

**Open Competitive Examination for Recruitment to the  
Post of Parliamentary Officer in Parliament of Sri Lanka - 2024**

**01.** It is hereby announced that the Open Competitive Examination for recruitment to the post of Parliamentary Officer in Parliament of Sri Lanka will be conducted by the Commissioner General of Examinations on, March 2025 in Colombo.

- (a) The closing date for applications is 30<sup>th</sup> December, 2024
- (b) The details on this advertisement are also available on the website [www.parliament.lk](http://www.parliament.lk)

**02.** As per the aggregate marks obtained at the written test conducted by the Commissioner General of Examinations and the structured interview, the selection for 20 vacant posts will be made on the merit order among the candidates who scored highest marks.

The general duties of the post are to assist the management in the duties of the Administrative, Legislative Services and Finance & Supplies Departments of Parliament and perform any other duties assigned by the Secretary General of Parliament.

**03.** Monthly Salary Scale: - The salary scale entitled to this post is Rs. 34605-9x660/3x755-42810/- as per Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016. The salaries will be paid in compliance with the provisions of the said circular as indicated in Schedule II thereto. (The minimum gross initial monthly salary applicable to this post will be approximately Rs. 90,000/- inclusive of all additional allowances).

**04. *Qualifications for Recruitment***

- (a) Should be a citizen of Sri Lanka.
- (b) Should not be less than 21 and not more than 35 years of age as at closing date of the applications. Accordingly, only those whose birthdays fall on or before 30<sup>th</sup> December 2003 or on or after 30<sup>th</sup> December 1989 can apply for this post.  
(The upper age limit is not applicable to the applicants in the Public/ Provincial Public service or Government Corporations/Statutory Boards )
- (c) All the applicants should be of excellent and moral character.
- (d) Should have completed the following educational qualifications.

(i). A degree awarded by a university recognized by the University Grants Commission.

And

(ii). Having passed 06 subjects at the G.C.E. (O/L) Examination with credit passes for Sinhala or Tamil, English or English Literature and Mathematics, in not more than two sittings.

*N.B: Having completed the qualifications relevant to the post on or before 30<sup>th</sup> December 2024 is compulsory for each applicant. If any Candidates with special needs appear, they should mentioned in the application about it and to submit the copies of relevant medical certificates.*

**05. *Method of recruitment:-***

Through a written test and a structured interview.

**06. Examination Procedure:-**

**(a) Written Test**

This test will contain two question papers to assess the proficiency in English Language, Translation skills, General Knowledge and IQ and both question papers will be in English medium. However, since the question paper on language proficiency contains a paragraph for translation, the candidates should make sure that they indicate in their applications the medium in which they expect to sit the test.

Subject	Marks	Duration	Minimum pass mark
Language Proficiency and Translation skills	100	2 hours	50%
General knowledge and IQ	100	2 hours	50%

- (1) **Language proficiency** - This question paper contains the questions on comprehension, an essay, summarizing, translation from Sinhala/Tamil into English and English into Sinhala/Tamil which are designed to assess English language proficiency of the candidates. All questions should be answered.
- (2) **General knowledge and IQ** - Each question paper is 1 hour duration and contains two parts and questions that test the knowledge of the candidates on local and foreign affairs and the general understanding on the Constitution, Independent Commissions, Parliamentary practices and procedures, Administration of Justice and Principles of Good governance. All questions should be answered.

**(b) Structured interview:-**

A Structured interview will be conducted by an interview panel appointed by the Secretary General of Parliament to assess and examine the Communication Skills and Additional Language Skills, Additional Educational Qualifications, Computer Literacy, Working Experience and Knowledge in the field, Leadership Qualities and Competency of the candidates at the interview, in accordance with the criteria given in the table below. The maximum marks is hundred (100):-

Serial Number	Scope	Maximum Marks
1	Communication Skills and Additional Language Skills	20
2	Additional Educational Qualifications	20
3	Computer Literacy	20
4	Working Experience and Knowledge in the field	20
5	Leadership Qualities and Competency at the interview	20
<b>Total</b>		100

*Note- Special attention should be paid on legible hand writing and orthography of all written answer scripts.*

**07. Terms and Conditions of Employment:-**

- (a) This post is permanent. However, pension entitlement pertaining to this post 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 a person who has been confirmed in a permanent post in the Public/Provincial Public service or an internal candidate of Parliament is selected, he/she will be appointed subject to an acting period of one year.

- (b) The number of appointments and the effective date of such appointments shall be determined by the Secretary General of Parliament. The Secretary General of Parliament is reserved the right to fill all/certain vacancies or not.
- (c) The selected candidates will be required to enhance computer literacy within the first year of the probation/acting period and should acquire the skills to draft an English letter of not less than 250 words and a Sinhalese/Tamil letter of not less than 150 words within 25 minutes for each by using the Microsoft Word Package.
- (d) The selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (e) The selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage determined by the Government.
- (f) The selected candidates will be subject to a medical examination.
- (g) Security Clearance Reports in respect of the selected candidates will be obtained prior to their appointments.
- (h) The applicants in the Public Service/Provincial Public Service/Government Corporations/Statutory Boards shall forward their applications through the respective Heads of Departments/Institutions.

**08. *Penalty for submission of false information***

The applications shall be filled carefully with accurate information. The candidacy of any applicant will be cancelled at the examination or prior or subsequent to the examination or at any moment if any applicant is found disqualified as per the rules and regulations of the examination.

**09. *Examination fees***

The examination fee is Rs.600/- This fee shall only be credited from any Post Office/Sub Post Office of the Island or District Secretariat/Divisional Secretariate to the government revenue under the Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained in the name of the applicant shall be securely pasted on the space provided on the application form so that only one margin sticks on it (It is advised to retain a copy of the receipt for future reference.) The examination fees are not refundable and non-transferable under any circumstances. Further, money orders and stamps shall not be accepted.

**10. *Method of Application***

- (a). The application should be prepared in accordance with the specimen given in this notice by using both sides of two A4 papers (8 1/2'' x 12''). The application should be prepared in the paper where items 01-03, 04-06 and 07-10 appear in first, second, third and fourth pages respectively. The title of the examination should be indicated on the Application in English Language in addition to Sinhala/Tamil languages.

The applications inconsistent with the specimen, not duly filled and examination fees not paid prior to the date specified shall be rejected without any notice. The applicant shall bear any losses incurred due to any application that is not filled duly and accurately. Keeping a photocopy of the application will be useful and the applicants shall ensure that the completed application is consistent with the specimen given in this notification.

- (b). All the applicants who have paid the examination fees and applied on or before the closing date, shall be allowed by the Commissioner General of Examinations to sit for the competitive examination, on the assumption that only the applicants who are qualified and eligible as per the Gazette Notification have applied for the post. The issuance of an admission card to sit for the competitive examination shall not be considered that the applicant has met the qualifications required for the post. The candidacy of the applicants shall be cancelled if found not qualified during the interview, where the qualifications are mismatched as per the Gazette Notification.
- (c). “Open Competitive Examination for Recruitment to the Post of Parliament Officer of the Parliament of Sri Lanka – (2024)” shall be indicated on the top left hand corner of the envelope.
- (d). The duly filled applications shall be sent under the registered post to the following address on or before 30<sup>th</sup> December, 2024. *The complaints regarding applications lost in the mail or submitted late will not be accepted.*

Commissioner General of Examinations  
Establishments Examinations Organization Branch  
Department of Examinations, Sri Lanka  
PO Box 1503  
Colombo.

#### **11. Sitting for the examination**

- (a). Receipt of the application shall not be acknowledged. A notice shall be published in the department’s web site and *the applicant will be informed via SMS* by the Department of Examinations, Sri Lanka, once the admissions are issued to the applicants. In case of non-receipt of the admission after a lapse of 2 or 3 days from the newspaper notice to the effect, it should be informed to the Department of Examinations, as per the notice. The title of the examination, full name of the candidate, National Identity Card number and the address should be communicated during such inquiry. For the applicants residing out of Colombo, it would be advantageous to make such inquiry by sending a fax to the fax number given in the advertisement, in the form of a request including the relevant details and a fax number to reach the applicant so that a copy of the admission can be sent through a fax. Further, retaining copies of the application, receipt of payment of examination fees, and the receipt for Registered Post, would be advantageous for the applicant to confirm any detail required by the Department of Examinations.
- (b). The applicants shall be required to get their signatures attested in the application and the admission card. This attestation should be done by the respective Heads of the Departments or any other officer authorized by him in case of applicants who apply through a *government* institution and by a Principal of a school/ Retired officer, Grama Niladhari of the division, Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, a Chief Incumbent of a Buddhist temple or a member of clergy in charge of any other religious institution in case of applicants who do not apply through the institution. The applicants shall sit for the examination in the center specified for them and produce to the chief invigilator the admission card with attested signature at the examination center at the first instance. The applicants who fail to produce the admission card shall not be allowed to sit the examination.

**(c) Examination Results**

*The list of results, arranged in sequential order by index number, will be prepared with twice the number of vacancies based on merit, according to the aggregate marks obtained by candidates in the written exam held as per paragraph 06 of this notice and the structured interview. After submission of the final results to the Secretary General of Parliament, the Department of Examinations will inform the results to all the applicants individually who sat for the written examination or to publish such results in its website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).*

- 12.** All candidates who sit every subject at the examination should surrender one of the following documents which prove their identity, to the Chief Invigilator.
- (i) National Identity Card
  - (ii) A valid Passport
  - (iii) A valid Sri Lanka Driving License

Candidates are kindly advised to appear at the examination not covering their face and ears while entering into and during the time of exam. In case, if any candidates refuse to do so, such candidates will not be allowed to enter into the exam hall.

- 13.** Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the examination and the release of results. In case of any violation of examination rules and regulations, candidates shall be liable to be penalized by the Commissioner General of Examinations.
- 14.** The Secretary General of Parliament shall decide on any matters not mentioned in this notification. All the candidates are required to abide by the general rules and regulations of examination that have been indicated in this Gazette Notification.
- 15.** In the event of any inconsistency between Sinhala, Tamil and English versions of this Gazette Notification the Sinhala text shall prevail.

Kushani Rohanadeera  
Secretary- General of the Parliament

Parliament of Sri Lanka  
Sri Jayawardenapura Kotte  
29<sup>th</sup> November 2024