b) High proficiency in English Language
- (c) Knowledge in Sinhala and Tamil Languages, computer literacy and wide general knowledge will be added qualifications.

(d) Terms and conditions for confirmation in the post:

Selected candidates for the post of Committee Reporter (English) will have to pass a shorthand test at the speed of 120 w.p.m with 90% accuracy and a typewriting test at the speed of 40 w.p.m with 95% accuracy respectively within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

2.6 Method of Recruitment

Recruitment will be made through tests on shorthand speed, language, editing and an Interview (at the shorthand speed test, candidates are expected to note down a passage in shorthand which is read at the relevant speed for the applied post, and to transcribe the same with 90 % of accuracy within the given period of time)

3. Parliamentary Interpreter (Sinhala/English/Sinhala) Parliamentary Interpreter (Sinhala/Tamil/Sinhala) Parliamentary Interpreter (English /Tamil/ English)

3.1 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. 47, 340 – 3 x 755/ 13 x 1,030 – 62,995/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.100,000/=)

3.2 Age Limit

Not less than 22 years and not more than 40 years of age as at the closing date for applications. (The upper age limit shall not apply to those who are already confirmed in Public/ Provincial Public Service)

3.3 Educational Qualifications and Experience

Candidates who possess any of the educational qualifications and experience mentioned under (a) and (b) below can apply for the above post.

- (a) Should possess a degree offered by a University recognized by the University Grant Commission (UGC).

Candidates applying for the post of Parliamentary Interpreter (Sinhala/English/ Sinhala) should have studied English or Sinhala, Candidates applying for the post of Parliamentary Interpreter (Sinhala/Tamil/Sinhala) should have studied Sinhala or Tamil and Candidates applying for the post of Parliamentary Interpreter (English/Tamil/English) should have studied English or Tamil for the degree.

And

Having passed G.C.E (Ordinary Level) Examination in six subjects in not more than two sittings, including credit passes for Mathematics and for the language which is not offered as a subject for the degree.

And

Not less than two years of post-qualifying experience in a language related field such as teaching, interpretation, translation or mass media in a government or a recognized institution

And

Ability to interpret from one language to the other language with equal ease is required.

- (b) Having passed G.C.E (Advanced Level) Examination in 04 subjects (Old Syllabus) or in 03 subjects (New Syllabus) in one sitting.

And

Having passed G.C.E (Ordinary Level) examination in six subjects including credit passes for Mathematics and relevant languages in not more than two sittings

Candidates applying for the post of Parliamentary Interpreter (Sinhala/English/ Sinhala) should have credit passes for English and Sinhala, Candidates applying for the post of Parliamentary Interpreter (Sinhala/Tamil/Sinhala) should have credit passes for Sinhala and Tamil and Candidates applying for the post of Parliamentary Interpreter (English/Tamil/English) should have credit passes for English and Tamil

And

Not less than five years of post-qualifying experience in a language related field such as teaching, interpretation, translation or mass media in a government or recognized institution

And

Ability to interpret from one language to the other language with equal ease is required.

3.4 Method of Recruitment

Recruitment will be made on the results of the tests conducted on simultaneous interpretation and translation and an interview.

Note: Candidates possessing qualifications under 3.3 (a) or (b) above should have the ability to interpret simultaneously between the languages in the relevant stream he/she applies for and experience in simultaneous interpretation is not compulsory.

4 Terms and Conditions of Service

- (a) These posts are permanent. Pension entitlement pertaining to these posts will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to a three-year probation period. If a person who has been confirmed in Public / Provincial Public Service is selected, he / she will be appointed subject to an acting period of one year.
- (b) Selected candidates will be subject to Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (c) Selected candidates should contribute to Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/ her salary with a percentage specified by the government and will be subject to a medical examination.
- (d) A Security Clearance Report with respect to the selected candidate will be obtained prior to his/her appointment.

- 5** Applicants should attach the copies of the following certificates (**not originals**) to their applications. Originals of the certificates should be produced, only when called upon to do so.

- a) Birth Certificate.
 - b) Certificates of Educational Qualifications.
 - c) Certificates confirming professional qualifications.
 - d) Certificates confirming experience.
- 6 Applicants serving in Public Service/Provincial Public Service/State Corporations/ Statutory Boards should send their applications through relevant Heads of Departments/ Institutions.
 - 7 Canvassing in any form will be a disqualification.
 - 8 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.
 - 9 Applications received after the closing date or sent without copies of the above mentioned 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 form (related to the relevant post) will also be rejected.

Secretary-General of Parliament

**Parliament of Sri Lanka.
Sri Jayewardenepura Kotte.**

June 14, 2023