



PARLIAMENT OF SRI LANKA

Vacancies - 2025

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

Applications prepared in accordance with the specimen given below should be sent by registered post along with the copies of certificates of educational/professional and experience, to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" *on or before 17 March 2025*. (This information is available on the website: www.parliament.lk)

Note: The post applied for should be indicated on the top left hand corner of the envelope.

1 Supervisor/Bill Clerk – [01 vacancy]

1.1 Nature of the Job

Perform duties related to the preparation of official bills, and supervision of matters related to housekeeping, gardening and supply of food and beverages at General's House, Nuwara Eliya.

1.2 Monthly Salary Scale

According to the Schedule I of the Management Services Circular No: 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 32,330 - 3 x 380/ 10 x 445/4 x 660 - 40,560/-. (The minimum gross initial monthly remuneration together with all the allowances will be approximately Rs. 83,000/-)

1.3 Age Limit

Should not be less than 18 years and not more than 35 years of age, as at the closing date of the application (The maximum age limit does not apply to applicants who are already confirmed in their post in the Public Service/ Provincial Public Service).

1.4 Educational Qualifications, Professional Qualifications and Experience

(a) Educational Qualifications

- i.) Having passed the G.C.E. (A/L) examination in four subjects (Old Syllabus) / three subjects (New Syllabus) in Commerce Stream in one sitting;
and
- ii.) Having passed the G.C.E. (O/L) examination in six subjects including credit passes for Sinhala/ Tamil, Mathematics and English not more than in two sittings

And

(b) Professional Qualifications

- i.) A certificate in basic level course in Housekeeping or Restaurant and Bar Service issued by the Sri Lanka Institute of Tourism and Hotel Management or any other institution recognized by the Government of a duration not less than five months;
and
- ii.) A certificate in computer application issued by Vocational Training Authority (VTA) / National Apprentice and Industrial Training Authority (NAITA) or any other institution recognized by the Government of a duration not less than six months.

And

(c) Experience

Not less than two years' work experience in a Supervisory Level in a Holiday Bungalow/ Hotel approved by the Tourist Board.

*****Note - Having not less than one year work experience as a Bill Clerk or in a similar position in a recognized institution will be an added qualification.***

1.5 Method of Recruitment

Through a written test and an interview

(a) Written test

Applicants who meet the required qualifications for the above mentioned post will be required to undergo a written test. This test will assess the applicants' skills in areas related to the general knowledge, intelligence, and knowledge on bill and income/expenditure accounts preparation. The assessment will consist of one-hour written test, and will have a maximum attainable score of hundred (100) marks.

(b) Interview

An interview will be conducted by a Board of Interview appointed by the Secretary-General of Parliament, based on the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

Serial No	Criteria
1	Educational and Professional Qualifications
2	Subject Knowledge
3	Experience
4	Personality and Performance at the interview

*****Note - This position falls under the category of bungalow workers and should be able to work 24 hours a day if required. There is no entitlement to overtime pay or additional allowances or salaries for working on public holidays.***

2 Post of Linen Room Attendant – [01 vacancy]

2.1 Nature of the Job

This role is expected to carry out duties attached to the Department of Catering and Housekeeping Services in relation to ensuring the cleanliness and maintenance of the uniforms of the staff of the Secretary-General of Parliament, curtains and other linen items.

2.2 Monthly Salary Scale

According to the Schedule I of the Management Services Circular No: 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs.25,520-9x270/10x300/6x330- 32,930/- (The minimum gross initial monthly remuneration together with all the allowances will be approximately Rs.70,000/-)

2.3 Age Limit

Should not be less than 18 years and not more than 30 years of age, as at the closing date of the application (The maximum age limit does not apply to applicants who are already confirmed in their post in the Public Service/ Provincial Public Service).

2.4 Educational Qualifications, Professional Qualifications and Experience

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

and

A certificate of Knitting Technology issued by Sri Lanka Institute of Textile and Apparel or any other recognized institution

and

Not less than one year post qualifying experience as a linen room attendant or laundry industry worker in a star class hotel approved by the Sri Lanka Tourism Board

Or

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

and

Not less than two years post qualifying experience as a linen room attendant or laundry industry worker in a star class hotel approved by the Sri Lanka Tourism Board

**** In addition to the above qualifications, practical knowledge of sewing and knitting is mandatory.**

2.5 Method of Recruitment

Through a written/trade test and an interview

- (a) Written /Trade test

Applicants who meet the required qualifications for the above mentioned post will be required to undergo a written/trade test. These tests will assess the applicants' skills in areas related to linen storage, laundering, and sewing.

The assessment will consist of one-hour written/trade test. Each test will have a maximum attainable score of hundred (100) marks.

(b) Interview

An interview will be conducted by a Board of Interview appointed by the Secretary-General of Parliament, based on the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

Serial No	Criteria
1	Educational and Professional Qualifications
2	Subject Knowledge
3	Experience
4	Personality and Performance at the interview

3 Post of Garden Maintenance Assistant – [02 vacancy]

3.1 Nature of the Job

This role is expected to carry out duties attached to the Department of Catering and Housekeeping services in relation to the maintenance of the garden, trees, plants, lawns, and greenhouses, as well as maintaining the interior foliage and plant arrangements.

3.2 Monthly 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. 25,520-9x270/10x300/6x330- 32,930/-. (The minimum gross initial monthly remuneration together with all the allowances will be approximately Rs. 70,000/-).

3.3 Age limit

Should not be less than 18 years and not more than 30 years of age, as at the closing date of the application (The maximum age limit does not apply to applicants who are already confirmed in their post in the Public Service/ Provincial Public Service).

3.4 Educational Qualifications, Professional Qualifications and Experience

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

and

NVQ Level II certificate in Garden Maintenance/Nursery Management.

and

Not less than six months post qualifying experience in the field of Gardening/Garden Maintenance /Nursery Management.

or

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

and

Five years post qualifying experience in the field of Gardening / Garden Maintenance /Nursery Management in a Government Botanical Garden.

3.5 **Method of Recruitment**

Through a written/trade test, and an interview

(a) **Written test and Trade test**

Applicants who meet the required qualifications for the above mentioned post will be required to undergo a written and trade test. These tests will assess the applicants' skills in areas related to Gardening, Garden Maintenance and Nursery Management. The test will consist of a one-hour written test and a one-hour trade test. Each test will have a maximum attainable score of hundred (100) marks.

(b) **Interview**

An interview will be conducted by a Board of Interview appointed by the Secretary-General of Parliament, based on the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

Serial No	Criteria
1	Educational and Professional Qualifications
2	Subject Knowledge
3	Experience
4	Personality and Performance at the interview

4 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 initially subject to a three-year (03) probation period. If an internal candidate who has been confirmed in the post of the staff of the Secretary-General of Parliament or a person who has been confirmed in a permanent post in the Public/ Provincial Public Service is selected, he / she will be appointed subject to an acting period of one year (01).
- (ii) The number of appointments to be made and the effective date of the appointments will be determined by the Secretary-General of Parliament. The Secretary-General of Parliament also retains the authority to decide not to fill any or all of the vacancies.
- (iii) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (iv) 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.
- (v) Selected candidates will be subject to a medical examination.
- (vi) Security Clearance Reports with respect to the selected candidates will be obtained prior to his / her appointment.

5. Applicants should attach the copies (NOT ORIGINALS) of the following certificates to their applications, and originals of the certificates should be produced when called upon to do so.
 - (i). Birth Certificate
 - (ii). Certificates of Educational Qualifications
 - (iii). Certificates of Professional Qualifications
 - (iv). Certificates of Experience
6. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.
7. Canvassing in any form will be considered as a disqualification.
8. 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.
9. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments/Institutions or applications not prepared in accordance with the specimen application will be rejected. Applications submitted through the Heads of Departments/Institutions received after the closing date will also be rejected.

Kushani Rohanadeera
Secretary – General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte

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