

Posts – Vacant

PARLIAMENT OF SRILANKA

Post of Indexing Officer (English)

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Indexing Officer (English) 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 10.05.2004 indicating “Application for the post of Indexing Officer (English)” on the top left-hand corner of the envelope.

1.1 *Salary Scale.*— Rs. 100,440 — 9 x 2,460—4 x 2,700—Rs. 133,380 per annum. (On this scale, the minimum monthly remuneration with allowances will be approximately Rs. 16,542).

An Indexing Officer on successful completion of ten years satisfactory service, will be eligible for promotion to a post of Senior Indexing Officer and placed on the salary scale of Rs. 112,500 - 15 x 2,700 - Rs. 153,000 (On this scale, the minimum monthly remuneration with allowances will be Rs. 20,500)

1.2 *Age.*— Not more than 45 years of age as at 10.05.2004. (The age limit shall not apply to those already in the Public / Public Provincial Service/Corporation and Statutory Boards)

1.3 *Educational Qualifications and Experience.*—

- 1.3.1 (a) A Degree from a recognized University.
or
(b) G.C.E. (Advanced Level) Examination in four subjects at one sitting and five years’ experience in indexing.
- 1.3.2 Credit passes in English and Sinhala or Tamil Languages at the G. C. E (Ordinary Level) Examination or a higher qualification in English and Sinhala or Tamil. (Computer Literacy will be an added qualification).
- 1.3.3 Possess a wide General Knowledge

Note.—Members of the Staff of the Secretary-General of Parliament who have completed 10 years satisfactory service together with the educational qualifications stated in 1.3.1 (b) and 1.3.2 above are also eligible to apply.

- 1.4 *Method of Recruitment :*
Through a written Test and an Interview.

2. *Terms of Employment and Conditions of Service.*

- 2.1 This post is permanent and the selected candidate will be eligible for a contributory pension under the

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.

- 2.2 The selected candidate will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.

- 2.3 Selected candidate will have to contribute to

- (a) The Contributory Pension Fund, eight percent (8%) of his/her monthly earnings while the contribution by the Government shall be an amount equivalent to twelve percent (12%) of his/her monthly earnings.

- (b) The Widows’ and Orphans’/Widowers’ and Orphans’ Pension Fund, a percentage of his/her salary as determined by the Government.

(This may be applicable only to those who are already holding a permanent and pensionable posts in Government Service).

He/she will also be subject to a medical examination.

- 2.4 Security clearance report will be obtained in respect of selected candidate before he/she is appointed.

3. 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) Certificates of Experience;
(d) Two recent testimonials to applicant’s character.

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

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

5. Canvassing in any form will be a disqualification.

6. Application received after the closing date of applications, sent without copies of the abovementioned 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 and applications not prepared according to the specimen will also be rejected.

Secretary General of Parliament.

Parliament of Sri Lanka,
Sri Jayawardanepura Kotte,
09th April, 2004.

PARLIAMENT OF SRI LANKA

APPLICATION FOR THE POST OF INDEXING OFFICER (ENGLISH)

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 10.05.2004 :
Years : _____; Months : _____; Days : _____;
04. Whether Married or Single : _____;
05. Sex : _____;
06. State whether a citizen of Sri Lanka : _____;
07. National Identity Card No : _____;
08. Academic qualifications (Copies of the certificate should be attached)
 - i. Degree & year : _____;
 - ii. University : _____;
 - iii. Subjects : _____;
09. Experience in the Public Service/Provincial Public Service/Allied Services :

Post	Institution	Date of Appointment
.....
.....
.....
10. 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 : _____;

11. Have you been convicted of a criminal offence in a Court of Law ?
If so, give details : _____;
12. Have you served under the Government earlier? : _____;
If so, give details, and reasons for termination of employment : _____;
13. 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 Experience;
- (d) Two recent testimonials.

(Applicants already in Public Service/Provincial Public Service/ Government Corporations and Statutory Board 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 recommended and forward the application of Mr./Mrs/Miss holding the post ofin 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 : _____.

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