



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