

Posts - Vacant

PARLIAMENT OF SRILANKA

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 the registered cover to reach the Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte, on or before 18.01.2005, indicating the post applied for on the top left-hand corner of the envelope.

1.0 Systems Engineer (Number of Posts — 01)

1.1 *Salary Scale*.—Rs. 159,060—3 x 2,700 / 2 x 4,080 / 7 x 6,120—Rs. 218,160 per annum. (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 25,000).

1.2 *Age Limit*.—Not less than 25 years and not more than 45 years as at 18.01.2005.

1.3 *Responsibilities*.—within delegated authority, the Systems Engineer will be responsible for the following duties :

- * Be actively involved in all stages of software development projects (*e.g.* systems analysis, designing, programming, testing and maintenance, etc.) ;
- * Operate and maintain the ICT infrastructure including computer hardware ;
- * Evaluate and take action to maintain and upgrade the organization's computing environment for effective systems software, systems development, application software, Databases and security procedures ;
- * Develop technical specifications/cost proposals for procurement/contractual services, oversee the technical evaluation of bids and proposals received, monitor the procurement process and manage the contract services ;
- * Provide professional leadership and work direction to assigned project teams, and supervise the work of junior staff and other personnel ;
- * Perform other related duties as required.

1.4 *Qualifications*.—A Bachelors degree in Computer Engineering/ Science or IT from a University recognized by the University Grants Commission of Sri Lanka.

1.5 *Work Experience*.—At least four years of progressively responsible professional experience in development of online information systems, network/database administration and technical report writing required. Experience in both public and private sector organizations preferred.

1.6 *Other Skills*.—Recognized professional certification such as MCSA/MCSE, CCNE preferred.

Note.—Those members of the staff of Parliament who are in the service as Systems Analyst and having five years of work experience are also eligible to apply.

1.7 *Method of Recruitment* .— Through a written test and an interview.

02. *Web Editor (English/Sinhala)* —(Number of Posts—01)
Web Editor (English/Tamil) —(Number of Posts—01)

2.1 *Salary Scale*.—Rs. 112,500—15 x 2,700—Rs. 153,000 per annum. (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 18,300). A Web Editor in successful completion of ten years satisfactory service will be eligible for promotion to the post of Senior Web Editor and placed on the salary scale of Rs. 123,300—10 x 2,700 / 6 x 4,080—Rs. 174,780. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 19,800).

2.2 *Age Limit*.—Not less than 20 years and not more than 45 years as at 18.01.2005.

2.3 Responsibilities :

- * Coordinate with users and obtain a clear perception of their requirements and develop the website's content ;
- * Conduct research and gather background material ;
- * Plan and organize material and write draft manuscripts ;
- * Develop modifications/additions as required to the existing website ;
- * Perform other related duties as required.

2.4 *Qualifications*.—G.C.E. (A/L) Examination in 4 subjects at one sitting.

One year diploma in IT conducted by NIBM or SLIIT or equivalent qualifications.

Web Editor (English/Sinhala)

- * Proficiency in Sinhala and English languages.

Web Editor (English/Tamil)

- * Proficiency in Tamil and English languages.

2.5 *Work Experience*.—A minimum of two years work experience in the capacity of Web editor/developer. Knowledge and experience in Java, Scripting languages such as Java Script, VB Script, PHP, ASP and Data base management system such as MS SQL server, My SQL, Oracle, and Web servers such as Apache, IIS required.

2.6 *Other Skills*.—Proficiency in all three languages (Sinhala, Tamil and English) and professional certification in web development tools would be an advantage.

2.7 *Method of Recruitment*.—Through a written test and an interview.

3.0 Parliamentary Interpreter :

- (A) Parliamentary Interpreter - (Sinhala/English/Sinhala)
(No. of vacancies - 02)
- (B) Parliamentary Interpreter - (English/Tamil/English)
(No. of vacancies - 01)

(C) Parliamentary Interpreter - (Sinhala/Tamil/Sinhala)
(No. of vacancies - 01)

3.1 *Salary Scale.*-Rs. 123,300 - 10x2,700-6x4,080-174,780 per annum. (On this scale, the minimum monthly remuneration with allowances will be approximately Rs. 19,800)

A Parliamentary Interpreter on successful completion of ten years satisfactory service, will be eligible for promotion to a post of Senior Parliamentary Interpreter and placed on the salary scale of Rs. 139,500 - 5 x 2,700 - 3 x 4,080 - 5 x 6,120 - 195,840 (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 24,100)

3.2 *Age Limit.*—Not less than 22 years and not more than 50 years of age as at 18.01.2005

3.3 *Educational Qualifications :*

- (a) A Degree from a recognized University with credit passes in Sinhala & English or Sinhala & Tamil or English & Tamil in the relevant language stream at the G. C. E. (O/L) Examination.

or

- (b) G. C. E. (A/L) Examination with four subjects with credit passes in Sinhala & English or Sinhala & Tamil or English & Tamil in the relevant language stream 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 Sinhala & English or Sinhala & Tamil or English & Tamil in the relevant language stream.

or

- (d) N. C. G. E. Examination in not less than eight subjects at one sitting with credit passes in Sinhala & English or Sinhala & Tamil or English & Tamil in the relevant language stream.

3.4 *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 3.3 (a) above should have one-years' (1) experience.
(ii) Those who apply under 3.3 (b) above should have four (4) years' experience.
(iii) Those who apply under 3.3 (c), and 3.3 (d) above should have seven (7) years' experience.

3.5 *Method of Recruitment.*—Though tests in interpretation, translation and interview.

4.0 Stenographer - (Tamil) - (No. of Vacancies - 05)

4.1 *Salary Scale.*—Rs. 84,480 - 13 x 1,560 / 4 x 2460,- 114,600 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 14,215)

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. 94,080 - 1 x 1,560 / 11 x 2460 - 122,700 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 16,890)

4.2 *Age Limit.*—Not less than 22 years and not more than 45 years of age as at 18.01.2005.

4.3 *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.

4.4 *Professional Qualifications :*

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

4.5 *Method of Recruitment.*—Through tests in Short hand / Language and an Interview.

5.0 Translator - (English/Tamil/English) - (No. of Vacancies - 02)

5.1 *Salary Scale.*—Rs. 84,480-13x1,560/4x2,460-114,600 per annum. (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 14,215)

A Translator on successful completion of ten years satisfactory service will be eligible for promotion to the post of Senior Translator and placed on the salary scale of Rs. 94,080-1x1,560/11x2460-127,700 (On this scale the minimum monthly remuneration with allowances, will be approximately Rs. 16,890)

5.2 *Age.*—Not less than 22 years and not more than 45 years of age as at 18.01.2005.

5.3 *Educational Qualifications :*

- (a) G. C. E. (O/L) Examination in not less than six subjects at not more than Two sittings with credit passes in Tamil & English.

or

- (b) N. C. G. E. Examination in not less than eight subjects at one sitting with credit passes in Tamil & English.

5.4 *Experience.*—5 years experience as a Translator in a Government or any other recognized institution.

Note.-5.4 will not apply to those with 10 year's experience in Parliament service.

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

6.0 Technical Officer (Electrical) (Number of Posts-01)

6.1 *Salary Scale.*—Rs. 94,080 - 1x1,560/11x2,460 - 122,700 per annum. (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 15,700) A Technical Officer on successful completion of ten years satisfactory service will be eligible for promotion to a post of Senior Technical Officer and placed on the salary scale of Rs. 100,440 - 9 x 2,460/4x2,700 - 133,380. (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 16,550)

6.2 *Age Limit.*—Not less than 25 years and not more than 45 years as at 18.01.2005.

6.3 *Educational Qualifications.*—G. C. E. (A/L) Examination in 4 (four) subjects in one sitting.

or

G. C. E. (A/L) Examination in 3 (three) subjects in one sitting with 12 years of service experience in the Staff of Parliament.

6.4 Professional Qualifications :

- (i) National Diploma in Technology (NDT) Electrical/ Electronics/Telecommunication.

or

- (ii) Higher National Diploma in Engineering (HNDE) in Electrical/Electronics/Telecommunication.

or

- (iii) National Diploma in Engineering (NDES) in Electrical/ Electronics/Telecommunication.

or

- (iv) Diploma in Technology of the Open University in Electrical/ Electronics/Telecommunication.

6.5 *Method of Recruitment.*—Through a trade/written test and an interview.

7.0 Air-conditioning and Refrigeration Technician (Number of Posts-02)

7.1 *Salary Scale.*—Rs. 69,480 - 9 x 1,320/ 13 x 1,560 - 101,640 per annum. (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 11,864) An Air Conditioning and Refrigeration Technician on successful completion of ten years satisfactory service will be eligible for promotion to a post of Senior Air Conditioning and Refrigeration Technician and placed on the salary scale of Rs. 74,760 - 5 x 1,320 / 16 x 1,560 - 106,320 (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 12,800)

7.2 *Age Limit.*—Not less than 25 years and not more than 35 years as at 18.01.2005.

7.3 Educational Qualifications :

- (i) G. C. E. (O/L) Examination in 06 (Six) subjects including Mathematics with 03 (three) credit passes in not more than two sittings.

7.4 Professional Qualifications :

- (i) Successful completion of two and a half year full time study course on Air-conditioning and Refrigeration conducted by National Apprentice & Industrial Training Authority.

or

- (ii) Successful completion of three year full time study course on Air-conditioning and Refrigeration conducted by Ceylon-German Technical Training Institute (CGTTI)

7.5 Experience

- (iii) Experience of 05 years or more in the relevant field at a reputed institution.

7.6 *Method of Recruitment.*—Through a trade/written test and an interview.

8.0 Assistant Store Keeper (Technical) (Number of Posts-01)

8.1 *Salary Scale.*—Rs. 74,760 - 5x1,320 / 16x1,560 - 106,320 per annum. (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 12,800) An Assistant Store Keeper (Technical) on successful completion of ten years satisfactory service will be eligible for promotion to a post of Senior Assistant Store Keeper (Technical) and placed on the salary scale of Rs. 84,480- 13x1,560/4x2,460-114,600 (On this scale, the minimum monthly remuneration, with allowances will be approximately Rs. 14,200)

8.2 *Age Limit.*—Not less than 20 years and not more than 30 years as at 18.01.2005.

8.3 Educational Qualifications :

- (i) G. C. E. (O/L) Examination in 06 (six) subjects including Mathematics/Arithmetic, Sinhala/Tamil Language & English Language with 03 (three) credit passes in not more than two sittings.

8.4 Professional Qualifications :

- (i) A First/Second Division Pass in Store Keeping Study Course conducted by the Institute of Supply and Materials Management.

or

- (ii) A Third Division Pass or a higher level pass in Stores Management Study Course conducted by the Institute of Supply and Materials Management.

9.6 Canvassing in any form will be a disqualification.

9.7 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.

Secretary General of Parliament.

Parliament of Sri Lanka,
Sri Jayawardenepura Kotte.
03rd December, 2004.

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PARLIAMENT OF SRI LANKA

Application for a Post of

01. (a) Name with initials : Mr/Mrs./Miss :_____.

- (b) Name if full :_____.

(a) Private : _____.
Telephone No. : _____.

- (b) Official : _____.
Telephone No. : _____.

03. (a) Date of Birth :_____.

- (b) Age as at 18.01.2005:
- 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 :

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

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

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

09. Academic qualifications :

- i. Degree :_____.
- ii. Year :_____.
- iii. University :_____.

(To be filled by the applicants for the Post of Parliamentary Interpreter)

the particulars furnished by him/her in the application are correct. He/she can be released/cannot be released from service if selected for a post of

Signature of Head of Department/Institution
(Official stamp)

Date :_____.

10. (a) Speed in Shorthand :_____.

(b) Speed in Typewriting :_____.

(To be filled by the applicants for the post of Stenographer)

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11. Professional Qualifications :_____.

12. Experience :_____.

13. 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.

14. Have you been convicted of a criminal offence in a Court of Law ?

If so, give details :_____.

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

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

16. 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

RECRUITMENT TO THE POST OF NUTRITIONIST IN THE DEPARTMENT OF HEALTH

APPLICATIONS are invited for the post of Nutritionist at the Sri Lanka National Hospital in the Department of Health. Applications prepared as per specimen form attached, should be sent under registered cover to reach the Director General of Health Services, No. 385, Suwasiripaya, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before 10.01.2005.

The words "the Post of Nutritionist" should be written on the top left hand corner of the envelope enclosing the application.

2. *Annual Salary Scale.*—Rs. 72,240 — 15 x 2,460 — 109,140 (As per P. A. Circular No. 2/97 - III).

3. *Age Limit.*—Should be not less than 22 years and not more than 40 years (The upper age limit will not apply to those who are already in the Public Service).

4. *Educational and other Qualifications.*—Should have 1st or 2nd Class B.Sc. Degree from a recognized University with Chemistry as a subject.

and

A training in Food Technology and qualified from Home Economy or Home Science.

5. *Terms of Recruitment.*—After calling for applications, those who possess basic qualifications will be subjected to a competitive examination and recruitment to the post will be made in terms of Public Administration Circular No. 15/90 of 08.03.1990.

6. *Terms of Engagement.*—The post is permanent and pensionable, should contribute to the Widows Widowers Orphans Pension Scheme.

7. Applications of those who are already in Public Service should be sent through the Head of the relevant Department.

8. Applications will not be acknowledged. Applications which do not confirm in every manner to the requirement of this notification will be rejected.

R. MALIGASPE,
Secretary,

Ministry of Health Care Nutrition and
Uva - Wellassa Development.

Ministry of Health Care Nutrition and
Uva - Wellassa Development,
No. 385, Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
01st December, 2004.