

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 posts on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent along with the copies of certificates to prove educational, professional qualifications & experience under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before 19th December, 2017 indicating the post applied for, on the top left-hand corner of the envelope. (This advertisement is found on the website: www.parliament.lk)

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

1. Hansard Reporter (Sinhala) 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. The selected candidates will be placed initially at the monthly salary step of Rs. 32,667/- according to the Schedule II of the Circular mentioned above from the date of appointment. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.71,000/=).

Hansard Reporter on successful completion of 10 years' satisfactory service, will be eligible for promotion to the Post of Senior Hansard Reporter and placed on the monthly salary scale of Rs. 52,955 - 5 x 1,335/ 8 x 1,630 - 72,670. (On this salary scale, the initial gross monthly remuneration together with all the allowances will be approximately Rs.77,000/=).

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 40 years of age as at 19th December, 2017 (The upper age limit shall not apply to those already in the 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, with a pass in Mathematics and a credit pass in the relevant language at G.C.E. (O/L) Examination.

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 (Sinhala) - Sinhala Language / Hansard Reporter (English) - English Language/ Hansard Reporter (Tamil) - Tamil Language)

1.5 Professional Qualifications

1.5.1 Hansard Reporter (Sinhala)

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

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

Selected candidates for the post of Hansard 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 former post as the case may be.

1.5.2 Hansard Reporter (Tamil)

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

(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 former post as the case may be.

1.5.3 Hansard Reporter (English)

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

(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 former post as the case may be.

2. 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/-. The selected candidates will be placed initially at the monthly salary step of Rs. 30,062/- according to the Schedule II of the Circular mentioned above from the date of appointment. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.67,000/=).

Committee Reporter on successful completion of 10 years' satisfactory service, will be eligible for promotion to the Post of Senior Committee Reporter and placed on the monthly salary scale of Rs. 47,340 - 3 x 755/ 13 x 1,030 - 62,995. (On this salary scale, the initial monthly gross remuneration together with all the allowances will be approximately Rs.71,000/=).

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 40 years of age as at 19th December, 2017 (The upper age limit shall not apply to those already in the 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, with a pass in Mathematics and a credit pass in the relevant language at G.C.E. (O/L) Examination.

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 (English) English Language)

2.5 Professional Qualifications

2.5.1 Committee Reporter (English)

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

(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 former post as the case may be.

3. Stenographer - (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. 32, 330 - 3 x 380 / 10 x 445 / 4 x 660 - 40,560. The selected candidates will be placed initially at the monthly salary step of Rs. 22,310/- according to the Schedule II of the Circular mentioned above from the date of appointment (On this salary scale, the initial monthly gross remuneration together with all the allowances will be approximately Rs. 55,000/=).

Stenographer on successful completion of 10 years' satisfactory service, will be eligible for promotion to the Post of Senior Stenographer and placed on the monthly salary scale of Rs. 34, 605 - 9 x 660 / 3 x 755 - 42, 810. (On this salary scale, the initial monthly gross remuneration together with all the allowances will be approximately Rs. 57,000/=).

3.2 Age Limit

Not less than 18 years and not more than 40 years of age as at 19th December, 2017 (The upper age limit shall not apply to those already in the Parliamentary Service).

3.3 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, with a pass in Mathematics and a credit pass in the relevant language at G.C.E. (O/L) Examination.

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: Stenographer (English) English Language)

3.4 Professional Qualifications

3.4.1 Stenographer (English)

- Shorthand - 100 w.p.m (90% accuracy)
Typewriting - 40 w.p.m (95% accuracy)
- High proficiency in English Language and a wide general knowledge.
- Knowledge in Sinhala and Tamil Languages and computer literacy will be an added qualification.

(d) Terms and conditions for confirmation in the post:
Selected candidates for the post of Stenographer (English) will have to pass 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 former post as the case may be.

4. Method of Recruitment

4.1 Hansard Reporter (Sinhala / Tamil)

Shorthand speed test for recruitment of Hansard Reporter (Sinhala/Tamil) will be conducted in two stages.

The Initial speed test will be 100 w. p. m. followed by Language and Editing tests. Candidates who get through the speed test with 90% accuracy and Language and Editing tests will be called for the second stage of the speed test, read at the speed of 110 w.p.m. Candidates who get through this speed test with 90% accuracy will be given appointments based on the results of an interview.

4.2 Hansard Reporter (English)

Shorthand speed test for recruitment of Hansard Reporter (English) will be conducted in three stages.

The Initial speed test will be 100 w.p.m. Candidates who get through this test with 90% accuracy will be called for the second stage of the speed test, read at the speed of 110 w.p.m. followed by Language and Editing tests. Candidates who get through the speed test with 90% accuracy and Language and Editing tests will be called for the third stage of the speed test read at 120 w.p.m. Candidates who get through this speed test with 90% accuracy will be given appointments based on the results of an interview.

4.3 Committee Reporter (English)

Shorthand speed test for recruitment of Committee Reporter (English) will be conducted in two stages.

Initial speed test will be at 100 w.p.m. followed by Language and Editing tests. Candidates who get through the speed test with 90% accuracy and Language and Editing tests will be called for the second stage of the speed test, read at the speed of 110 w.p.m. Candidates who get through this speed test with 90% accuracy will be given appointments based on the results of an interview.

4.4 Stenographer (English)

Candidates who get through a speed test read at 100 w.p.m with 90% accuracy followed by a language test will be given appointments based on the results of an interview.

5. 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 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.

06. 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.

- Birth Certificate.
- Certificates of Educational Qualifications.
- Certificates confirming professional qualifications.
- Certificates confirming experience.

07. Applicants serving in Public Service / Provincial Public Service / State Corporations / Statutory Boards should send their applications through relevant Heads of Departments / Institutions.

08. Canvassing in any form will be a disqualification.

09. Any information in the application found incorrect will result in the applicant being disqualified if such inaccuracy is disclosed before selection, and to dismissal if disclosed after appointment.

10. 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 will also be rejected.

Secretary-General of Parliament

Parliament of Sri Lanka.

Sri Jayewardenepura Kotte.

03rd December, 2017

PARLIAMENT OF SRI LANKA

Application for the Post of

1. Name with initials (in Sinhala / Tamil) (Mr/Mrs/Miss):

Names denoted by initials (in Sinhala / Tamil)

Full Name (in English capital letters) (Mr./Mrs./Miss)

2. National Identity Card No:

3. (a) Private Address:

Telephone No.:

(b) Address (Office):

Telephone No. :

4. (a) Date of Birth:
(A copy of the Birth Certificate should be attached):

(b) Age as at 19.12.2017: Years: Months: Days:

5. Civil Status:

6. Sex:

7. State whether a citizen of Sri Lanka:

8. Educational Qualifications (copies of the certificates should be attached)

Exam	Subject	Grade	Year
G.C.E. (O/L)	Sinhala / Tamil		
	Mathematics		
	English		
G.C.E. (A/L)			

9. Higher Educational Qualifications

(a) University:

(b) Degree and Year:

10. Professional Qualifications (copies of the certificates should be attached)

11. Experience (copies of the certificates should be attached)

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 any criminal offence by a Court of Law?
If so, give details:

14. Have you served under the Government before?
If so, give details:

I do hereby certify that 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/
Government Corporations/Statutory Boards)

Secretary-General of Parliament,

I recommend and forward the application of Mr / Mrs /Missholding the post of in this Institution. I certify that 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.

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Signature of Head of Department/Institution
(Official Stamp)

Date: