



## 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, higher educational qualifications and experience, to reach the "**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**" on or before **October 13, 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](http://www.parliament.lk))

#### 1. PARLIAMENTARY OFFICER (TAMIL MEDIUM)

##### 1.1 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.34,605 - 9 x 660/ 3 x 755 - 42,810/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 78,000/-)

##### 1.2 Age Limit:-

Should be not less than 21 years and not more than 35 years of age by the closing date for applications. (The upper age limit shall be 45 years for those who are already confirmed in the Public/Provincial Public Service. The upper age limit shall not be applied for internal candidates.)

##### 1.3 Educational Qualifications:-

- i.) A Degree offered by a University recognized by the University Grants Commission (UGC);  
and
- ii.) Having passed the G.C.E.(O/L) examination in six subjects including credit passes for Tamil, English/English Literature and Mathematics in not more than two sittings.

##### 1.4 Method of Recruitment:-

On the merit of the written and an interview.

*Note:- The selected candidates should pass a word processing test in Tamil and English languages within a period of one year from the date of appointment. In this test, a document in Tamil Language with 150 words should be prepared within 25 minutes and a document in English language with 250 words should be prepared within 25 minutes.*

## **2. ASSISTANT RESEARCH OFFICER**

### **2.1 Nature of the Job**

- Collect data, information and maintain database for research.
- Prepare background notes to the bills presented to the Parliament.
- Prepare fact sheets and statistical extracts for research purposes.
- Assist the Research Officers to conduct desk research.
- Study different research documents and extract relevant information for research purposes.
- Assist in the research officers to preparation of research papers for national and international forums, journals, magazine and newspapers.

### **2.2 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.40,545 - 12 x 755- 49,605/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 87,000/-)

### **2.3 Age Limit**

Should be not less than 21 years and not more than 35 years of age by the closing date for applications. (upper age limit will not be applicable for those who are confirmed in the Public/Provincial Public Service.)

### **2.4 Educational Qualifications:-**

- i.) A Special degree in any of the subjects of Economics, Sociology, Political Science, Law, Management, Statistics awarded by a University recognized by the University Grants Commission (UGC); and
- ii.) Having passed G.C.E.(O/L) examination in six subjects including credit passes for Sinhala/Tamil, Mathematics and English not more than in two sittings.

### **2.5 Experience**

Three years of post-qualifying research experience in the Government / recognized institution.

### **2.6 Method of Recruitment**

On the merit of the written and an interview.

## **3. 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.
4. 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 Experience
  5. 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.
  6. Canvassing in any form will be a disqualification.
  7. 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.
  8. 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.

Secretary General of Parliament

Parliament of Sri Lanka,  
Sri Jayewardenepura Kotte.  
September 25, 2023