



PARLIAMENT OF SRI LANKA

Vacancy

Utility Receiving Assistant

Applications are invited from citizens of Sri Lanka 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 under registered cover along with the copies of certificates of educational/professional and experience, to reach the **"Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte"** on or before **20th June, 2025**. The post applied for should be indicated on the top left hand corner of the envelope. (This information is available on the website: www.parliament.lk)

Utility Receiving Assistant (Total No. of vacancies 04)

1. **Salary Scale** - According to the Schedule I of the Management Services Circular 04/2025 dated 25.03.2025, the monthly salary scale for this post is, Rs. 42,290 - 9x490/10x540/6x590- 55,640 (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 80,000/-)
2. **Age Limit** - should not be less than 18 years and not more than 30 years of age, as at the closing date of the application.
3. **Educational Qualifications** -
Should have pass G. C. E. (O/L) examination in six subjects including Credit Pass for Sinhala/ Tamil language and Passes for English and Mathematics in not more than two sittings.
4. **Professional Qualifications** -
Should have a certificate issued by Sri Lanka Institute of Tourism and Hotel Management (SLITHM) or any other recognized institute by the government for not less than five months duration in basic level cookery/food and beverages.
OR
NVQ II certificate in cookery/food and beverages
5. **Experience** -
Not less than six months experience as a Utility Receiving Assistant/ Kitchen Assistant/ Restaurant Assistant in a star class hotel/ recognized institution after completing the educational and professional qualifications mentioned in (3) and (4) above.

6. Method of Recruitment - Through a written test/ trade test and an interview.

7. Procedure to be followed -

A panel for the Trade test and the interview will be appointed by the Secretary General of Parliament to assess and examine the qualifications of the candidates.

(a) Trade test

The candidates will be examined under two categories i.e. kitchen and food and beverages, according to the course they have followed, and, the maximum mark that would be scored is hundred (100).

(b) Interview

Candidates who score more than 40 marks in the trade test will be called for the interview and, the marks will be given considering the following criteria. The maximum mark that would be scored is hundred (100).

Serial No	Criteria
1	Educational and professional qualifications
2	Subject knowledge
3	Experience
4	Personality and performance at the interview

8. Terms and Conditions of Service

- (i.) This post is permanent and pensionable. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If an internal candidate or a person who has been confirmed in a permanent 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 subjected 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.) Security Clearance Reports with respect to the selected candidates will be obtained prior to his / her appointment.
9. Applicants should attach the copies (NOT ORIGINALS) of the following certificates 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
10. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.
11. Canvassing in any form will be considered as a disqualification.
12. 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.
13. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments/Institutions (if currently serving in Public/Provincial Public Service) or applications not prepared in accordance with the specimen will be rejected.

Actg. Secretary General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
27th May 2025



PARLIAMENT OF SRI LANKA

Specimen Application Form

Post of Utility Receiving Assistant

01. (a) Name with initials (in English):.....
.....
(b) Names denoted by initials (in English) :
.....
(c) Full Name (in block Capitals): (Mr./Mrs./Miss).....
.....
02. National Identity Card Number

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03. (a) Private Address:
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.....
Telephone No:

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- (b) Official Address:
.....
.....
Telephone No

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- (c) Please indicate the address to which the admission card should be posted.
Private ☐ Office ☐
04. (a) Date of birth:
(A copy of the birth certificate should be attached)
(b) Age as at closing date for applications: Years: Months: Days: ...
05. Civil Status: (Married/Unmarried)
06. Gender: (Male/Female)
07. State whether a citizen of Sri Lanka: (Yes/No)
08. Educational and Higher Educational Qualifications: (Copies of the certificates should be attached)

G.C.E. (A/L)

Subject	Pass	Year

G.C.E. (O/L)

Subject	Pass	Year

09.

Professional Qualifications (Copies of the certificates should be attached):

Course	Institution	Effective date

10.

Other Qualifications (Copies of the certificates should be attached)

Institution	Designation	Duration

11.

Experience (Copies of the Certificates should be attached)

Institution	Post	Service Period

12.

Details of 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:

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14. Have you served under the Government before? (Yes / No)

If yes, 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.

Date:

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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 this post and 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. (Please strike through the irrelevant words.)

Date:

.....

Signature of Head of Department/Institution
(Official Stamp)