



## **PARLIAMENT OF SRI LANKA**

### **Post of Housekeeping Assistant**

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Housekeeping Assistant on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the “Secretary-General of Parliament, Parliament of Sri

Lanka, Sri Jayewardenepura Kotte" on or before August 9, 2018. The post of "Housekeeping Assistant" should be indicated on the top left-hand corner of the envelope. (This advertisement is also available on the website : www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, salary scale specified for this post is Rs. 25,520 - 9 x 270 - 10 x 300 - 6 x 330 - Rs. 32,930 /- The selected candidates will be placed initially at the monthly salary step of Rs. 20,248/= according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 50,000)

Housekeeping Assistant on successful completion of 10 years' satisfactory service will be eligible for promotion to the Post of Senior Housekeeping Assistant.

2. *Age Limit.*— Should not be less than 18 years and not more than 30 years of age as at August 9, 2018.

3. *Educational Qualifications.*— Should have passed General Certificate of Education (Ordinary Level) Examination in six subjects including credit pass for Sinhala or Tamil language and passes for Mathematics and English at not less than two sittings.

4. *Professional Qualifications.*— Should have successfully completed a vocational training course with not less than 05 months in the field of Hotel Housekeeping, Room Service or Room Attendants' Service conducted by Sri Lanka Institute of Tourism and Hotel Management (SLITHM) or National Apprentice and Industrial Training Authority (NAITA) or any other similar vocational training institute.

5. *Experience.*— Experience not less than 06 months in Housekeeping or in a similar post in Hotel Sector.

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

7. *Terms and Conditions of Service :*

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to a three-year (03) probation period. If a person who has been confirmed in a permanent and pensionable 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 subject 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) 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 Professional Qualifications ;  
(d) Certificates of Experience.

9. Applicants serving in Public / Provincial Public Service / State Corporations / Statutory Boards should send their applications through their respective Heads of Departments / Institutions.

10. Canvassing in any form will be a disqualification.

11. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions 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 will also be rejected.

W. B. D. DASANAYAKE,  
Secretary-General of Parliament,

Parliament of Sri Lanka,  
Sri Jayewardenepura Kotte,  
13th July, 2018.

PARLIAMENT OF SRI LANKA

SPECIMEN APPLICATION FOR THE POST OF HOUSE KEEPING  
ASSISTANT

01. (a) Name with initials (in Sinhala/Tamil) : \_\_\_\_\_.  
(b) Names denoted by initials (in Sinhala/Tamil) : \_\_\_\_\_.  
(c) Full Name (in block Capitals): Mr./Mrs./Miss : \_\_\_\_.

02. National Identity Card Number : \_\_\_\_\_.

03. (a) Private Address : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.  
(b) Official Address : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.  
(c) Please indicate the address to where the admission  
to be posted :

Private :  Office :

04. (i) Date of Birth : \_\_\_\_\_.  
(A copy of the birth Certificate should be attached)  
(ii) Age as at August 09th 2018:  
Years : \_\_\_\_\_. Months : \_\_\_\_\_. Days : \_\_\_\_\_.

05. Civil Status : \_\_\_\_\_.

06. Gender : Male/Female : \_\_\_\_\_.

07. State whether a citizen of Sri Lanka : \_\_\_\_\_.

08. Educational Qualifications: (Copies of relevant  
certificates should be attached):

Examination	Subject	Pass obtained	Year
G. C. E (O/L)	Sinhala/Tamil		
	Mathematics		
	English		

09. Professional Qualifications (copies of the certificates  
should be attached) : \_\_\_\_\_.

10. Experience (copies of the certificates should be  
attached) : \_\_\_\_\_.

11. Details of Present Employment:

- (a) Name and Address of the Institution : \_\_\_\_\_.  
(b) Present Post : \_\_\_\_\_.  
(c) Date of First Appointment : \_\_\_\_\_.  
(d) Monthly basic Salary : \_\_\_\_\_.  
(e) Allowances : \_\_\_\_\_.  
(f) Gross Salary : \_\_\_\_\_.

12. Have you been convicted for a criminal offence by a  
Court of Law? : \_\_\_\_\_.  
If so, give details : \_\_\_\_\_.

13. Have you served under the Government before? : \_\_\_\_\_.  
If so, 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.

\_\_\_\_\_  
Signature of the Applicant.

Date : \_\_\_\_\_.

*Certification of Head of Department/Institution :*  
(Only for applicants serving in the Public Service/Provincial  
Public Service/Government Corporations/Statutory Boards)

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs  
/Miss ..... holding the post of .....  
..... in this Institution. I certify that 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.

\_\_\_\_\_  
Signature of Head of Department/  
Institution.  
(Official Stamp)

Date : \_\_\_\_\_.