



PARLIAMENT OF SRI LANKA  
VACANCIES

***Post of Garden Maintenance Assistant***

*Applications are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Garden Maintenance Assistant 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 06, 2021. The post of "Garden Maintenance Assistant" should be indicated on the top left-hand corner of the envelope. (This advertisement is also available on the website: [www.parliament.lk](http://www.parliament.lk))*

**1. 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 – 9 x 270 / 10 x 300 / 6 x 330 – 32,930. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 57,000 /=-)*

**2. Age Limit**

*Should not be less than 18 years and not more than 30 years of age as at the closing date for applications. (This upper age limit will not apply for those who have already been confirmed in Public/Provincial Public service)*

**3. Educational Qualifications, Professional Qualifications and Experience**

- (a) *Should have passed General Certificate of Education (Ordinary Level) Examination in six subjects including Sinhala or Tamil language and Mathematics in not less than two sittings.*

*And*

*NVQ level II certificate in Garden Maintenance/Nursery Management*

*And*

*Not less than 6 months post qualifying experience in the field of Gardening/Garden Maintenance/Nursery Management*

**OR**

- (b) *Should have passed General Certificate of Education (Ordinary Level) Examination in six subjects including Sinhala or Tamil language and Mathematics in not less than two sittings.*

*And*

*Not less than five years post qualifying experience in the field of Gardening/Garden Maintenance/Nursery Management/ at a Governments Botanical Garden*

**4. Method of Recruitment**

*Through a written test/ trade test and an interview.*

## 5. Terms and Conditions of Service

- i. *This post is permanent. Pension entitlement pertaining to this post will be determined according to the policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If a person who has been confirmed in a 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.*
6. *Applicants should attach 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*
7. *Applicants serving in Public / Provincial Public Service / State Corporations / Statutory Boards should send their applications through their respective Heads of Departments / Institutions.*
8. *Canvassing in any form will be a disqualification.*
9. *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.*

*Secretary-General of Parliament*

*Parliament of Sri Lanka,  
Sri Jayewardenepura Kotte.  
July 16, 2021*



9. Professional Qualifications :- (Copies of the certificates should be attached)  
 .....  
 .....
10. Experience :- (Copies of the certificates should be attached)  
 .....  
 .....
11. 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: .....
12. Have you been convicted for a criminal offence by a Court of Law? (Yes/No)  
 If yes, give details: .....
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/Provincial Public Service**

**State 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 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.

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

Date: .....