



PARLIAMENT OF SRI LANKA

Vacancies

Applications are invited from 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 along with the copies of certificates of educational/professional and experience, to reach the "**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**" on or before **August 11, 2023**. The post applied for should be indicated on the top left hand corner of the envelope. (This notice is available on the website: www.parliament.lk)

Note: The post applied for must be mentioned at the top of the application.

1. DIRECTOR (COMMUNICATION)

1.1 Salary Scale - According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 67,485 - 4 x 1,630 / 8 x 2,170 - 91,365. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 142,000)

1.2 Age Limit - 30 to 45 years of age as at the closing date of the application

(The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

1.3 Educational Qualifications and Experience -

a) A Master's Degree in Mass Communication or Marketing from a University or a degree awarding institution recognized by the University Grants Commission; and

Minimum of five years of professional experience in Marketing/ Outreach/ Communication and Media / Human Resource Management

or

b) Bachelor's Degree in Business Management (Marketing)/ Business Administration/ Marketing Management (Special)/ Arts (Communication/ Mass Communication/ Public Relations/ Media Management/ Communication & Creative Arts/ Hospitality and Leisure Management/ Journalism from a University or a degree awarding institution recognized by the University Grants Commission; and

Ten years of professional experience in Marketing/ Outreach/ Communication and Media / Human Resource Management

or

c) Having passed the G. C. E. (A/L) examination in four subjects (old syllabus) /three subjects (new syllabus) in one sitting; and

Having passed the G. C. E. (O/L) examination in six subjects including Credit Pass for Sinhala/ Tamil and a Pass for English and Mathematics in not more than two sittings; and

Twenty years of professional experience in Marketing/ Outreach/ Communication and Media / Human Resource Management.

1.4 Method of Recruitment - Through a structural interview.

1.5 Other Benefits - Official vehicle with a driver.

**2. MEDIA OFFICE COORDINATOR (SINHALA)
MEDIA OFFICE COORDINATOR (TAMIL)
MEDIA OFFICE COORDINATOR (ENGLISH)**

2.1 Salary Scale - According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 32,330 - 3 x 380 / 10 x 445/4 x 660 - 40,560/-. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 75,000)

2.2 Age Limit - Should be 25-40 years of age as at the closing date of the application

2.3 Educational Qualifications -

Having passed the G. C. E. (A/L) examination in four subjects (old syllabus) /three subjects (new syllabus) in one sitting.

and

Having passed the G. C. E. (O/L) examination in six subjects including Credit Pass for the relevant language stream (Sinhala/Tamil/English) and a Pass in Mathematics in not more than two sittings.

Note: If the relevant language stream is Sinhala/ Tamil, a Pass for English is essential and if the relevant language stream is English, a Pass for Sinhala/ Tamil is essential.

2.4 Vocational Qualifications -

A Diploma in Television Programme Production Technology/ Television Post Production Technology/ Computer Graphic Designing/ Photography/ Videography/ Video Editing/ Media/ Journalism issued by an institution recognized by the government

2.5 Experience -

External - Not less than three years of experience in one of the disciplines /fields indicated in 2.4 above.

Internal - Five years of satisfactory service on the staff of the Secretary General of Parliament

2.6 Method of Recruitment - Through a written test and an interview

3. PUBLIC OUTREACH OFFICE COORDINATOR (ENGLISH)

3.1 Salary Scale - According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 32,330 - 3 x 380 / 10 x 445/4 x 660 - 40,560/-. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 75,000)

3.2 Age Limit - Should be 25-40 years of age as at the closing date of the application

3.3 Educational Qualifications -

Having passed the G. C. E. (A/L) examination in four subjects (old syllabus) /three subjects (new syllabus) in one sitting.

and

Having passed the G. C. E. (O/L) examination in six subjects including Credit Pass for English language and a Pass for Sinhala/ Tamil and Mathematics in not more than two sittings.

3.4 Vocational Qualifications -

Diploma in Public Relations/ Communication/ Human Resource Management/ Computer Graphic Designing/ Photography/ Journalism/ Tourism/ Event Management issued by an institution recognized by the government

3.5 Experience -

External - Not less than three years of experience in one of the disciplines /fields indicated in 3.4 above.

Internal - Five years of satisfactory service on the staff of the Secretary General of Parliament

3.6 Method of Recruitment: - Through a written test and an interview

4. POST OF RECEPTIONIST

4.1 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. 30,350-11x 330/10 x 380 - 37,780/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 72,000/-)

- 4.2 Age Limit:-** Should be not less than 18 years and not more than 35 years of age by the closing date for applications. (The upper age limit shall not apply for members of the staff of Secretary-General of Parliament)
- 4.3 Educational Qualifications:-** Having passed the G.C.E. (O/L) examination in six subjects with five credit passes including credit pass for Sinhala/Tamil, Mathematics and English in one sitting.
- 4.4 Vocational Qualifications:-** A diploma certificate for English language issued by a University/ any other institution recognized by the government of which the duration is not less than one year;

and

A certificate for Computer literacy from a recognized institution.

- Ability to communicate in Sinhala, Tamil and English languages and other foreign languages is preferred.

- 4.5 Experience:-** At least 1 year experience as a Receptionist/Customer Care Officer in a recognized institution.

Exception:

Members of the staff of the Secretary General of Parliament who have completed a satisfactory service of net less than 10 years and are on salary groups A, B and C need not have to fulfill qualifications specified in 4.5 above.

- 4.6 Method of Recruitment:-** On the merit of the written, oral test and an interview.

5. POST OF SKILLED LABOURER (CIVIL)

- 5.1 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. 25,520 - 9x270/ 10x300/ 6x330 - 32,930/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs.63,000/-)
- 5.2 Age Limit:-** Should be not less than 18 years and not more than 30 years of age by the closing date for applications.
- 5.3 Educational Qualifications:-** Having passed the G.C.E.(O/L) examination in six subjects including passes for Sinhala/Tamil and Mathematics not more than in two sittings.
- (Note – Passing G.C.E.(O/L) is not mandatory for the candidates who have NVQ level III certificate in the field of construction)**
- 5.4 Professional Qualifications:-** NVQ Level III certificate in a field of carpenter, mason, plumber, welder, pipeline cleaner or painter issued by Vocational Training Authority (VTA) / National Apprentice and Industrial Training Authority (NAITA) or government recognized institution.
- 5.5 Experience:-** Not less than three years experience in the field of construction work (civil) in the government / recognized institution.

5.6 Method of Recruitment:- On the merit of the written/trade test and an interview

6. Terms and Conditions of Service

- (i.) These posts are permanent. Pension entitlement pertaining to these posts will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If an internal candidate or a person who has been confirmed in a permanent 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 subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
 - (iii.) 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.) 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.
- 7.** Applicants should attach copies (NOT ORIGINALS) of the following certificates 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
- 8.** Applicants serving in the Public/ Provincial Public Service/Public Cooperation/ Statutory Boards and internal candidates should send their applications through relevant Heads of Departments / Institutions.
- 9.** Canvassing in any form will be a disqualification.
- 10.** 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.
- 11.** 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.

Actg. Secretary General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
28.07.2023