

PARLIAMENT OF SRI LANKA

Vacancies

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for following posts 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 9th November, 2018. The post applied for should be indicated on the top left-hand corner of the envelope. (This advertisement is also available on the website: www.parliament.lk)

1.0 Utility Receiving Assistant :

1.1 *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 25,520-9x 270/10x 300/6x 330- Rs. 32,930. The selected candidates will be placed initially at the monthly salary step of Rs. 20,248 according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 50,000)

1.2 *Age Limit.*— Should not be less than 18 years and not more than 30 years of age as at the closing date of applications.

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

1.4 *Professional Qualifications.*— Should have successfully completed a vocational training course not less than 05 months of duration on Basic Level Cookery Certificate/Basic Level Food and Beverage Certificate conducted by the Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/National Apprenticeship and Industrial Training Authority (NAITA)/

Vocational Training Authority (VTA) or any other similar vocational training institute.

1.5 *Experience.*— Experience with not less than 06 months on Utility Receiving Assistant / Kitchen Assistant / Restaurant Assistant or in a similar post in the Hotel Sector.

1.6 *Method of Recruitment.*— Through a written test/ trade test and a structural interview.

2.0 Food and Beverages Assistant :

2.1 *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 28,250-9x 300/10x 330/3x 380- Rs. 35,390. The selected candidates will be placed initially at the monthly salary step of Rs. 22,412 according to the Schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 53,000)

2.2 *Age Limit.*— Should not be less than 22 years and not more than 35 years of age as at the closing date of applications.

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

2.4 *Professional Qualifications.*— Should have followed and successfully completed a vocational training course not less than one year (NVQ level 3 or above) conducted by Sri Lanka Institute of Tourism and Hotel Management (SLITHM) or National Apprenticeship and Industrial Training Authority (NAITA) or Vocational Training Authority (VTA) or any other similar vocational training institute.

2.5 *Experience.*— Experience not less than two years in a star class hotel as waiter/ steward or in a similar post.

2.6 *Method of Recruitment.*— Through a written test/ trade test and structural interview.

3.0 *Terms and Conditions of Service :*

- (i) These posts are permanent. Pension entitlement pertaining to these posts will be determined according to the policy decisions taken by the Government in future. Appointments will be made subject to a three-year (03) probation period. If a person who has been confirmed in a permanent and pensionable post in the Public / Provincial Public Service 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 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 subject to a medical examination.
- (v) A Security Clearance Report with respect to the selected candidates will be obtained prior to his / her appointment.

4.0 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

5.0 Applicants serving in Public / Provincial Public Service / State Corporations / Statutory Boards should send their applications through their respective Heads of Departments / Institutions.

6.0 Canvassing in any form will be a disqualification.

7.0 Applications received after the closing date or sent without copies of the relevant 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 will also be rejected.

K. A. ROHANADEERA,
Acting Secretary-General of Parliament,
Parliament of Sri Lanka.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
19th October, 2018.

PARLIAMENT OF SRI LANKA

SPECIMEN APPLICATION FOR THE POST
OF

- 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. (a) Date of Birth :_____.
- (A copy of the Birth Certificate should be attached)
- (b) Age as at 9th November, 2018:
- Years :_____. Months :_____. Days :_____.
- 05. Civil Status :_____.

06. Gender :Male / Female :_____.
07. State whether a citizen of Sri Lanka :_____.
08. Educational Qualifications: (Copies of relevant certificates should be attached) :

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

- (e) Allowances :_____.
- (f) Gross Salary :_____.
12. Have you been convicted for a criminal offence by a Court of Law? :_____.
- If so, give details :_____.

13. Have you served under the Government before? :_____.
- 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 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 :_____.

09. Vocational Qualifications (copies of the certificates should be attached) :_____.
10. Experience (copies of the documents certifying experience should be attached) :

Hotel	Number of Stars (For F and B Assistants only)	Period of Service	Post

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

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of in this Institution. I certify that his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/ cannot be released from the service if selected for this post.

11. Details of Present Employment:
- (a) Name and Address of the Institution :_____.
- (b) Present Post :_____.
- (c) Date of First Appointment :_____.
- (d) Basic monthly salary :_____.

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

Date :_____.