

PARLIAMENT OF SRI LANKA

Post of Assistant Serjeant – At- Arms

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “Assistant Serjeant – At - Arms” 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 24th July 2018. The term of “Assistant Serjeant – At – Arms” should be indicated on the top left-hand corner of the envelope. (This notice is accessible via www.parliament.lk)

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. 58,295 – 3 x 1,335 / 8 x 1,630 / 2 x 2,170 – 79,680. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 100,000.00)

2. *Age Limit.*– Not less than 28 years and not more than 40 years of age as at the closing date for applications.

3. *Educational Qualifications.*– Degree obtained from a recognized university

And

Commendable service of not less than 8 years as an officer in one of the Armed Forces (Regular) or in the Sri Lanka Police Service and holding a rank of not less than Captain in the Army or Assistant Superintendent of Police or equivalent rank.

4. *Method of Recruitment.*– Through an interview.

5. *Terms and Conditions of Service :*

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to three-year (3) probation period. If a person who has been confirmed in permanent, pensionable post is selected, he / she will be appointed subject to an acting period of one year.
- (ii) Selected candidates will be subject to Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (iii) Selected candidates should contribute to Widows’ and Orphans’/Widowers’ and Orphans’ Pension Fund from his / her salary with a percentage specified by the government. Selected candidates will be subjected to a medical examination.
- (iv) A Security Clearance Report in respect of the selected candidate will be obtained prior to his / her appointment.

6. 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.

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

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

9. 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.

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.

W. M. N. P. IDDAWALA,
Acting Secretary General of Parliament.

Parliament of Sri Lanka.
Sri Jayewardenepura Kotte.
28th June, 2018.

PARLIAMENT OF SRI LANKA

POST OF ASSISTANT SERJEANT – AT - ARMS

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) Official Address :—————.
Telephone No. :—————.

Please indicate the address the admission to be posted

(c) Private Office

04. (i) Date of Birth :—————. (A copy of the Birth Certificate should be attached)
(ii) Age as at 24 July 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	Pass	Year	Subject	Pass	Year
G. C. E. (O/L)						
G. C. E. (A/L)						

09. Higher Educational Qualifications :

- (i) Degree and the year :_____.
(ii) University :_____.

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 yes, give details :_____.

14. Have you served under the Government before? :_____.
If yes, 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 :

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 :_____.