



PARLIAMENT OF SRI LANKA

Vacancy Post of Cook

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 only 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 **26th December 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)

Post of Cook (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. 51,020 – 11x590 / 10x680 – 64,310 (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 89,000/-)

2. Age Limit –

Should not be less than 18 years and not more than 40 years of age, as at the closing date of the application.

3. Educational Qualifications –

Should have passed 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 in Basic level Cookery issued by Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/ Vocational Training Authority (VTA) or any other institution recognized by the government.

5. Experience –

Not less than five years of working experience as a Cook in a star class hotel/ government recognized institution after completing the educational and professional qualifications mentioned in (3) and (4) above.

6. Method of Recruitment –

Through a trade test and an interview. (50% of the vacancies will be filled by the external candidates and the other 50% of the vacancies will be filled by internal candidates)

7. Procedure to be followed –

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

(a) Trade test

Candidates who meet the required qualifications will be called for a trade test and those who qualified at the trade test will subsequently be called for the interview. The maximum mark that would be scored at the trade test is hundred (100).

(b) Interview

The marks will be given at the interview considering the following criteria. The maximum mark that would be scored at the interview is hundred (100).

Serial No	Scope
1	Additional Educational and Professional qualifications
2	Subject knowledge
3	Professional 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 the 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 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.) The number of appointments to be made and the effective date of the appointments will be determined by the Secretary-General of Parliament. The Secretary-General of Parliament also retains the authority to decide not to fill any or all of the vacancies.
- (iii.) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (iv.) 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.
- (v.) Selected candidates will be subject to a medical examination.
- (vi.) 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 (only for the candidates who are serving in Public/ Provincial Public Service) or applications not prepared in accordance with the specimen will be rejected. Applications submitted through the Heads of Departments/Institutions received after the closing date will also be rejected.



Kushani Rohandeera
Secretary General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
.....^{27th} November 2025

KUSHANI ROHANADEERA
Secretary General of Parliament
Parliament
Sri Jayewardenepura - Kotte





PARLIAMENT OF SRI LANKA

Specimen Application Form

Post of Cook

01. (a) Name with initials (in English):.....
.....

(b) Names denoted by initials (in English) :

(c) Full Name (in block Capitals): (Mr./Mrs./Miss).....
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02. National Identity Card Number

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03. (a) Private Address:
.....
.....

Telephone No:

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(b) Official Address:
.....
.....

Telephone No

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(c) Please indicate the address to which the calling letter 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	Time period	Effective date

10. Experience (Copies of the Certificates should be attached)

Institution	Designation	Service Period

11. Other Qualifications (Copies of the certificates should be attached)

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12. Details of Present Employment: (copies of the relevant documents should be attached)

- (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:

.....
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/ not 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)