



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 along with the copies of certificates to prove educational, professional qualifications and experience under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before **September 04, 2020** indicating the post applied for, on the top left-hand corner of the envelope. (This advertisement also available on the website: www.parliament.lk)

N.B. : Candidates who wish to apply for more than one post should submit separate applications for each post.

- 01. Hansard Reporter (Sinhala)**
Hansard Reporter (Tamil)
Hansard Reporter (English)

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. 47, 340 – 3 x 755/ 13 x 1,030 – 62,995. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.95, 000 /=)

1.2 Job Description

Make a shorthand record of Parliamentary proceedings and Parliamentary Committees and reproduce a full and correct report.

1.3 Age Limit

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

1.4 Educational Qualifications

- (a) Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.

(Relevant Medium of Language : Hansard Reporter (Sinhala) - Sinhala Language / Hansard Reporter (Tamil) - Tamil Language / Hansard Reporter (English) - English Language)

And

Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus) / 03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting.

OR

- (b) *Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.*

(Relevant Medium of Language : Hansard Reporter (Sinhala) - Sinhala Language / Hansard Reporter (Tamil) - Tamil Language / Hansard Reporter (English) - English Language)

And

Not less than 10 years of experience in the Post of Stenographer in a government/provincial government/ semi government organization.

1.5 Professional Qualifications

A certificate in shorthand & type writing / word processing issued by a recognized institution. (This certificate is not mandatory for applicant having more than 10 years of experience as a stenographer in a public/provincial public/semi government institution)

1.5.1 Hansard Reporter (Sinhala)

- (a) Shorthand – 110 w.p.m (90% accuracy)
Typewriting – 30 w.p.m (95% accuracy)
- (b) *High proficiency in Sinhala Language and a wide general knowledge.*
- (c) *Knowledge in English and Tamil Languages and computer literacy will be an added qualification.*
- (d) Terms and conditions for confirmation in the post:**
Selected candidates for the post of Hansard Reporter (Sinhala) will have to pass a typewriting test at the speed of 30 w.p.m with 95% accuracy within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

1.5.2 Hansard Reporter (Tamil)

- (a) Shorthand – 110 w.p.m.(90% accuracy)
Typewriting – 30 w.p.m.(95% accuracy)
- (b) *High proficiency in Tamil Language and a wide general knowledge.*
- (c) *Knowledge in English and Sinhala Languages and computer literacy will be an added qualification.*
- (d) Terms and conditions for confirmation in the post:**
Selected candidates for the post of Hansard Reporter (Tamil) will have to pass a typewriting test at the speed of 30 w.p.m with 95% accuracy within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

1.5.3 Hansard Reporter (English)

- (a) Shorthand – 120 w.p.m (90% accuracy)
Typewriting – 40 w.p.m (95% accuracy)
- (b) *High proficiency in English Language and a wide general knowledge.*
- (c) *Knowledge in Sinhala and Tamil Languages and computer literacy will be an added qualification.*
- (d) Terms and conditions for confirmation in the post:**
Selected candidates for the post of Hansard Reporter (English) will have to pass a shorthand test at the speed of 140 w.p.m with 90% accuracy and a typewriting test at the speed of 40 w.p.m with 95% accuracy respectively within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

2. Committee Reporter – 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. 43, 565 – 9 x 755/ 6 x 930 – 55,940 /= (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.89,000 /=).

2.2 Job Description

Make a shorthand record of Parliamentary Committee proceedings and reproduce a full and correct report.

2.3 Age Limit

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

2.4 Educational Qualifications

- (a) Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.

(Relevant Medium of Language : Committee Reporter (English) - English Language)
And

Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus) / 03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting.

OR

- (b) Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.

(Relevant Medium of Language : Committee Reporter (English) - English Language)
And

Not less than 10 years of experience in the Post of Stenographer in a government/provincial government/ semi government organization.

2.5 Professional Qualifications

A certificate in shorthand & type writing / word processing issued by a recognized institution. (This certificate is not mandatory for applicant having more than 10 years of experience as a stenographer in a public/provincial public/semi government institution)

- (a) Shorthand – 110 w.p.m (90% accuracy)
Typewriting – 40 w.p.m (95% accuracy)
- (b) High proficiency in English Language and a wide general knowledge.
- (c) Knowledge in Sinhala and Tamil Languages and computer literacy will be an added qualification.

(d) **Terms and conditions for confirmation in the post:**

Selected candidates for the post of Committee Reporter (English) will have to pass a shorthand test at the speed of 120 w.p.m with 90% accuracy and a typewriting test at the speed of 40 w.p.m with 95% accuracy respectively within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

3. Stenographer - (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 initial monthly gross remuneration together with all the allowances will be approximately Rs.69,000 /=-)

3.2 Age Limit

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

3.3 Educational Qualifications

- (a) *Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.*

(Relevant Medium of Language : Stenographer (English) - English Language)

And

Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus) / 03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting.

OR

- (b) *Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.*

(Relevant Medium of Language : Stenographer (English) - English Language)

And

Not less than 10 years of experience in the Post of Stenographer in a government/provincial government/ semi government organization.

3.4 Professional Qualifications

A certificate in shorthand and type writing / word processing issued by a recognized institution. (This certificate is not mandatory for applicant having more than 10 years of experience as a stenographer in a public/provincial public/semi government institution)

- (a) *Shorthand – 100 w.p.m (90% accuracy)*
Typewriting – 40 w.p.m (95% accuracy)
- (b) *High proficiency in English Language and a wide general knowledge.*
- (c) *Knowledge in Sinhala and Tamil Languages and computer literacy will be an added qualification.*

- (d) **Terms and conditions for confirmation in the post:**

Selected candidates for the post of Stenographer (English) will have to pass a typewriting test at the speed of 40 w.p.m with 95% accuracy respectively within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

04. Method of Recruitment

Recruitment will be made through tests on shorthand speed, Language, editing and an Interview (at the shorthand speed test, candidates are expected to note down a passage in shorthand which is read at the relevant speed for the applied post, and to transcribe the same with 90 % of accuracy within the given period of time)

05. Terms and Conditions of Service

- (a) These posts are permanent. Pension entitlement pertaining to these posts will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to a three-year probation period. If a person who has been confirmed in Public / Provincial Public Service is selected, he / she will be appointed subject to an acting period of one year.*
 - (b) Selected candidates will be subject to Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.*
 - (c) Selected candidates should contribute to Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/ her salary with a percentage specified by the government and will be subject to a medical examination.*
 - (d) A Security Clearance Report with respect to the selected candidate will be obtained prior to his/her appointment.*
- 06.** *Applicants should attach the copies of the following certificates (**not originals**) to their applications. Originals of the certificates should be produced, only when called upon to do so.*
- a) Birth Certificate.*
 - b) Certificates of Educational Qualifications.*
 - c) Certificates confirming professional qualifications.*
 - d) Certificates confirming experience.*
- 07.** *Applicants serving in Public Service/Provincial Public Service/State Corporations/ Statutory Boards should send their applications through relevant Heads of Departments/ Institutions.*
- 08.** *Canvassing in any form will be a disqualification.*
- 09.** *Any information in the application found incorrect will result the applicant being disqualified if such inaccuracy is disclosed before selection, and to dismissal if disclosed after appointment.*
- 10.** *Applications received after the closing date or sent without copies of the above mentioned 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 form will also be rejected.*

Secretary-General of Parliament

**Parliament of Sri Lanka.
Sri Jayewardenepura Kotte.**

August 21, 2020