

PARLIAMENT OF SRI LANKA

POST OF CHIEF INTERNAL AUDITOR

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Chief Internal Auditor of the staff of the Secretary General of Parliament.

As the head of the Internal Audit Division you will be directly answerable to the Secretary General of Parliament and should be a person who has the capacity to endorse and provide independent and subject oriented consultation to add value and improve the operational activities of the institution. In addition you are expected to introduce organized and disciplinary approaches to achieve the goals of the institution develop the productivity of risk management control and good governance processes after reviewing them.

Applications should be sent under registered cover to reach the “**Secretary General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before **22 March, 2019**. The post of “**Chief Internal Auditor**” should be indicated on the top left-hand corner of the envelope. (This notice is accessible via www.parliament.lk as well)

1. Salary Scale :

According to the schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the salary scale specified for this post is Rs. 62,595 – 7 x 1,630 / 6x 2,170 – Rs. 87,025. The selected candidate will be placed initially at the monthly salary step of Rs.56,111/- according to the schedule II of the aforesaid Circular with effect from the date of appointment. (The initial gross monthly remuneration together with all the allowances will be approximately Rs.117,000/-)

2. Age Limit :

Should not be less than 22 years and not more than 45 years as at the deadline for application. (The maximum age limit is not relevant for candidates who are already permanent employees of the Public Service/ Provincial Public Service and for the candidates from the staff of the Secretary General of Parliament)

3. Education Qualification :

Should have obtained a degree in the stream of Commerce/ Management/ Accounting / Applied Accounting from a recognized University or from a degree awarding institution recognized by the University Grants Commission.

4. Professional Qualifications :

Should have passed the Intermediate Level examination conducted by, Institute of Chartered Accountants of Sri Lanka (ICASL) or Chartered Institute of Management Accountants (CIMA) or Association of Chartered Certificate Accountants (ACCA)

5. Experience :

Having experience of not less than 07 years in a Management/ Staff/ Executive level post in the financial or audit field in the Public Service or in a State Corporation or Statutory Board or reputed Institution after obtaining the aforesaid Educational and Professional Qualifications ;

Or

Being an officer with experience of not less than 10 years in a post on salary group “I” or above of the staff of the Secretary General of Parliament.

6. Method of recruitment :

Through a structured interview conducted by a board of interviewers appointed by the Secretary General of Parliament to review educational qualifications, professional qualifications and subject related knowledge, experience in the field, communication skills and the personality of the candidates.

7. Terms and Conditions of Service :

i. This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service or on the staff of the Secretary – General of the Parliament is selected, he / she will be appointed subject to an acting period of one year.

ii. Selected candidates will be subject to 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. Selected candidates will be subject to a medical examination.

iv. A Security Clearance Report in respect of the selected candidate will be obtained prior to his / her appointment.

8. 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.

9. Applicants serving in the Public/ Provincial Public Service or on the staff of the Secretary – General of the Parliament should send their applications through relevant Heads of Departments / Institutions.

10. Canvassing in any form will be a disqualification for this post.

11. 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.

12. 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.

W. B. D. DASANAYAKE,
Secretary,
General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
01st March, 2019.

PARLIAMENT OF SRI LANKA

POST OF CHIEF INTERNAL AUDITOR

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. National Identity Card Number :

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

(b) Official Address:
.....
.....

Telephone No. :

(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 the deadline for application:

Years: Months: Days :

05. Civil Status:

06. Gender :

07. State whether a citizen of Sri Lanka:

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

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

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

Degree	Stream	Pass	Year

9. Professional Qualifications (copies of the certificates should be attached) :
.....
.....

10. Experience :
(copies of the certificates should be attached)
.....
.....

11. Details of Present Employment:
(a) Name and Address of the Institution:
(b) Date of first Appointment:.....
(c) Present Post:
(d) Monthly basic Salary:
(e) Allowances:
(f) Gross Salary:

12. Have you been convicted for a criminal offence by a Court of Law? :.....
If yes, give details:

13. Have you served under the Government before?
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.

.....
Signature of the Applicant.

Date:

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service/Government Corporations/Statutory
Boards/Staff of the Secretary - General of the Parliament)

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 subject 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 :.....

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