

Posts - Vacant

REGISTRAR GENERAL'S DEPARTMENT.

Cancellation for the post of Registrar of Muslim Marriages

- Gampaha District,

I do hereby cancelled as follows, the post of Registrar of Muslim Marriages for Negombo area of the Aluthkuru Korale North Division under the Negombo Divisional Secretariat Division mentioned in the para - 04 of the Notice for calling applications for the post of Registrar of Muslim Marriages - Gampaha District, which was published by me in the *Gazette* No. 1424 of the Democratic Socialist Republic of Sri Lanka on Friday the 16th December, 2005.

<i>District</i>	<i>Division of Divisional Secretary</i>	<i>Division and Post for which applications were called</i>
Gampaha	Negombo	Post of Registrar of Muslim Marriages of the Aluthkuru Korale North Division (Negombo Area).

L. K. RATHNASIRI,
Registrar General.

Registrar General's Department,
Colombo 11,
30th December, 2005.

01-433

PARLIAMENT OF SRI LANKA

Post of Parliamentary Officer

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the Post of Parliamentary Officer on the Staff of the Secretary-General of Parliament.

Application 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 17.02.2006 indicating the Post of Parliamentary Officer on the top left-hand corner of the envelope.

01. *Salary scale.*— 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. 19,700).

Parliamentary Officer would be promoted to a post of Assistant Principal Officer if successful at the qualifying examination to be held at the end of 5 years of satisfactory service and the annual consolidated salary scale attached to that post is Rs. 140,640 - 9 x 3,480/4 x 3,780 - Rs. 187,080 (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 20,500).

02. *Age :*

- (i) Not less than 21 years and not more than 35 years as at 17.02.2006.
- (ii) The maximum age limit in respect of officers with not less than 10 years of satisfactory service in Government General Clerical Service/Provincial Clerical Service/Allied Services in Public Service or Provincial Public Service will be 40 years.

03. Educational Qualifications and Experience :

- (i) A Degree from a recognized University with :
 - (a) General Certificate of Education (Ordinary Level) Examination Six subjects with credit passes in Sinhala Language or Tamil Language, English Language or English Literature and Mathematics or Arithmetic at not more than two sittings ; or
 - (b) National Certificate of General Education Examination in eight subjects with credit passes in Sinhala Language or Tamil Language, English Language or English Literature and Mathematics or Arithmetic at one sitting.
- (ii) 10 years satisfactory service in Government General Clerical Service/Provincial Clerical Service/Allied Services in Public Service or Provincial Public Service along with the qualifications stated in 3(a) or 3(b) above.

Note.— Members of the Staff of the Secretary General of Parliament who have been confirmed in their posts and possess the educational qualifications stated in 3(a) or 3(b) above are also eligible to apply.

04. *Method of recruitment.*— Through a written test and an interview.

05. *Terms of Employment and conditions of service :*

- (i) This post is permanent and the selected candidates will be eligible for a contributory pension. The appointment in the first instance will be on probation for a period of three years. If a permanent 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 for the Post of Parliamentary Officer should acquire Computer Literacy and an ability to prepare a letter in English Language with not less than 250 words in 25 minutes and a letter in Sinhala Language/Tamil Language with not less than 150 words, in 25 minutes using a Word Processing Package (Microsoft Word) during the first year of probationary period/acting period.
- (iii) Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (iv) 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).
- (v) Selected candidates will be subject to a medical examination.
- (vi) Security Clearance Report will be obtained in respect of selected candidates before they are appointed.

06. Applicants should attach to their applications, copies (Not Original) 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.
- (e) Two recent testimonials.

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

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

08. Canvassing in any form will be a disqualification.

09. 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 Jayewardenepura, Kotte.
04th January, 2006.

PARLIAMENT OF SRI LANKA

APPLICATION FOR THE POST OF PARLIAMENTARY OFFICER

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) Age as at 17.02.2006 :
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>Examinations passed and years</i>	<i>Subjects</i>	<i>Grade</i>

09. Higher Educational qualifications (Copies of the certificates should be attached) :
(i) Degree and Year :———.
- (ii) University :———.
10. Professional Qualifications (Copies of the certificates should be attached) :———.
11. Details of present employment :
(a) Name of the Institution and Address :———.
- (b) Present Post :———. Date of appointment :———.
- (c) Annual consolidated salary scale :———.

(d) Monthly consolidated salary :_____.

(e) Monthly allowances :_____.

12. Have you been convicted for a criminal offence in a Court of Law ? If so, give details :_____.

13. Have you served under the Government earlier ? :_____.

If so, give details and reasons for termination of employment :_____.

14. Copies of the following certificates (Not originals) are attached :

P. S. Applications 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 detection 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 :_____.