Parliament of Sri Lanka
Vacancies

Applications are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the following vacant posts on the staff of Secretary-General of Parliament as below.

Applications prepared in accordance with the specimen given below should be sent **only under registered post** along with the copies of certificates of educational/professional, and service experience, to reach the **"Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte"** on or before **16.11.2026** indicating the post applied for, on the top left-hand corner of the envelope. (This information is found on the website: www.parliament.lk)

1. Post of Junior Assistant Librarian (No. of Vacancies -01)

1.1 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. 54,560- 3x680/ 10x800/ 4x1,190 - 69,360/- (On this salary scale, the minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 96,000/=)

1.2 Age Limit

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

1.3 Qualifications

1.3.1 **Educational:** Having passed a degree from a university recognized by the U.G.C.

and

Vocational: Level 1 of a Diploma in Library and Information Science.

(Vocational Qualification is not compulsory if the degree is in Library & Information Science).

and

Experience: Three (03) years of post qualifying experience as a Library Assistant in a Public Library/ Parliament Library.

Or

1.3.2 **Educational:** Having passed the G.C.E. (A/L) examination (Old Syllabus) in four (04) subjects / (New Syllabus) three (03) subjects in one sitting**.**

and

Having passed the G.C.E. (O/L) examination in six (06) subjects including credit passes for Sinhala/ Tamil, Mathematics and English not more than in two sittings.

and

Vocational: Level II of a Diploma in Library and Information Science.

and

Experience: Five (05) years post of qualifying experience as a Library Assistant in a Public Library / Parliament Library.

Or

1.3.3 **Educational:** Having passed the G.C.E.(O/L) examination in six (06) subjects including credit passes for Sinhala/ Tamil, Mathematics and English not more than in two sittings.

and

Vocational: Level III of a Diploma in Library and Information Science.

and

Experience: Seven (07) years of post qualifying experience as a Library Assistant in a Public Library/ Parliament Library.

1.4 Method of Recruitment

On the merit of a written test and an interview.

1.5 Evaluation Procedure

1.5.1 **Written Test**: The written test evaluates the applicants' knowledge and understanding of the duties and responsibilities of the job. The maximum attainable score for the test will be hundred (100) marks.

1.5.2 **Interview**: The qualifications of the applicants are evaluated by an interview board appointed by the Secretary-General of Parliament.

1.5.3 Applicants are invited for the interview based on the marks obtained at the Written Test and, marks will be given considering the following criteria. The maximum attainable score for the interview will be hundred (100) marks.

	Criteria
i	Additional Educational and Professional Qualifications
ii	Computer Literacy
iii	Work Experience
iv	Communication Skills and Language Competence
v	Performance at the Interview

2. Post of Furniture Polisher (No. of Vacancies - 01)

2.1 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. 47,240 - 9 x 540 / 10 x 590 / 3x680 – 60,040/- (On this salary scale, the minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 87,000/-)

2.2 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.

2.3 Qualifications

2.3.1 Educational: Should have passed G. C. E. (O/L) examination in six (06) subjects, including Credit Pass for Sinhala/ Tamil language and Passes for English and Mathematics in not more than two sittings.

and

Professional: Should have obtained the NVQ III Certificate on Carpentry (Furniture Polisher).

and

Experience: Should have obtained a minimum of three (03) years of work experience in a post in the field of furniture polishing in a recognized institution.

Or

2.3.2 **Educational:** Should have passed G. C. E. (O/L) examination in six (06) subjects, including Credit Pass for Sinhala/ Tamil language and Passes for English and Mathematics in not more than two sittings.

and

Experience: Should have obtained a minimum of five (05) years of work experience in a post in the field of furniture polishing in a recognized institution.

2.4 Method of Recruitment

On the merit of a trade test and an interview.

2.4.1 Trade Test: The Trade Test evaluates the skills related to the field of furniture polishing.

2.4.2 **Interview :**Applicants who pass the trade test will be called for an interview, and marks will be awarded in the interview according to the following criteria. The maximum number of marks that can be obtained in the interview is hundred (100) marks.

	Criteria
i.	Additional Educational and Professional qualifications
ii.	Subject Knowledge
iii.	Experience
iv.	Personality and the Performance at the interview

3. Post of Food and Beverages Assistant (No. of Vacancies - 08)

3.1 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. 47,240-9x 540/10x 590/3 x 680-60,040 /- (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 90, 000 /-)

3.2 Educational Qualifications :-

Should have passed the G.C.E. (O/L) examination in six (06) subjects including a credit pass for Sinhala/Tamil and pass for Mathematics and English not more than in two sittings.

3.3 Vocational Qualifications

Should have successfully completed a vocational training course in basic Restaurant & Bar Service / Food and Beverage Service with the duration not less than one year, conducted by the Sri Lanka Institute of Tourism and Hotel Management (SLITHM)/National Apprentice and Industrial Training Authority (NAITA)/ Vocational Training Authority of Sri Lanka (VTA) or any other similar vocational training institute.

3.4 Experience

Not less than two years' experience in a star class hotel/recognized institution as a waiter/ steward or in a similar post, after completing the educational and professional qualifications mentioned in 3.2 and 3.3 above.

3.5 Age Limit

Should not be less than 22 years and not more than 35 years of age as at the closing date of applications.

3.6 Method of Recruitment

Through a trade test and an interview.

3.6.1 Trade Test

Applicants who meet the required qualifications for the above mentioned post will be required to undergo a trade test. This test will assess the applicants' skills in areas related to Restaurant Services. This test will have a maximum attainable score of hundred (100) marks.

3.6.2 Interview Criteria

An interview will be conducted by a Board of Interview appointed by the Secretary-General of Parliament, based on the following criteria. The maximum attainable score for the interview will be (100) marks:

Serial No	Criteria
i.	Additional Educational and Professional Qualifications
ii.	Subject Knowledge
iii.	Additional Experience
iv.	Personality and Performance at the Interview

4. Terms and Conditions of Services

4.1 These posts are permanent and pensionable. Appointment will be made initially subject to a three-year (03) probation period. If a person who has been confirmed in a permanent, pensionable post in Government/Provincial Public Service is selected, he/she will be appointed subject to an acting period of one year.

4.2 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.

4.3 Selected candidates shall abide by the Financial and Departmental Regulations applicable to the staff of the Secretary-General of Parliament.

4.4 Selected candidates should contribute to Widows' and Orphans' /Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.

4.5 Selected candidates will be subject to a medical examination.

4.6 A Security Clearance Report in respect of the selected candidates will be obtained prior to their appointments.

5. Applicants should attach the copies of the following certificates (**not originals**) to their applications and original certificates should be produced, only when called upon to do so;

a. Birth Certificate.
b. Certificates of Educational Qualifications.
c. Certificates of Professional Qualifications.
d. Certificates of Experience.

6. Applicants serving in the Public/Provincial Public Service should send their applications through relevant Heads of Departments/Institutions.

7. Canvassing in any form will be a disqualification for this posts.

8. 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.

9. 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 the Public/Provincial Public Service) 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.

10. In the event of any inconsistency between Sinhala, Tamil and English versions of this Gazette Notification, the Sinhala text shall prevail.

Kushani Rohanadeera
Secretary-General of Parliament

Parliament of Sri Lanka.
Sri Jayewardenepura Kotte.
.....October 2026

PARLIAMENT OF SRI LANKA

Specimen Application Form

Post of ... ...

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 No.* | | | | | | | | | | | | |

03. *(a)* *i). Personal Address:*
.....
.....
.....

ii). Telephone No: | | | | | | | | | | |

iii). Whatsapp No: | | | | | | | | | | |

iv). E-mail address: .....

(b) *i). Official Address: .....*
.....
.....

ii). Official Telephone No: | | | | | | | | | | |

(c) *Please indicate the address the admission to 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 Qualifications: (Copies of the certificates should be attached)*

(a) G. C. E. (O/L)		
Subjects	***Pass***	***Year***
Sinhala/Tamil		
English		
Mathematics		

(b) G. C. E. (A/L)		
Subjects	***Pass***	***Year***

(c) *Details of the Degree*

i). *Effective date of the Degree* : ……..

ii). *University / Institution* : ……...

iii). *Name of the Degree* : ……

iv). *Subjects* : ……

09. *Professional/ Vocational Qualifications (Copies of the certificates should be attached)*

Course	***Institution***	***Duration***	***Effective Date***

10. *Experience (Copies of the certificates should be attached)*

Institution	***Post***	***Service Period***

11. *Other Qualifications (copies of the certificates should be attached):*

……

……..……

…….....

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: .....

.....

14. *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

<u>Recommendation of Head of Department/Institution</u>

(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 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. (Please strike through the irrelevant words.)

..... *.....*

Date: *Signature of Head of Department/Institution*

(Official Stamp)