

Persons with following qualifications may apply :

An Attorney-at-Law or graduate of a recognized university or a Moulavi from any institution recognized by the Ministry in charge of the Muslim Religions and Cultural Affairs or a holder of the Al Alim Certificate issued by the Department of Education or holder of other suitable professional qualifications or retired principals of Government Schools.

Applicant should be persons of over 40 years of age and good character and standing in the community and possessing a sound knowledge of the law relating to Muslim Marriage and Divorce.

The selected candidate will be appointed for a period, which will be specified in the letter of appointment.

It is a legal requirement that a Quazi should reside in the area for which he is appointed. Applications on forms obtainable from this office, should be sent to reach me on or before 02nd December, 2005.

P. W. D. C. JAYATHILAKE,
Secretary,
Judicial Service Commission.

Office of the Judicial Service Commission,
P. O. Box. 573,
Hultsdorp,
Colombo 12.
25th October, 2005.

11-277

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 to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura, Kotte." on or before 02.12.2005 indicating the post applied for on the top left hand corner of the envelope.

1. *Stenographer — (Tamil) :*

- 1.1 *Salary Scale.*— Rs. 123,480 — 8x1,560/5x2,220/4x3,480—Rs. 160,980 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 17,000).

A stenographer on successful completion of ten years' satisfactory service will be eligible for promotion to the post of Senior Stenographer and placed on the salary scale of Rs. 133,080 — 1 x 2,460/11 x 3,480 — Rs. 173,820 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 22,700/-).

- 1.2 *Age Limit.*— Not less than 18 years and not more than 45 years of age as at 02.12.2005. (The age limit shall not apply to those already in the Public/Provincial Public Service/Corporation and Statutory Boards).

1.3 *Educational Qualifications.*—

- (a) G.C.E. (O/L) examination in six (6) subjects at one sitting with a Credit pass in Tamil ;
or

- (b) N.C.G.E. Examination in eight (8) subjects at one sitting with a credit Pass in Tamil.

Working knowledge of more than one Language and Computer literacy will be added qualifications.

1.4 *Professional Qualifications.*—

Shorthand	—	90 w.p.m.
Typewriting	—	25 w.p.m.

1.5 *Method of Recruitment.*—

Through tests in Shorthand/Language and an interview.

2. *Parliamentary Interpreter (English/Tamil/English) :*

- 2.1 *Salary Scale.*— Rs. 172,620—10 x 3,780/6 x Rs. 5,760 — Rs. 244,980 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 24,000).

A parliamentary interpreter on successful completion of Ten years' satisfactory service, will be eligible for promotion to the post of Senior Parliamentary Interpreter and placed on the salary scale of Rs. 195,300 — 5 x 3,780/3 x 5,760/ 5 x 8580— Rs. 274,380 (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 32,850).

- 2.2 *Age.*— Not less than 18 years and not more than 50 years of age as at 02.12.2005. (The age limit shall not apply to those already in the Public/Provincial Public Service/Corporations and Statutory Boards.)

2.3 *Educational Qualifications.*—

- (a) A Degree from a recognized university with credit passes in English and Tamil at the G.C.E. (O/L) Examination ;
or
(b) G.C.E (A/L) Examination with three subjects with credit passes in English and Tamil at the G.C.E. (O/L) Examination ;
or
(c) G.C.E. (O/L) Examination in not less than six subjects at not more than two sittings with credit passes in English and Tamil ;
or
(d) N.C.G.E. Examination in not less than eight subjects at one sitting with Credit passes in English and Tamil.

- 2.4 *Experience.*— Experience in language related fields such as Teaching, Interpreting, Translating or Mass Communication is essential. Ability to interpret from one language to the other with equal facility and ease is required.

- (i) Those who apply under 2.3 (a) above should have one years' experience.
(ii) Those who apply under 2.3 (b) above should have four years' experience.
(ii) Those who apply under 2.3(C) or 2.3(d) above should have seven years' experience.

- 2.5 *Method of Recruitment.*— Through tests in interpretation, translation and an interview.

3. *Post of Hansard Reporter (Sinhala) :*

- 3.1 *Salary Scale.*— Rs. 172,620 — 10 x 3,780/6 x 5,760 — Rs. 244,980 per annum. (On this scale the minimum montly remuneration with allowances will be approximately Rs. 24,000).

A Hansard Reporter on successful completion of ten years, satisfactory service will be eligible for promotion to the post of Senior Hansard Reporter and placed on the salary scale of Rs. 195,300 — 5 x 3,780/3 x 5,760/5 x 8,580 — Rs. 274,380 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 32,850).

- 3.2 *Age.*— Not less than 18 years and not more than 45 years of age as at 02.12.2005. (The age limit shall not apply to those already in the Public/Provincial Public Service/Corporations and Statutory Boards.)

3.3 *Educational Qualifications.*—

- (a) General Certificate of Education (Ordinary Level) Examination in not less than six (6) subjects a not more than two

sittings including a Credit Pass in Sinhala.

or

- (b) National Certificate of General Education examination in not less than eight (8) subjects at one sitting including a Credit Pass in Sinhala.

3.4 Professional Qualifications

- (a) Shorthand — 100 w.p.m.
Typewriting — 30 w.p.m.
- (b) High proficiency in Sinhala Language and a wide general knowledge.
- (c) Knowledge of English, Tamil Languages and computer literacy will be an added qualification.
- Note:-* Only those who possess the speed shown above in shorthand and Typewriting should apply.

3.5 *Method of Recruitment.*— Applicants will be required to appear for tests in Shorthand, Typewriting, Reporting, Language and an interview.

3.6 *Terms of Employment.*— Selected candidates for the post of Hansard Reporter (Sinhala) will have to pass a shorthand test at the speed of 10 w.p.m. with 90% 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 former post as the case may be.

4. Conditions of Service

- (i) These posts are permanent and the selected candidates will be eligible for a contributory pension under Contributory Pension Fund. The appointment in the first instance will be on probation for a period of three years. If a permanent and pensionable officer in the Public Service/Provincial Public Service who has been confirmed in his/her appointment is selected, he/she will be appointed on 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.
- (iii) *Selected candidates :-*
- (a) will have to contribute eight percent (8%) of his/her monthly earnings to the Contributory Pension Fund, while the contribution by the Government shall be an amount equivalent to twelve percent (12%) of his/her monthly earnings.
- (b) will have to contribute to the Widows' and Orphans' /Widowers' and Orphans' pension Fund, a percentage of his/her salary as determined by the Government. (This shall be applicable only to those who are already holding permanent and pensionable posts in Government Service.)
- (iv) Selected candidates will be subjected to a medical examination.
- (v) Security Clearance Reports will be obtained in respect of selected candidates before they are appointed.

5. Applicants should attach to their applications, copies (Not Originals) of the following certificates. Originals of the certificates should be produced when called upon to do so.

- (a) Birth Certificate ;
- (b) Certificate of Educational Qualifications ;
- (c) Certificate of professional Qualifications ;
- (d) Certificate of Experience ;
- (e) Two recent testimonials.

(Applicants already in Public Service/Provincial Public Service/Government Corporations and Statutory Boards need not attach copies of testimonials.)

6. Applicants in the Public Service/Provincial Public Service/Government Corporations and Statutory Boards should send applications through their respective Heads of Departments/Institutions.

7. Canvassing in any form will be a disqualification.

8. Applications received after the closing date of applications, sent without copies of the above mentioned certificates, and not forwarded through heads of Departments/Institutions will be rejected. Applications sent through Heads of Departments/ Institutions too, will be rejected if received after the closing date of applications and applications not prepared according to the specimen will also be rejected.

Secretary General of Parliament.

Parliament of Sri Lanka,
Sri Jayawardenepura Kotte,
27th October, 2005.

PARLIAMENT OF SRI LANKA

Application for a Post of.....

01. (a) Name with initials.——.

Mr./Mrs./Miss.——.

(b) Name denoted by initials.——.

02. (a) Address (Private) .——.

Telephone No .——.

(b) Address (Official) .——.

Telephone No. .——.

03. (a) Date of Birth (A copy of the birth Certificate should be attached) .——.

(b) Ages as at 02.12.2005 . Years.——, Months.——, Days.——.

04. Whether Married or Single .——.

05. Sex.——.

06. State whether a citizen of Sri Lanka.——.

07. National Identity Card No .——.

08. Educational Qualifications .——. (Copies of the certificates should be attached)

<i>Examination passed and years</i>	<i>Subjects</i>	<i>Grade</i>

09. Higher Educational qualifications .——. (Copies of the certificates should be attached)

(To be filled by the applicants who are applying for the Post of Parliamentary Interpreter).

(i) Degree and Year.——.

(ii) University .——.

10. (a) Speed in shorthand .——.
- (b) Speed in Typewriting.——.
- (To be filled by the applicants who are applying for the posts of Hansard Reporter and Stenographer).
11. Professional Qualifications .——. (Copies of the certificates should be attached)
12. Details of Present employment .——.
- (a) Name of the Institution and Address.——.
- (b) Present Post .——. Date of appointment .——.
- (c) Annual consolidated salary scale Rs.——.
- (d) Monthly consolidated salary Rs.——.
- (e) Monthly allowances .——.
13. Have you been convicted for a criminal offence in a Court of Law ?
If so, give details .——.
14. Have you served under the Government earlier ?
If so, give details, and reasons for termination of employment .——.
15. Copies of the following certificates (Not Originals) are attached :
P. S. Application not supported by copies of these certificates will be rejected.
- (a) Birth Certificate ;
- (b) Certificates of Educational Qualifications ;
- (c) Certificates of Professional Qualifications ;
- (d) Certificates of Experience ;
- (e) Two recent Testimonials.

(Applicants already in Public Service/provincial Public Service/Government Corporations and Statutory boards need not attach copies of testimonials).

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before selection or to be dismissed without any compensation if such detections is made after appointment.

_____,
Signature of the Applicant.

Date :——.

Certificate of Head of Department/Institution

(Only for applicants serving in the Public Service/provincial Public Service/Government Corporations/Statutory Boards).

Secretary -General of Parliament,

I recommend and forward the application of Mr./Mrs.Miss.....holding the post of.....in this institution. I certify that his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action. He/she can be released/cannot be released from service if selected for this post.

_____,
Signature of Head of Department/Institution
(Official Stamp)

Date :——.