

PARLIAMENT OF SRI LANKA

Post of Cook

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of “Cook” 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 August 03, 2019. The “Post of Cook” should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

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. 30,350 – 11 x 330 / 10 x 380 – 37780/- The selected candidates will be placed initially at the monthly salary step of Rs. 27,214 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. 57,000.00)

2. *Age Limit.*— Should be not less than 25 years and not more than 40 years of age by the closing date for applications.

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.

4. *Professional Qualifications.*— A Certificate in basic level cookery obtained from Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/ Vocational Training Institute (VTA)/ any other institute recognized by the Government

5. *Experience.*— Not less than 5 years of working experience as a cook in a star class hotel/ Government recognized institution.

Note: Skills in butchery and experience in western cuisine in addition to Sri Lankan cuisine will be an advantage.

6. *Method of Recruitment.*— Through a 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 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 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 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) Please indicate the address the admission to be posted :

Official :

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04. (a) Date of Birth:-

(A copy of the birth certificate should be attached)

(b) Age as at the closing date of applications:-

Year : _____, Month : _____, Date : _____.

10. Canvassing in any form will be a disqualification.

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.

05. Civil Status :- (Married/ Unmarried) :_____.

06. Gender :- (Male/ Female) :_____.

12. 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.

07. State whether a citizen of Sri Lanka :_____.

(Yes/No)

08. Educational Qualifications :-

(Copies of the certificates should be attached)

[illegible]

W. M. N. P. IDDAWALA,
Acting Secretary,
General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura, Kotte,
12th July, 2019.

SPECIMEN APPLICATION FORM

PARLIAMENT OF SRI LANKA

POST OF COOK

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. N. I. C :-

[illegible]

03. (a) Private Address :_____.

Telephone Number :-

[illegible]

(b) Official Address :_____.

Telephone Number :-

[illegible]

09. Professional Qualifications :_____.

(Copies of the certificates should be attached)

10. Experience :_____.

(Copies of the certificates should be attached)

11. Specialized Field (Please ✓ in the relevant field) :

Sri Lankan Cuisine ()

Western Cuisine ()

Butchery ()

12. Details of the 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 a criminal offence by a Court of Law? (Yes/No) :_____.
- If yes, give details :_____.

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

14. Have you served under the Government before?
(Yes/No)
- If yes, give details :_____.

Secretary General of Parliament,

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.

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 the Applicant.

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

Date :_____.

Date :_____.