

EXCISE DEPARTMENT OF SRI LANKA

Recruitment for the Post of Polonnaruwa Circuit Bungalow Keeper

Circuit Bungalow Keeper – 01 Post

Applications are invited to recruit for the above post on a contract basis.

- **Educational Qualifications:**
Passed the G.C.E. (Ordinary Level) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings.
- **Professional Qualifications:**
Having good knowledge of Eastern and Western cooking will be considered an added qualification.
- **Experience:**
Having 03 years of experience in catering/food provision at a rest house or a similar recognized institution.
- **Duties Assigned to the Position:**
Being in charge of the circuit bungalow, receiving guests and arranging necessary food, beverages, and accommodation for them, taking responsibility for the buildings and goods/property of the circuit bungalow, and cleaning the bungalow.
- **Salary Scale:**
Monthly Allowance (Monthly allowance including all allowances as per Public Administration Circular 10/2025):
 - **For the year 2026:** Rs. 56,663/- (38,863/- + 17,800/-)
 - **For the year 2027:** Rs. 57,800/- (40,000/- + 17,800/-)
 - **Salary Code:** PL - 1 (PL - 1 2025) as per P.A.C. 10/2025
- **Age Limit:**
Applicants should not be less than 18 years and not more than 50 years of age. Applicants must possess an excellent character.
- **Conditions of Employment:**
Recruitment will be made on a contract basis for a period of two (02) years or until existing vacancies are filled on a permanent basis, whichever comes first.

- **Method of Recruitment:**

Suitable candidates will be selected through an aptitude assessment interview.

- **Closing Date for Applications:** 30.10.2026

The Excise Department of Sri Lanka reserves the right to make or not to make an appointment.

"Recruitment for the Post of Polonnaruwa Circuit Bungalow Keeper" should be stated on the top left-hand corner of the envelope.

Applicants possessing the necessary qualifications for this post should prepare a Curriculum Vitae (CV) including their educational qualifications, professional qualifications, and experience, along with the names, addresses, and telephone numbers of two (02) non-related referees, and send it by registered post to reach the address below on or before the specified date.

Note: Incomplete applications that do not include the above information will be rejected.

Commissioner General of Excise,
Excise Department of Sri Lanka,
No. 353,
Kotte Road, Rajagiriya.

10-674/2