

## Open Competitive Examination for the Recruitment to the Post of Assistant Research Officer in Parliament of Sri Lanka – 2017 (2018)

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**01.** It is hereby announced that the open competitive examination for the recruitment to the post of Assistant Research Officer in Parliament of Sri Lanka will be conducted by the Commissioner General of Examinations in May, 2018 in Colombo.

- (a) The closing date of applications is 6 March, 2018
- (b) This application can be downloaded from below

**02.** As per the aggregate marks of the written test conducted by the Commissioner General of Examinations and the structured interview, the selection for the four vacant posts will be made in the descending order from the candidate with the highest number of marks. The general nature of duties of the post in brief is to assist Research Officers in research activities, gathering information and maintaining a computer database, compiling accurate data and statistics in respect of specific topics, conducting research oriented surveys and studies as per requirements.

**03.** Monthly salary scale – As per Schedule 1 of the Management Services Circular No. 06/2016 dated 07.11.2016, the salary scale attached to the post is 40,545-12x755-49,605/-. Salaries will be paid in compliance with the provisions of the said circular as indicated in Schedule II thereto. (The gross starting monthly salary applicable to this post Inclusive of all additional allowances as at 28.02.2018 will be approximately Rs 67,000/-) After the completion of a satisfactory period of service of 10 years in the post of Assistant Research Officer, the Assistant Research Officers will be appointed to the post of Senior Assistant Research Officer. (The gross monthly salary applicable to that post is approximately Rs. 70,000/=)

### **04. Qualifications**

- (a) Should be a citizen of Sri Lanka.
- (b) Should not be less than 18 years and not more than 30 years of age as at the closing date of applications. Accordingly, only those whose birthdays fall on or before 06.03.2000 or on or after 06.03.1988 can apply for this post.
- (c) Should be of excellent moral character.
- (d) Should have completed the following educational qualifications.
  - i. Should have passed 06 subjects at the G.C.E. (Ordinary Level) Examination with a credit pass to English in not more than two sittings, and
  - ii. Should hold a special degree awarded by a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institution with a class in one of the following subjects, i.e. Economics, Agriculture, Law, Management, English, Fisheries and Aquatic Resources and Statistics, or

Should hold a Master of Arts/ Master of Science degree in one of the above subjects. N.B. – It is compulsory for each candidate to have completed the qualifications relevant to the post on or before 06.03.2018.

### **05. Recruitment procedure –**

Through a written test and a structured interview.

### **06. Examination Procedure -**

#### **(a) Written Test**

This test comprises two question papers to assess the proficiency in English Language and General Knowledge and both question papers will be in English medium. However, since the question paper on language competency contains a

paragraph for translation, the candidates should make sure that they indicate in their application the medium in which they expect to sit the test.

	Marks	Duration	Minimum pass mark
Language proficiency	100	3 hours	60%
General knowledge	100	1 hour	40%

(1) **Language proficiency** – This question paper consists of questions on comprehension, an essay, summarizing paragraphs, translating a paragraph in Sinhala/Tamil language into English language and a paragraph in English language into Sinhala/Tamil language which are designed to test the English language proficiency of candidates. All questions have to be answered.

(2) **General knowledge** – This question paper consists of questions that test the knowledge of candidates on local and foreign trends. All questions have to be answered.

**(b) Structured interview –**

This interview will be conducted by an interview panel appointed by the Secretary General of Parliament to assess the communication skills and personality of candidates.

**Note- Marks will be deducted for illegible hand writing and spelling mistakes in respect of all written answer scripts.**

(c) **Examination results** – Results of the examination will either be posted to candidates or posted on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk) by the Commissioner General of Examinations.

**07. Terms and conditions of employment –**

- (a) This post is permanent. You are bound by the policy decisions taken by the government in future in respect of the pension scheme entitled to this post. The selected candidates will initially be appointed on probation for a period of three (03) years and if an officer holding a permanent and pensionable post in the Public Service or the Provincial Public Service is selected, his/her appointment will be on an acting basis for a period of one year.
- (b) The selected applicants shall abide by the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (c) The selected applicants shall contribute a certain percentage of his/her salary as decided by the government to the Widows and Orphans Pension and the Widowers and Orphans Pension Funds
- (d) The selected applicants shall be subjected to a medical examination
- (e) A security Clearance report on the selected applicants shall be obtained prior to their appointments

**08. Penalty for submission of fake information-**

The application shall be filled carefully with accurate information. The candidacy of any applicant shall be cancelled at the examination or prior or subsequent to the examination or at any moment if any applicant is found disqualified as per the rules and regulations of the examination.

**09. Examination Fees**

The examination fee is Rs.1200/=. This fee shall be credited from any Post Office or Sub Post Office of the island only to the Public Income under the expenditure head number 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in favor of the applicant shall be pasted on one edge on the relevant space provided in the application. (A copy of the receipt should be retained for future reference). Please be kindly informed that no additional fee shall be charged in

addition to the examination fees. The examination fees are non-refundable and non-transferable. Further, money orders and stamps shall not be accepted.

## **10. Method of Application**

(a) The application should be prepared in accordance with the specimen attached to this notice and shall be prepared on both sides of two 8 1/2" x12" (A4) size papers. The application shall be prepared in such a way that the first page, second page and the third page of the application carry the head numbered 01-02, 03-05 and 06-07 respectively. The name of the examination indicated on top of the application shall be written in English language in the Sinhalese and Tamil language applications in addition to the original language.

The applications that are inconsistent with the specimen, that are not duly filled and incomplete and the applications for which the examination fees have not been duly paid prior to the date specified, shall be rejected without any notice. The applicants shall bear the expense incurred on the applications which are not duly and accurately filled. Keeping a photocopy of the application shall be useful and the applicants shall ensure whether the completed application is consistent with the application given in this Notification. The application shall be rejected in case of such inconsistency.

(b) All the applicants who have paid the examination fees and applied on or before the closing date, shall be allowed by the Commissioner General of Examinations to sit for the competitive examination, on the assumption that only the applicants who are qualified and eligible as per the Gazette Notification have applied for the post. The Issuance of an admission card to sit for the competitive examination shall not be an acknowledgement that the applicant has met the qualifications required for the post. The candidacy of the applicants shall be cancelled if disclosed disqualified at the interview, where the qualifications are scrutinized as per the Gazette Notification.

(c) "Competitive Examination for the Recruitment for the Post of Assistant Research Officer of the Parliament of Sri Lanka – 2017(2018)" shall be indicated on the upper left hand corner of the envelope.

(d) The duly filled applications shall be sent through registered post to the following address on or before 6th of March, 2018;

Commissioner General of Examinations  
Organization and Foreign Examinations Branch  
Department of Examinations, Sri Lanka  
PO Box 1503  
Colombo.

## **11. Sitting for the examination**

(a) Receipt of the application shall not be notified. A newspaper notice shall be published by the Department of Examinations, Sri Lanka, once the admissions are issued to the applicants. In case of non-receipt of the admission after a lapse of 2 or 3 days from the newspaper notice to the effect, it should be informed to the Department of Examinations, as per the notice. The name of the examination, full name of the candidate, National Identity Card number and the address should be indicated at such inquiry. For the applicants residing out of Colombo, it would be beneficial to inquire through sending a fax to the fax number given in the advertisement, in the form of a request including the relevant details and a fax number to reach the applicant so that a copy of the admission can be sent through a fax. Further, retaining copies of the application, receipt of payment of examination fees, and the receipt for Registered Post, would be advantageous for the applicant to confirm any detail required by the Department of Examinations.

(b) The applicants shall be required to get their signatures certified in the application and the admission card. This certification should be attested by the respective Heads of the Departments or any other officer authorized by him in case of applicants who apply through an institution and by a Principal of a school/ Retired officer, Grama Niladari of the division,

Justice of Peace, Commissioner of Oaths, Atorony-at-Low, Notary Public, Commissioned officer of the armed forces, Officer of the public service , provincial public service or permanent staff grade receiving an annual consolidated salary of Rs.240360/= or above, a Chief Incumbent of a Buddhist temple or a member of clergy in charge of any other religious institution in case of applicants who do not apply through the institution. The applicant shall sit for the examination in the centre specified for him and produce the admission card with attested signature to the chief invigilator at the examination centre at the first instance. The applicants who fail to produce the admission card shall not be allowed to sit the examination.

**(c) Examination Results**

The list of results will be prepared on merit based on the aggregate marks obtained at the written exam according to the paragraph 6 of this notice and the structured interview. Action will be taken by the Department of Examinations to individually inform the results to all the applicants who sat for the written examination to publish them in the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk), after the submission of the results of the written examination to the Secretary General of Parliament

**12.** In the event of establishing the identity of the candidates, one of the following documents should be submitted to the Chief invigilator,

- (i) A valid National Identity Card, issued by the Department of Registration of Persons .
- (ii) A valid passport.

**13.** Issuance of an admission card to a candidate shall not be deemed as he or she is eligible to sit for the examination. The candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the examination and the issuance of results. In case of any violation of examination rules and regulations imposed by the Commissioner General of Examinations by any candidate shall be liable to be penalized

**14.** the secretary General of parliament shall decide on any information not mentioned in this Gazette Notification. All the candidates are required to abide by the general rules and regulations of examination that have been indicated in this Notification.

**15.** In the event of any inconsistency between Sinhala, Tamil or English Languages on this Gazette Notification the Sinhala text shall prevail.

W.B.D Dassanayake  
Secretary General of the Parliament

Parliament of Sri Lanka  
Sri Jayawardhenapura Kotte  
02 February 2018.