

## PARLIAMENT OF SRI LANKA

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](http://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