



PARLIAMENT OF SRI LANKA
VACANCIES
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 **September 11, 2020**. 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, the monthly salary scale for this post is Rs. 25, 520 – 9 x 270 / 10 x 300 / 6 x 330 – 32,930. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.57,000 /=-)

2. Age Limit

Should not be less than 18 years and not more than 30 years of age as at the closing date for applications.

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 in not less than two sittings.

4. Professional Qualifications

Should have a certificate issued by Sri Lanka Institute of Tourism and Hotel Management (SLITHM) or any other recognized institution by the Government for not less than 05 months duration in the field of Hotel Housekeeping, Room Service or Room Attendants' Service.

Or

NVQ Level 2 certificate in Hotel Housekeeping, Room Service or Room Attendants' Service

5. Experience

Not less than one year of experience in Hotel Housekeeping, Room Service or Room Attendants' Service at a star class hotel after obtaining the educational & professional qualifications mentioned in (3) & (4) above.

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 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 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.*

Secretary-General of Parliament

*Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
August 28 , 2020*