

PARLIAMENT OF SRI LANKA

Vacancy

POST OF FOOD AND BEVERAGES 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 education, vocational and experience, to reach the **“Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte”** on or before **29th August 2025**. The post you are applying for should be indicated on the top left hand corner of the envelope. (This notice is available on the website: www.parliament.lk)

Post of Food and Beverages Assistant (Total No. of vacancies 06)

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- Rs. 60,040 /- (On this salary scale, the gross minimum initial monthly remuneration together with all the allowances will be approximately Rs. 90, 000 /-)

2. Educational Qualifications :-

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

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 (VTA) or any other similar vocational training institute.

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 (2) and (3) above.

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 (The upper age limit shall not be applicable for those who are confirmed in the Public Service / Provincial Public Service).

6. Method of Recruitment :-

Through a trade test and an interview.

(a) 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.

(b) 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:

| <i>Serial No.</i> | <i>Criteria</i> |
|-------------------|--|
| 1 | Educational and Professional Qualifications |
| 2 | Subject Knowledge |
| 3 | Experience |
| 4 | Personality and Performance at the Interview |

7. Terms and Conditions of Service :-

- i. This post is permanent and Pensionable. However, 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 probation period of three-year.

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 subjected to a medical examination.
- v. A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

8. Applicants should attach the 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 Vocational Qualifications,
- (d) Certificates of Experience.

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

10. Canvassing in any form will be considered a disqualification.

11. Any information in the application found incorrect will result the applicant being disqualified if such inaccuracy is disclosed before selection, and to dismissal if disclosed after appointment.

12. 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 working in the Public / Provincial Public Service) or applications not prepared in accordance with the specimen application form will be rejected.

KUSHANI ROHANADEERA,
Secretary-General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
01st August, 2025.