



Parliament of Sri Lanka Vacancies

Applications are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the following vacant posts on the staff of Secretary-General of Parliament as below.

Applications prepared in accordance with the specimen given below should be sent only under registered cover along with the copies of certificates of educational/ professional, and service experience, to reach the "**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**" on or before **01.12.2025** indicating the post applied for, on the top left-hand corner of the envelope. (This information is found on the website: www.parliament.lk)

1. Post of Library Assistant (No. of vacancies - 03)

1.1 Salary Scale

According to the Schedule I of the Management Services Circular 04/2025 dated 25.03.2025, the monthly salary scale for this post is Rs. 51,020-11x590/10x680- 64,310/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 89,000/=)

1.2 Age Limit

Not less than 18 years and not more than 40 years of age as at the closing date for applications. (The upper age limit shall not apply to those who are already confirmed in Public/ Provincial Public Service).

1.3 Qualifications

1.3.1 Educational: Having passed the G.C.E.(O/L) examination in six subjects including credit pass for Sinhala/Tamil and English and pass for Mathematics not more than in two sittings.

1.3.2 Vocational: Completed Part I of the Diploma in Library and Information Science offered by a University recognized by the University Grants Commission (UGC) / government recognized institution.

1.3.3 Experience: Not less than five years satisfactory service in public/Parliament library.

1.4 Method of Recruitment

On the merit of the written/trade test and an interview conducted by the appointing authority.

1.5 Evaluation Procedure

1.5.1 Written/Trade Test: The written/trade test evaluates the applicants' knowledge and understanding of the job responsibilities. The maximum attainable score for the test will be hundred (100) marks.

1.5.2 Interview: The qualifications of the applicants are evaluated by an interview board appointed by the Secretary-General of Parliament.

1.5.3 Applicants are invited for the interview based on the marks obtained at the Written /Trade Test and at the interview, marks will be given considering the following criteria. The maximum attainable score for the interview will be hundred (100) marks.

i	Additional Educational and Professional Qualifications
ii	Computer Literacy
iii	Work Experience
iv	Communication and Language Skills
V	Performance at the Interview

2. Post of Receptionist (No. of vacancies - 03)

2.1 Salary Scale: - According to the Schedule I of the Management Services Circular 04/2025 dated 25.03.2025, the monthly salary scale specified for this post is Rs. 51,020-11x590/10x680-64,310/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 89,000/-)

2.2 Age Limit: - Should be not less than 18 years and not more than 35 years of age by the closing date for applications. (The upper age limit shall not apply for members of the staff of Secretary-General of Parliament)

2.3 Educational Qualifications: - Having passed the G.C.E. (O/L) examination in six subjects with five credit passes including credit pass for Sinhala/Tamil, Mathematics and English in one sitting.

2.4 Vocational Qualifications: - A diploma certificate for English language issued by a University/ any other institution recognized by the government of which the duration is not less than one year;

and

A certificate for Computer literacy from a recognized institution.

- Ability to communicate in Sinhala, Tamil and English languages and other foreign languages is preferred.

2.5 Experience: - At least 1 year experience as a Receptionist/Customer Care Officer in a recognized institution.

Exception:

Members of the staff of the Secretary General of Parliament who have completed a satisfactory service of not less than 10 years and are on salary groups A, B and C need not have to fulfill qualifications specified in 2.5 above.

2.6 Method of Recruitment:- On the merit of the written, oral test and an interview.

(a) Written Test

Test	Subject Areas Tested
Written Test	English Language Proficiency and General Knowledge

(b) Interview

Applicants who pass the written examination will be called for an interview, at which marks will be awarded according to the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

	Criteria
1	Additional Educational and Professional Qualifications
2	Subject Knowledge, Communication skills and Experience
3	Computer Literacy
4	Personality and Performance at the interview
5.	Attendance, Seniority and Performance (For internal applicants)

3. Post of Driver – [No. of vacancies - 02]

3.1 Salary Scale

According to the Schedule I of the Management Services Circular No: 04/2025 dated 25.03.2025, the monthly salary scale for this post is Rs. 51,020 – 11 x 590 / 10 x 680 – 64,310/-. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 89,000/-).

3.2 Age Limit

Should not be less than 25 years and not more than 40 years of age as at the closing date of the application. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public Service)

3.3 Educational Qualifications

Having passed the G.C.E. (O/L) examination in six subjects including Sinhala/ Tamil not more than in two sittings.

3.4 Vocational Qualifications

Should have a valid license to drive all classes of vehicles, including heavy vehicles. (Applicants should be able to perform minor vehicle repairs. Preference will be given to those who have knowledge of motor mechanics and who are willing to work on holidays, weekends, and outside normal working hours.)

3.5 Experience

Not less than five years working experience as a Driver in a government / recognized institution.

3.6 Method of Recruitment

Through a written / practical test and an interview.

3.7 Test Method

Only applicants who meet the basic eligibility requirements will be invited to the next stage of the recruitment process.

(a) Written/ Practical tests

Written/ practical test will be conducted by a supervisory board appointed by the Secretary-General of Parliament or by a selected vocational training institution, where the qualifications of the applicants will be tested in the following subject areas.

Test	Subject Areas being Examined	Maximum Marks
Written	Knowledge of motor traffic regulations/ Knowledge of motor mechanics/ General knowledge	100
Practical	Driving proficiency and physical fitness	100

(b) Interview

Candidates who have passed the written/ practical test, will be called for an interview. Marks will be awarded during the interview based on the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

Serial No	Criteria
1	Professionalism and Interpersonal Skills
2	Work Experience
3	Language and Communication skills
4	Attitude and Personality
5	Ability to work on weekends and holidays

4. Terms and Conditions of Services

- (i) These posts are permanent and pensionable. Pension entitlement pertaining to these posts will be determined according to policy decisions taken by the Government in future. Appointment will be made subjected to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in Government/provincial Public Service is selected, he/she will be appointed subject to an acting period of one year.
- (ii) Selected candidates shall abide by the Financial and Departmental Regulations applicable to the staff of the Secretary-General of Parliament.
- (iii) Selected candidates should contribute to Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv) Selected candidates will be subjected to a medical examination.
- (v) A Security Clearance Report in respect of the selected candidate will be obtained prior to his/her appointment.

5. Applicants should attach the copies of the following certificates (not originals) to their applications and original certificates should be produced, only when called upon to do so;
 - a. Birth Certificate.
 - b. Certificates of Educational Qualifications.
 - c. Certificates of Professional Qualifications.
 - d. Certificates of Experience.
6. Applicants for the Driver position are required to submit a copy of a valid driving license for all types of vehicles, alongside the certificates listed in sections 5 (a) through (d).
7. Applicants serving in the Public/Provincial Public Service should send their applications through relevant Heads of Departments/Institutions.
8. Canvassing in any form will be a disqualification for these posts.
9. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.
10. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments/ Institutions will be rejected. Applications sent through Heads of Departments/Institutions but received after the closing date, and applications not prepared in accordance with the specimen form will also be rejected.

Kushani Rohanadeera
Secretary-General of Parliament

Parliament of Sri Lanka.
Sri Jayewardenepura Kotte.
10 November 2025



PARLIAMENT OF SRI LANKA
Specimen Application Form
Post of

01. (a) Name with initials (in Sinhala/Tamil):.....
.....
(b) Names denoted by initials (in Sinhala/Tamil) :
.....
(c) Full Name (in block Capitals): Mr./Mrs./ Miss

02. N.I.C

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03. (a) i). Private Address:
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ii). Telephone No:

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iii). Whatsapp No:

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iv). E-mail address:

- (b) i). Official Address:
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ii). Official Telephone No:

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- (c) Please indicate the address the admission to be posted
Private ☐ Office ☐

04. (a) Date of birth:(A copy of the birth certificate should be attached)

(b) Age as at closing date for applications: Years: Months: Days:

05. Civil Status: (Married/ Unmarried)

06. Gender: (Male/ Female)

07. State whether a citizen of Sri Lanka: (Yes/ No)

08. Educational Qualifications and Experience: (Copies of the certificates should be attached)

G. C. E. (O/L)		
Subjects	Pass	Year
Sinhala/Tamil		
English		
Mathematics		

Experience (Copies of the certificates should be attached)		
Institution	Post	Service Period

09. Professional/ Vocational Qualifications (copies of the certificates should be attached):

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10. Details of Present Employment:

- (a) Name and Address of the Institution:
(b) Present Post:
(c) Date of First Appointment:
(d) Monthly basic Salary:
(e) Allowances:
(f) Gross Salary:

11. Have you been convicted for a criminal offence by a Court of Law? (Yes/ No)

If yes, give details:
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12. Have you served under the Government before? (Yes/ No)

If yes, give details:
.....

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

Date:

.....
Signature of the Applicant

Certification of Head of Department/Institution

(Only for applicants serving in the Public Service/Provincial Public Service)

Secretary-General of Parliament,

I recommend and forward the application of Mr/Mrs/Miss holding the post of in this Institution. I certify that he/she has been confirmed in the post. His/Her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post. (Please strike through the irrelevant words.)

.....
Date:

.....
Signature of Head of Department/Institution
(Official Stamp)