



**Parliament of Sri Lanka**  
**Vacancies**  
**Post of Food and Beverages Assistant**

Applications are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of "Food and Beverages Assistant" on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before April 30, 2021. The post "Food and Beverages Assistant" should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: [www.parliament.lk](http://www.parliament.lk))

**1. Salary Scale**

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 28,250 – 9x300/10x330/3x380 – 35,390/- (On this salary scale, the minimum initial monthly remuneration, together with all the allowances will be approximately Rs.62, 000 /=-)

**2. Educational Qualifications**

Should have passed the General Certificate of Education (Ordinary Level) Examination in six subjects including a credit pass for Sinhala or Tamil language and simple passes for Mathematics and English at not less than two sittings.

**3. Professional Qualifications**

Should have successfully completed a vocational training course in basic Restaurant & Bar Service / Food and Beverage Service with the duration not less than one year, conducted by the Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/National Apprentice and Industrial Training Authority (NAITA)/ Vocational Training Authority (VTA) or any other similar vocational training institute.

**4. Experience**

Not less than two years in a star class hotel/recognized institution as a waiter/ steward or in a similar post.

**5. Age Limit**

Should not be less than 22 years and not more than 35 years of age as at the closing date of applications.

**6. Method of Recruitment**

Through a written test/ trade test and an interview.

**7. Terms and Conditions of Service**

- i. This post is permanent. Pension entitlement pertaining to this post will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to a three-year (03) probation period.
  - ii. Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
  - iii. Selected candidates should contribute to the 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 with respect to 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, when called upon to do so.
- (a) Birth Certificate
  - (b) Certificates of Educational Qualifications
  - (c) Certificates of Professional Qualifications
  - (d) Certificates of Experience
9. Canvassing in any form will be a disqualification.
10. Applications received after the closing date or sent without copies of the relevant certificates and applications not prepared in accordance with the specimen will be rejected.

Secretary-General of Parliament

Parliament of Sri Lanka,  
Sri Jayewardenepura Kotte.  
April 09, 2021



**PARLIAMENT OF SRI LANKA**  
**Specimen Application Form**  
**Post of Food and Beverage Assistant**

01. (a) Name with initials (in Sinhala/Tamil):.....  
.....  
(b) Names denoted by initials (in Sinhala/Tamil) : .....  
.....  
(c) Full Name (in English Capital Letters): Mr./Mrs./Miss  
.....  
.....
02. National Identity Card Number
03. (a) Private Address: .....  
.....  
Telephone No:
- (b) Office Address :.....  
.....  
Telephone No:
- (c) Please indicate the address to where the admission to be posted  
Private  Office
04. (i) Date of Birth: Year ..... Month ..... Date .....  
(A copy of the Birth Certificate should be attached)  
(ii) 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. Educational Qualifications: (Copies of relevant certificates should be attached)

Examination	Subject	Pass	Year
G.C.E O/L	Sinhala/Tamil		
	Mathematics		
	English		

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

10. Other Qualifications (copies of the certificates should be attached)  
.....  
.....  
.....

11. Experience (copies of the certificates should be attached)

Institution	Post	Service Period

12. 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: .....

13. Have you been convicted for any criminal offence by a Court of Law? ( Yes / NO )

If so, give details: .....

14. Have you served under the Government before? ( Yes / NO )

If so, give details: .....

I do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified by 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