

PARLIAMENT OF SRI LANKA

Post of Driver

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “Driver” 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 August 03, 2019. The “Post of Driver” should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 30,350 – 11 x 330 / 10 x 380 – Rs. 37,780/- . The selected candidates will be placed initially at the monthly salary step of Rs. 27,214 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. 57,000.00)

2. *Age Limit.*— Should be not less than 25 years and not more than 40 years of age by the closing date for applications. (The upper age limit shall not apply to those who are already in Public/ Provincial Public Service)

3. *Educational Qualifications.*— Should have passed G.C.E O/L examination in 6 subjects including Sinhala/ Tamil in not more than two sittings.

4. *Professional Qualifications.*— Applicants should have a license to drive all classes of vehicles including heavy vehicles. The applicants must be able to handle minor repair work of vehicles that may arise when performing their duties (Preference will be given to applicants who have knowledge in motor mechanism).

5. *Experience.*— Applicants should have a minimum of 05 years working experience in a government institution or a recognized private establishment.

6. *Method of Recruitment.*— Through a written test, trade test and an interview.

7. Terms and Conditions of Service :

- i. This post is permanent. Pension entitlement pertaining to this post will be determined according to 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 a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- ii. Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- iii. 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.
- iv. Selected candidates will be subject to a medical examination.
- v. A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

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

- (a) Birth Certificate,
- (b) Certificates of Educational Qualifications,
- (c) Certificates of Professional Qualifications,
- (d) Certificates of Experience,
- (e) Driving License.

9. Applicants serving in the Public/ Provincial Public Service or on the staff of the Secretary – General of the Parliament should send their applications through relevant Heads of Departments / Institutions.

10. Canvassing in any form will be a disqualification.

11. 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.

12. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be rejected.

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 He/she has been confirmed in the post, his/her work and conduct are satisfactory and he/she has not been subject to any disciplinary action and 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 :_____.