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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,381 – 2024 අප්‍රේල් මස 19 වැනි සිකුරාදා – 2024.04.19

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(Published by Authority)

### PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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#### IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 10th May 2024, should reach Government Press on or before 12.00 noon on 26th April, 2024.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

Department of Govt. Printing,  
Colombo 08,  
01st January, 2024.

This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)

GANGANI LIYANAGE,  
Government Printer.



## 1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

## 2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

## 3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

## 4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

## 5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

## 6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

## 7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,  
Department of Examinations,  
Pelawatta, Battaramulla.

## Post - Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Post of Registrar of Births and Deaths - Tamil Medium

#### MANNAR DISTRICT

APPLICATIONS are called for the Post of Registrar of Births and Deaths for the Divisions set out in the Schedule hereof;

01. Applicant should be a permanent resident of relevant Registrar of Births and Deaths Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Both Male and Female candidates can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
04. Applicant should have passed minimum of 06 subjects including Tamil language with 02 Credit passes in not more than Two (02) sittings in GCE(O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the Division or else should have passed in any other similar examination.

**N.B.** In case a subject contains 02 parts at GCE(O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.

05. Applicant should have the ability to establish the office in a centrally located building that ensure respect of the post and enable easy access by all or majority of residents.

Under circumstances Where there is no adequate office facilities provided within the hospital premises, recruited candidate for post of the Registrar of Births and Deaths, should be able to establish his/her office at a suitable building located in the close proximity within 01 k.m. from the Hospital.

06. Additional details such as Village name list/ Grama Niladhari Divisions of the relevant Division of Births and Deaths, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the Division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the Schedule hereunder.
07. Relevant application and the said “Annex-01” inclusive of Village name list/ Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
08. Duly filled applications should be forwarded on or before **20th May 2024**, by registered post to the address given in the Schedule.

W. R. A. N. S. WIJAYASINGHE,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
On this 21st day of March, 2024.

**Schedule**

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Mannar	Mannar Town	Post of Birth & Death Registrar of Mannar Town West Division (Tamil Medium)	District Secretary/ Additional Registrar General, District Secretariat, Mannar

04 - 360

**PARLIAMENT OF SRI LANKA**

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following vacant 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 education, vocational and experience to reach the “**Secretary - General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before **06<sup>th</sup> May 2024**. The post you are applying 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. Post of Indexing Officer (Total No. of Vacancies 01)**

**1.1 Salary Scale:-**

According to the Schedule I of the Management Services Circular No. 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. 97,300/-).

**1.2 Educational Qualifications:-**

A Degree offered by a University recognized by the University Grants Commission (UGC).

**And**

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

(Computer Literacy and ability to work in both Sinhala and Tamil languages and having broad general knowledge will be an added qualification).

**1.3 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 not be applicable for those who are confirmed in the Public Service / Provincial Public Service).

**1.4 Method of Recruitment:-**

On the merit of the written test and an interview.

## 2. Post of Food and Beverage Assistant (Total No. of Vacancies 10)

### 2.1 Salary Scale :-

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 28,250 - 9 x 300 / 10 x 330 / 3 x 380 - 35,390/-. (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 76,400/-).

### 2.2 Educational Qualifications:-

Having passed the G.C.E.(O/L) examination in 06 subjects including credit pass for Sinhala/Tamil and pass for Mathematics and English not more than in two sittings.

### 2.3 Vocational Qualifications:-

Should have successfully completed a vocational training course in basic Restaurant & Bar Service / Food and Beverage Service with the duration not less than one year, conducted by the Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/National Apprentice and Industrial Training Authority (NAITA)/ Vocational Training Authority of Sri Lanka (VTA) or any other similar vocational training institute.

### 2.4 Experience:-

Not less than two years of experience in a star class hotel/recognized institution as a waiter / steward or in a similar post.

### 2.5 Age Limit:-

Should not be less than 22 years and not more than 35 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service/ Provincial Public Service).

### 2.6 Method of Recruitment:-

Through a written test/ trade test and an interview.

## 3. Post of Technical Officer (Electrical) (Total No. of Vacancies 02)

### 3.1 Salary Scale :-

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 34,605 - 9 x 660/ 3 x 755 - 42,810/- (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 87,200/-).

### 3.2 Educational Qualifications:-

Having passed the G.C.E.(A/L) examination with 04 subjects (old syllabus) / 03 subjects (new syllabus) in Mathematics stream in one sitting.

**And**

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

### 3.3 Vocational Qualifications:-

- (i) National Diploma in Technology (NDT)  
(Electrical/ Electronics/ Telecommunications) **or**
- (ii) Higher National Diploma in Engineering (HNDE)  
(Electrical/ Electronics/ Telecommunications) **or**

(iii) National Diploma in Engineering Science (NDES)  
(Electrical/ Electronics/ Telecommunications)

**or**

(iv) Diploma in Technology of Open University  
(Electrical/ Electronics/ Telecommunications)

**or**

(v) NVQ level 6 certificate in the field of Electrical/ Electronics/ Telecommunications

### **3.4 Experience :-**

Not less than three years of experience as a Technical Officer, Power Electrical/ Audio Visual/ Telecommunications/ Broadcasting/Air Conditioning and Refrigeration or similar capacity in a recognized institution.

Preference will be given to those working in audio visual broadcasting industry with hands-on experience in nonlinear editing, camera controlling, vision mixing, broadcasting systems installations and configurations, extensive knowledge in commonly available video formats and competence and practical experience in computer software and hardware.

### **3.5 Age Limit:-**

Should not be less than 25 years and not more than 35 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service/ Provincial Public Service).

### **3.6 Method of Recruitment:-**

Through a written test/ trade test and an interview.

## **4. Post of Skilled Labourer (Electrical) (Total No. of Vacancies 01)**

### **4.1 Salary Scale :-**

According to the Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 25,520 - 9 x 270 / 10 x 300 / 6 x 330 - 32,930/- (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 71,700/-).

### **4.2 Educational Qualifications:-**

Having passed the G.C.E.(O/L) examination in 06 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 3 certificate in the field of electrical)

### **4.3 Vocational Qualifications:-**

NVQ 3 certificate in Electrical / Electronic / Instrumentation work issued by Vocational Training Authority of Sri Lanka (VTA) / National Apprentice and Industrial Training Authority (NAITA) or government recognized institution.

### **4.4 Experience :-**

Not less than three years of experience in the field of Electrical / Electronic/ Instrumentation work in the government or an institution recognized by the Government.

### **4.5 Age Limit:-**

Should not be less than 18 years and not more than 30 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service / Provincial Public Service).

#### 4.6 Method of Recruitment:-

Through a written test/ trade test and an interview.

### 5. Post of Computer Operator (Total No. of Vacancies 02)

#### 5.1 Salary Scale :-

According to the Schedule I of the Management Services Circular No. 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 gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 83,300/-).

#### 5.2 Educational Qualifications:-

Having passed the G.C.E.(A/L) examination in 04 subjects (Old Syllabus) / 03 subjects (New Syllabus) in one sitting .

**And**

Having passed the G.C.E. (O/L) examination in 06 subjects including credit passes for Sinhala/ Tamil, Mathematics and English not more than in two sittings.

#### 5.3 Vocational Qualifications:-

A certificate in computer applications issued by Vocational Training Authority of Sri Lanka (VTA) / National Apprentice and Industrial Training Authority (NAITA) or any other institution recognized by the Government of a duration not less than six months.

**Or**

Should possess 'Sri Lanka Computer Driving License Certificate' or 'International Computer Driving License' Certificate.

#### 5.4 Experience :-

Not less than two years of work experience as a Computer Operator/ Computer Application Assistant in the Government or an institution recognized by the Government.

Ability to work in all three languages would be an added qualification.

#### 5.5 Age Limit :-

Should not be less than 18 years and not more than 40 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public Service/ Provincial Public Service).

#### 5.6 Method of Recruitment:-

Through a written test and an interview.

### 6. Common Terms and Conditions of Service

- (i) These posts are permanent and pensionable. However, pension entitlement pertaining to these posts will be determined according to policy decision taken by the Government in future. Appointment will be made initially subject to a probation period of three years.

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 subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.



- KUSHANI ROHANADEERA,  
Secretary - General of Parliament.

# PARLIAMENT OF SRI LANKA

## Specimen Application Form

[illegible]

(b) Official Address (In English): .....

[illegible]

(c) Please indicate the address to which the admission should be posted.

Private: ☐ Office: ☐

04. (a) Date of birth: .....

(A copy of the birth certificate should be attached)

(b) Age as at closing date for applications: Years: ..... Months: ..... Days: .....

05. Civil Status:

06. Gender:

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

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

University-.....

Year-.....

Degree-.....

G.C.E. (A/L)

<i>Subject</i>	<i>Pass</i>	<i>Year</i>

G.C.E. (O/L)

[illegible]

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

Course	Institution	Effective Date

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

Institute	Designation	Duration

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

If yes, give details:

.....

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

If yes, give details: .....

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/has not 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 permanently/ temporarily from the service if selected for this post. (Please  
strike through the irrelevant words.)

Date: .....

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

04-435