

Posts - Vacant

PARLIAMENT OF SRI LANKA

Post of Hansard Reporter (Sinhala)

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for 03 vacant posts of Hansard Reporter (Sinhala) 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 30.07.2004, indicating "Application for the Post of Hansard Reporter" on the top left-hand corner of the envelope.

1. Salary Scale :

- 1.1 Rs. 123,300-10 x 2,700/6 x 4,080 - Rs. 174,780 per annum.
(On this scale the minimum monthly remuneration with allowances will be approximately Rs. 19,770).

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. 139,500 - 5 x 2,700/3 x 4,080/5 x 6,120 - Rs. 195,840 per annum. (On this scale the minimum monthly remuneration with allowances will be approximately Rs. 24,970).

1.2 Age :

Not less than 18 years and not more than 45 years of age as at 30.07.2004. (The age limit shall not apply to those already in the Public/Provincial Public Service/ Corporations and Statutory Boards).

1.3 Educational Qualifications :

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

1.4 Professional Qualifications :

- (a) Shorthand - 110 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.

- 1.5 *Method of Recruitment.*— Applicants will be required to appear for tests in Shorthand, Typewriting, Reporting, Language 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' an 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 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) Certificates of Educational qualifications ;
- (c) Certificates of Experience ;
- (d) Certificates of Professional Qualifications ;
- (e) Two recent testimonials to applicant's character. (Applicants already in 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, and a copy of the application should be send to this institution direct before the closing date of the applications.

5. Canvassing in any form will be a disqualification.

6. 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 and applications not prepared according to the specimen will also be rejected.

Secretary General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
01st July, 2004.

PARLIAMENT OF SRI LANKA

APPLICATION FOR THE POST OF HANSARD REPORTER (SINHALA)

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

(b) Name in full:_____.

02. Address:—

(a) Private:_____.

(Telephone No. :_____.)

(b) Official:_____.

(Telephone No. :_____.)

03. (a) Date of Birth:_____.

(b) Age as at 30.07.2004 :

Years:_____, Months :_____, Days :_____.

(a copy of the Birth Certificate should be attached.)

04. Whether Married or Single:_____.

05. Sex:_____.

06. State whether a citizen of Sri Lanka:_____.

07. National Identity Card No.:_____.

08. Educational Qualifications:—

Examinations passed and years	Subjects	Grade

09. (a) Speed in Shorthand:_____.

(b) Speed in Typewriting:_____.

10. Professional Qualifications:_____.

11. Experience:_____.

12. 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:_____.

13. Have you been convicted of 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. 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 applications 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 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 :_____.

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"
EFFECTIVE AS FROM JANUARY 01, 1995**

(Issued every Friday)

1. All notices and Advertisements are published at the risk of the Advertisers.
2. All notices and Advertisements by Private Advertisers may be handed in or sent direct by post together with full payments to **the Government Printer, Government Press, Colombo 8.**
3. The office hours are from 9.00 a.m. to 4.45 p.m.
4. Cash transactions will be from 9.30 a.m. to 3.30 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent direct by post should be accompanied by Money order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale for charges for notices and Advertisements is as follows from January 01, 1995 :-**

	<i>Rs. c.</i>
One inch or less	51 0
Every addition inch or fraction thereof	51 0
One column or 1/2 page of <i>Gazette</i>	504 0
Two columns or one page of <i>Gazette</i>	1,008 0

All fractions of an inch will be charged for at the full inch rate.

11. The "**Gazette of the Democratic Socialist Republic of Sri Lanka**" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Government Press, Colombo 8**, as shown in schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.

**13. *REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 1995
(Govt. Gazette Annual)**

	<i>Local</i>	<i>Foreign</i>
	<i>Rs. c.</i>	<i>Rs. c.</i>
Whole of Part I (3 sections together)	1,612 0	2,098 0
Parts II to VI (Each Part)	572 0	745 0
Section I	520 0	1,007 0
Section II (Advertising, Vacancies, Tenders Examinations etc.)	624 0	1,009 0
Section III	468 0	907 0
Extraordinary Gazette	3,360 0	4,422 0

Subscription to the "Gazette of the Democratic Socialist Republic of Sri Lanka" are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

*** Rates for Single Copies if available in stock**

	<i>Price</i>	<i>Postage (Local)</i>
	<i>Rs. c.</i>	<i>Rs. c.</i>
(A) Part I	31 0	5 0
Parts II to VI (Each Part)	11 0	5 0
(B) Section I	10 0	5 0
Section II	12 0	5 0
Section III	9 0	5 0

All remittances should be made in favour of the Superintendent, Government Publications Bureau, No. 32, Lotus Road, Colombo 01, who is responsible for booking subscriptions and for sale of single copies.

IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

The Government Printer does not accept payments of subscription for the Government Gazette. Payments should be made direct to the Superintendent, Government Publications Bureau, No. 32, Lotus Road, Colombo 01.

Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer and not by the Superintendent, Government Publications Bureau.

Schedule

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
	2004					
JULY	01.07.2004	Thursday	—	18.06.2004	Friday	12 noon
	09.07.2004	Friday	—	25.06.2004	Friday	12 noon
	16.07.2004	Friday	—	01.07.2004	Thursday	12 noon
	23.07.2004	Friday	—	09.07.2004	Friday	12 noon
	30.07.2004	Friday	—	16.07.2004	Friday	12 noon
AUGUST	06.08.2004	Firday	—	23.07.2004	Friday	12 noon
	13.08.2004	Friday	—	30.07.2004	Friday	12 noon
	20.08.2004	Friday	—	06.08.2004	Friday	12 noon
	27.08.2004	Friday	—	13.08.2004	Friday	12 noon
SEPTEMBER	03.09.2004	Friday	—	20.08.2004	Friday	12 noon
	10.09.2004	Friday	—	27.08.2004	Friday	12 noon
	17.09.2004	Friday	—	03.09.2004	Friday	12 noon
	24.09.2004	Friday	—	10.09.2004	Friday	12 noon

NEVILLE NANAYAKKARA,
Government Printer.

Department of Government Printing,
Colombo 08,
January 01, 2004.