



## Parliament of Sri Lanka Vacancies

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 along with the copies of certificates to prove educational, professional qualifications and experience under registered cover only to reach the **"Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte"** on or before **22.08.2025** indicating the post applied for, on the top left-hand corner of the envelope. (This advertisement also available on the website: **www.parliament.lk**)

**N.B. : Candidates who wish to apply for more than one post should submit separate applications for each post.**

- 01. Hansard Reporter (Sinhala) (01 Vacancy)**  
**Hansard Reporter (Tamil) (01 Vacancy)**  
**Hansard Reporter (English) (04 Vacancies)**

### 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. 81,610 – 3 x 1,360/ 13 x 1,850 – 109,740/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 116,000/=)

### 1.2 Age Limit

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public Service).

### 1.3 Educational Qualifications

- (a) Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus)/ 03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting, with a pass in Mathematics and a credit pass in the relevant language at G.C.E. (O/L) Examination.

**OR**

- (b) Should have passed not less than 06 subjects including Mathematics at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language in not more than two sittings.

**(Relevant Medium of Language:** Hansard Reporter (Tamil) - Tamil Language / Hansard Reporter (English) - English Language/ Hansard Reporter (Sinhala) – Sinhala Language

#### **1.4 Professional Qualifications**

A certificate in shorthand & type writing / word processing issued by a government/ recognized institution. (This certificate is not mandatory for applicants having more than 10 years of experience as a stenographer in the government/ semi government institution)

Applicants should process following speeds in shorthand and word processing.

##### **1.4.1. Hansard Reporter (Sinhala)**

Shorthand	- 110	w.p.m.(90% accuracy)
Typewriting	- 30	w.p.m.(95% accuracy)

##### **1.4.2. Hansard Reporter (Tamil)**

Shorthand	- 110	w.p.m.(90% accuracy)
Typewriting	- 30	w.p.m.(95% accuracy)

##### **1.4.3. Hansard Reporter (English)**

Shorthand	- 120	w.p.m.(90% accuracy)
Typewriting	- 40	w.p.m.(95% accuracy)

#### **(2) Committee Reporter (English) (04 Vacancies)**

##### **2.1 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. 74,810 – 9 x 1,360/ 6 x 1,670 – 97,070/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 109,000/=)

##### **2.2 Age Limit**

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public service).

##### **2.3 Educational Qualifications**

Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus) / 03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting, with a pass in Mathematics and a credit pass in English language at G.C.E. (O/L) Examination.

**Or**

Should have passed not less than 06 subjects including Mathematics at General Certificate of Education (O/L) Examination with 05 credit passes including English language in not more than two sittings.

## 2.4 Professional Qualifications

A certificate in shorthand and typewriting / word processing issued by a government / recognized institution. (This certificate is not mandatory for applicants with ten years experience as a stenographer in the government / semi government institution.)

Applicants should process following speeds in shorthand and word processing

Shorthand – 110 w.p.m (90% accuracy)  
Word Processing – 40 w.p.m (95% accuracy)

### (3) Terms and conditions for confirmation in the posts

Selected candidates for the above posts will have to pass a Typewriting /word processing test within a period of one year from the date of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

### (4) Method of Recruitment

Recruitment will be made through tests on shorthand speed, Language, editing and an Interview (at the shorthand speed test, candidates are expected to note down a passage in shorthand which is read at the relevant speed for the applied post, and to transcribe the same with 90 % of accuracy within the given period of time)

**4.1** Marks will be given at the interview considering the following criteria;

i	Additional Education and Professional Qualifications
ii	Language & Communication Skills
iii	General Knowledge on Current Affairs
iv	Performance at the Interview

### (5) Terms and Conditions of Service

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

- (6) Applicants should attach the copies of the following certificates **(not originals)** to their applications. Originals of the certificates should be produced, only when called upon to do so.
- a) Birth Certificate.
  - b) Certificates of Educational Qualifications.
  - c) Certificates confirming professional qualifications.
  - d) Certificates confirming experience.
- (7) Applicants serving in Public Service/Provincial Public Service should send their applications through relevant Heads of Departments/ Institutions.
- (8) Canvassing in any form will be a disqualification.
- (9) Any information in the application found incorrect will result the applicant being disqualified if such inaccuracy is disclosed before selection, and to dismissal if disclosed 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.**

..... 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) Private Address :-.....  
.....  
Telephone Number:- 

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(b) Official Address :-.....  
.....  
Telephone Number:- 

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(c) Please indicate the address the admission to be posted  
Private ☐ Official ☐  
04. (a) Date of Birth:- Year : ..... Month: ..... Date: .....  
(A copy of the birth certificate should be attached)  
(b) Age as at the closing date of applications:- Years : .... Months: ..... Days: .....  
05. Civil Status :- (Married/ Unmarried)  
06. Gender :- (Male/ Female)  
07. State whether a citizen of Sri Lanka :- (Yes/No)  
08. Education Qualifications :- (Copies of the certificates should be attached)

Examination	Subjects	Pass	Year
G. C. E (A/L)			

[illegible]

9. Higher Educational/Professional Qualifications:-  
(Copies of the certificates should be attached)  
.....  
.....  
.....
10. Experience :- (Copies of the certificates should be attached)  
.....  
.....  
.....
11. Details of the 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: .....
12. Have you been convicted for a criminal offence by a Court of Law? (Yes/No)  
If yes, give details: .....  
.....
13. 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.

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

Date: .....