



Parliament of Sri Lanka Vacancies

Applications are invited from citizens of Sri Lanka who are **permanent residents of Central Province** and who are physically sound and of excellent moral character for the following post 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 to reach the "**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**" on or before **24 May, 2024** indicating the post applied for, on the top left-hand corner of the envelope. (This notice is available on the website: www.parliament.lk)

Note: The post applied for must be mentioned at the top of the application.

Supervisor/Bill Clerk

1 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/-.

2 Job Description

Perform duties related to the preparation of official bills and supervision of matters related to House-keeping, gardening and supply of food & beverages.

3 Place of Work

General's House – Nuwara Eliya

4 Eligible Applicants

Applications are called only from the permanent residents of the Central Province. Candidates should tender a Grama Niladhari Certificate along with the application as a proof of the place of residence.

5 Age Limit

Not less than 18 years and not more than 35 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 Service).

6 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

7 **Professional Qualifications**

- i.) A certificate in basic level course in House Keeping 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

8 **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.

9 **Method of Recruitment**

Recruitment will be made through a Written test and an Interview.

10 **Terms and Conditions of Service**

- (a) This post is permanent and pensionable. 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 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 subjected 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.

11 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.

In addition to the above copies of certificates, the original Grama Niladhari Certificate should also be attached to the application.

- 12 Applicants serving in Public Service/Provincial Public Service/State Corporations/ Statutory Boards should send their applications through relevant Heads of Departments/ Institutions.
- 13 Canvassing in any form will be a disqualification.
- 14 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.
- 15 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.

May 10, 2024



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/Ms.)
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02. N. I. C. No:-

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03. (a) (i) Private Address :-
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(ii) E-mail Address :-

(iii) Telephone Number:-

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(iv) Whatsapp Number:-

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

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)			

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

9. Higher Educational/Professional Qualifications:-
(Copies of the certificates should be attached)

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

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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:

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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. (Please strikethrough the irrelevant words.)

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

Date: