

PARLIAMENT OF SRI LANKA

Vacancies

APPLICATIONS are invited from the 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 under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before 15.03.2018 indicating the post you are applying for on the top left-hand corner of the envelope. (This notice is accessible via www.parliament.lk)

1. Post of Transport Officer

1.1 Salary Scale :

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, salary scale specified for this post is Rs. 43,565 – 9 x 755 / 6 x 930 – Rs. 55,940. The selected candidates will be placed initially at the monthly salary step of Rs. 34,563/= according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 70,000.00)

A Transport Officer on successful completion of 10 years' satisfactory service will be eligible for promotion to the Post of Senior Transport Officer.

1.2 Age Limit :

Not less than 25 years and not more than 35 years of age as at the closing date for applications. (This Upper age limit will not be applicable for the Candidates who have already been confirmed in their posts in Public/ Provincial Public Service)

1.3 Educational Qualifications :

Should have passed G.C.E Ordinary Level Examination in 6 subjects in not more than

two sittings including credit passes for Sinhala/ Tamil, English and Mathematics.

And

Should have passed Engineering subjects at G.C.E Advanced Level Examination in one sitting (4 subjects under the old syllabus or 3 subjects under the new syllabus)

1.4 Professional Qualifications :

- National Diploma in Technology (NDT) – (Mechanical) or
- National Diploma in Engineering Science (NDES) – (Mechanical) or
- Higher National Diploma in Engineering (HNDE) – (Mechanical) or
- Diploma in Technology at Open University of Sri Lanka – (Mechanical) or
- Four years full time course in motor mechanism conducted by Ceylon German Technical Training Institute or
- NVQ 6 qualification acquired in the relevant field or
- Any other technical qualification recognized by the Tertiary and Vocational Training Commission as equal in all aspects to the above mentioned technical qualifications.

1.5 Extra Qualifications :

- License to drive all kinds of vehicles and Motor Cycles.
- Ability to determine the repairs required for vehicles and report on any regular repairs after inspection.
- Good knowledge in maintenance of Diesel & Petrol Vehicles.
- Ability to carry out minor repairs in Diesel & Petrol Vehicles.
- Ability to maintain and control a fleet of vehicles including motor cycles and experience in labor handling.

1.6 *Experience :*

Experience of not less than 5 years as Transport Officer in a recognized institution or in a supervisory level post in the field of motor mechanism.

1.7 *Method of Recruitment :*

Through a written/trade test, and an interview.

2.0 Post of Skilled Labourer (Civil)

2.1 *Nature of the Employment :*

Assist in the civil engineering work such as Carpentry, Masonry, Plumbing, Painting, Welding, & Pipeline Cleaning.

2.2 *Salary Scale :*

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 25,520 -9x270/10x300/6x330- Rs. 32,930. The selected candidates will be placed initially at the monthly salary step of Rs. 20, 248 according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 50,000.00)

Skilled Laborer (Civil) on successful completion of 10 years' satisfactory service will be eligible for promotion to the Post of "Senior Skilled Laborer (Civil)".

2.3 *Age Limit :*

Should not be less than 21 years and not more than 30 years of age as at 09 March 2018. (This upper age limit will not be applicable for those who have already been confirmed in a Public/ Provincial public service)

2.4 *Educational Qualifications :*

Should have passed G.C.E. (Ordinary Level) Examination in 6 subjects including Sinhala/ Tamil & Mathematics in not more than two sittings.

(*Note:* above qualification is not compulsory for those who possess a certificate level qualification obtained from a recognized government or private institution equal to NVQ level 3 in any field mentioned in above 2.1)

2.5 *Professional Qualifications :*

Should possess a certificate level qualification obtained from a recognized government or private institution equal to NVQ level 2 in Carpentry, Masonry, Plumbing, Painting, Welding or Pipeline Cleaning)

2.6 *Experience :*

Three or more years of experience in one of the fields mentioned in section 2.5 above

2.7 *Method of Recruitment :*

Through a written test or a trade test and an interview

3. Terms and Conditions of Service

3.1. 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 (3) probation period. If a person who has been confirmed in the Public / Provincial Public Service is selected, he / she will be appointed subject to an acting period of one year.

3.2 Selected candidate will be subject to Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.

3.3 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 and he/she will be subjected to a medical examination.

3.4 A Security Clearance Report in respect of the selected candidate will be obtained prior to his / her appointment.

4. 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.

5. Applicants serving in Public Service / Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

6. Canvassing in any form will be a disqualification for this post.

7. Any information in the application found to be incorrect will render the applicant liable for disqualification, if the inaccuracy is discovered before selection, to dismissal, if discovered after appointment.

8. 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.

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

W.B.D DASANAYAKE,
Secretary General of the Parliament.

Parliament of Sri Lanka,
Sri Jayawardhenapura Kotte,
02nd March 2018.

PARLIAMENT OF SRI LANKA

SPECIMEN APPLICATION FOR THE POST OF TRANSPORT OFFICER

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

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

(b) Address (Office) :_____
Telephone No. :_____.

Please indicate the address where the admission to be posted

(c) Private Office

04. (a) Date of birth :_____
(A copy of the birth Certificate should be attached);
(b) Age as at 15.03.2018:
Years :_____. Months :_____. Days :_____.

05. Civil Status :_____.

06. Sex :_____.

07. State whether a citizen of Sri Lanka :_____.

08. Educational Qualifications: (Copies of the certificates should be attached) :

Exam	Subject	Result	Year
G. C. E O/L	Sinhala/ Tamil		
	Mathematics		
	English		
G. C. E A/L			

09. Higher Educational Qualifications (copies of the certificates should be attached) :_____.

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 a 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.

_____,
Signature of the Applicant.

Date :_____.

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 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.

_____,
Signature of Head of Department/
Institution.
(Official Stamp)

Date :_____.

PARLIAMENT OF SRI LANKA

SPECIMEN APPLICATION FOR THE POST OF SKILLED
LABOURER (CIVIL)

- 01. (a) Name with initials (in Sinhala/Tamil) :_____.
- (b) Names denoted by initials (in Sinhala/Tamil) :_____.
- (c) Full Name (in block Capitals): Mr./Mrs./Miss :_____.
- 02. National Identity Card Number :_____.
- 03. (a) Private Address :_____.
- Telephone No. :_____.
- (b) Address (Office) :_____.
- Telephone No. :_____.

Please indicate the address where the admission to be posted

- (c) Private Office

- 04. (a) Date of birth :_____.
- (A copy of the birth Certificate should be attached):
- (b) Age as at 15.03.2018:
Years :_____. Months :_____. Days :_____.
- 05. Civil Status :_____.
- 06. Sex :_____.
- 07. State whether a citizen of Sri Lanka :_____.
- 08. Educational Qualifications: (Copies of the certificates should be attached) :

Exam	Subject	Result	Year
G. C. E O/L	Sinhala/ Tamil		
	Mathematics		
	English		

- 09. Professional Qualifications (copies of the certificates should be attached) :_____.
- 10. Experience (copies of the certificates should be attached) :_____.

11. 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 :———. .

12. Have you been convicted for a criminal offence by a Court of Law? :———. .

If so, give details :———. .

13. 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.

_____,
Signature of the Applicant.

Date :———. .

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 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.

_____,
Signature of Head of Department/
Institution.
(Official Stamp)

Date :———. .