

PARLIAMENT OF SRI LANKA

Vacancy

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “Assistant Secretary General” 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 22, 2021** indicating “Post of Assistant Secretary - General” on the top left corner of the envelope. (This notice is accessible *via* www.parliament.lk)

Assistant Secretary – General of Parliament

1. *Salary Scale.*– According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 76,175 – 12 x 2,170 – Rs. 102,215 /- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 190,000.00)

2. Other Benefits :

- (i) Official vehicle with driver
- (ii) Prospects of overseas training
- (iii) Allowances paid to the Parliament Staff

3. *Age Limit.*– Should be not less than 30 years and not more than 40 years of age by the closing date for applications

4. Educational Qualifications :

- (i) LL.B degree offered by a University recognized by the University Grants Commission
- (ii) Attorney-at-Law of the Supreme Court.

Special consideration will be given to candidates who possess any one or more of the following.

- (a) Good knowledge on Constitutional Law, Parliamentary practices and procedures
- (b) Good knowledge in administrative and financial regulations of the Government
- (c) Competence in Information Technology
- (d) Experience in the Judicial Service/ Attorney-General’s Department

5. *Method of Recruitment.*– On the merit of a structured interview

6. 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) The selected candidate will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (iii) The selected candidate should contribute to the Widows’ and Orphans’/Widowers’ and Orphans’ Pension Fund from his/her salary with a percentage specified by the Government.
- (iv) The Selected candidate 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.

7. Applicants should attach to their application, copies (NOT ORIGINALS) of the following certificates. 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

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

9. Canvassing in any form will be a disqualification.

10. 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. Applications sent through Heads of Departments/Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

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

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
July 22, 2021

PARLIAMENT OF SRI LANKA
SPECIMEN APPLICATION FORM
POST OF ASSISTANT SECRETARY GENERAL

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 :

2. National Identity Card Number :

03. (a) Private Address :

Telephone No. :

(b) Official Address :

Telephone No. :

(c) Please indicate the address to which further correspondences should be posted

Private Office

04. (i) Date of Birth: Year : Month : Date :
(A copy of the Birth Certificate should be attached)

(ii) Age as at the closing date of applications: Years : Months : Days :

05. Civil Status: (Married/Unmarried) :

06. Gender: (Male/Female) :

07. State whether a citizen of Sri Lanka: (Yes/No) :

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

<i>Degree</i>	<i>University</i>	<i>Effective Date</i>

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

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10. Experience (copies of the certificates should be attached) :

<i>Institution/Department</i>	<i>Post</i>	<i>Service Period</i>

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 criminal offence by a Court of Law? (Yes / No)

If yes, give details:

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13. Have you served under the Government before? (Yes / No)

If yes, give details:

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I do hereby certify that all 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)

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 this post and 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.

Date:

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