



PARLIAMENT OF SRI LANKA

Vacancies - 2025

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

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 experience, to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" *on or before 05 January 2026*. The post applying should be indicated on the top left-hand corner of the envelope (This notice is available on the website: www.parliament.lk).

1 Deputy Director (Finance) - [No. of Vacancies 01]

1.1 Salary Scale:-

According to the Schedule I of the Management Services Circular No. 04/2025 dated 25.03.2025, the monthly salary scale entitled for this post is Rs.109,090-7x2,940/6x3,900-153,070/- (The minimum initial gross monthly remuneration on this salary scale inclusive of all allowances will be approximately Rs.184,000/-).[Further, salary revisions are scheduled for 2026 and 2027 as per the aforementioned circular].

1.2 Age Limit:-

Should be not less than 25 years and not more than 45 years of age as at the closing date for applications (The upper age limit shall not be applied for those who are confirmed in the Public/ Provincial Public Service).

1.3 Educational Qualifications:-

A Bachelor's degree in Commerce, Management or Accountancy offered by a University recognized by the University Grants Commission (UGC)

1.4 Professional Qualifications:-

- a) Master's degree offered by a recognized University/Sri Lanka Institute of Development Administration (SLIDA) in the field of Financial Management/ Accountancy/ Procurement will be an advantage.
- b) Successful completion of CIGAS and ITMIS, computer programmes conducted by the Ministry of Finance/Sri Lanka Institute of Development Administration (SLIDA).

1.5 Experience:-

Completion of a total of twelve (12) years of satisfactory service in Class III/II of the Sri Lanka Accountants' Service. *(Preference will be given to applicants with experience in the field of "Procurement")*.

1.6 Method of Recruitment:-

On the merit of a structured interview.

Evaluation Procedure:-

The qualifications of the applicants will be evaluated by an interview board appointed by the Secretary-General of Parliament.

Applicants who meet the required qualifications will be called for an interview, and marks at the interview will be awarded based on the following criteria. Total marks allocated for this interview is hundred (100):-

Serial No.	Criteria
1	Additional Educational and Professional Qualifications
2	Subject Knowledge
3	Work Experience
4	Personality and Skills demonstrated at the interview

2 Technical Officer (Electrical) - [No. of Vacancies 02]

2.1 Salary Scale

According to the Schedule I of the Management Services Circular 04/2025 dated 25.03.2025, the monthly salary scale specified for this post is Rs. 58,660-9 x 1,190/3 x 1,360 – 73,450/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 97,000/-) [Further salary revisions are scheduled for 2026 and 2027 as per the aforementioned circular].

2.2 Age Limit

Not less than 25 years and not more than 35 years of age as at the closing date of applications. (The upper age limit shall not be applied for those who are confirmed in the Public/ Provincial Public Service)

2.3 Educational Qualifications

Applicants should have passed G.C.E (A/L) Examination under the stream of Mathematics in four subjects in old syllabus or three subjects in new syllabus in one sitting.

And

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

2.4 Professional Qualifications

I. National Diploma in Technology (NDT)

(Electrical/ Electronic/ Telecommunication)

or

II. Higher National Diploma in Engineering (HNDE)

(Electrical/ Electronic/ Telecommunication)

or

III. National Diploma in Engineering Science (NDES) or

(Electrical/ Electronic/ Telecommunication)

or

IV. Diploma in Technology at Open University of Sri Lanka

(Electrical/ Electronic/ Telecommunication)

or

V. Certificate course in NVQ level 06 relating to the field of Electrical/ Electronic/ Telecommunication

2.5 Experience

Not less than three years' experience as a Technical Officer (Power Electrical/ Audio Visual/ Telecommunications/ Broadcasting/Air Conditioning and Refrigeration) or similar capacity in a recognized institution.

2.6 Method of Recruitment

By written test, and an interview conducted by the appointing authority. Applicants who pass the written test will be interviewed by a Board of Interview appointed by the Secretary-General of Parliament based on the following criteria:

Serial No	Criteria
1	Additional Educational Qualifications
2	Additional Professional Qualifications and Special Skills
3	Service Experience
4	Personality and Performance at the Interview

3 Translator (Sinhala/English/Sinhala) - [No. of Vacancies 05]

Translator (Sinhala/Tamil/Sinhala) - [No. of Vacancies 02]

Translator (English/Tamil/English) - [No. of Vacancies 03]

3.1 Salary Scale:-

According to the Schedule I of the Management Services Circular 04/2025 dated 25.03.2025, the monthly salary scale specified for this post is Rs. 54,560-3 x 680/10 x 800/4 x 1,190 - 69,360/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 92,000/-) [Further salary revisions are scheduled for 2026 and 2027 as per the aforementioned circular].

If an applicant who is already in government service and confirmed is selected for this post, his/her salary step will be adjusted according to the salary previously drawn upon completion of one year of the acting period.

3.2 Age Limit:-

Should be not less than 18 years and not more than 40 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are confirmed in the Public/ Provincial Public Service.)

3.3 Educational Qualifications

Having passed the G.C.E. (A/L) examination in four subjects (old syllabus) / three subjects (New Syllabus) in one sitting;

and

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for five subjects including Mathematics and relevant language streams in not more than two sittings.

(Relevant language streams – applicants who apply for the post of Translator (Sinhala/English/Sinhala) should have credit passes for Sinhala and English languages and applicants who apply for the post of Translator (Sinhala/Tamil/Sinhala) should have credit

passes for Sinhala and Tamil languages and, applicants who apply for the post of Translator (English/Tamil/English) should have credit passes for English and Tamil languages.)

3.4 Professional Qualifications:-

A certificate for Computer literacy from a recognized institution.

3.5 Experience:-

Minimum of five years post qualifying experience as a translator in a government or recognized institution.

3.6 Method of Recruitment:-

On the merit of a written test and an interview conducted by the appointing authority.

(a) Witten Test

Applicants who meet the required qualifications for the above mentioned post will be required to participate in a written test. This test will assess the applicants' skills in language translation. The maximum attainable score for this test will be hundred (100) marks.

(b) Interview

Applicants who pass the written test will be interviewed 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
1	Additional Educational and Professional Qualifications
2	Subject Knowledge
3	Performance at the Interview
4	Communications Skills
5	Experience

4 Linen Room Attendant – [No. of vacancies 01]

4.1 Nature of the Job

Linen Room Attendant is expected to carry out duties attached to the Department of Catering and Housekeeping Services in relation to ensuring the cleanliness and maintenance of the uniforms, curtains and other linen items of the staff of the Secretary-General of Parliament. Accordingly, key responsibilities of this role include supervising the cleaning, repair, and issuance of uniforms and linen, maintaining accurate stock levels and related records, verifying laundry bills, and ensuring the timely distribution and replacement of items as required.

4.2 Monthly Salary Scale

According to Schedule I of the Management Services Circular No: 04/2025 dated 25.03.2025, the monthly salary scale for this post is Rs.42,290-9x490/10x540/6x590-55,640/- (The minimum gross initial monthly remuneration together with all the allowances will be approximately Rs.80,000/-). [Further salary revisions are scheduled for 2026 and 2027 as per the aforementioned circular].

4.3 Age Limit

Should not be less than 18 years and not more than 30 years of age, as at the closing date of the application (The maximum age limit does not apply to applicants who are already confirmed in their post in the Public Service/ Provincial Public Service).

4.4 Educational Qualifications, Professional Qualifications and Experience

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

and

Possession of an NVQ Level II Certificate in the field of Hotel Housekeeping.

and

Not less than six months post qualifying experience as a Linen Room Attendant or Laundry industry worker in a star class hotel approved by the Sri Lanka Tourism Board

or

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

and

Not less than one year post qualifying experience as a Linen Room Attendant or Laundry industry worker in a star class hotel approved by the Sri Lanka Tourism Board

**** In addition to the above qualifications, practical knowledge of sewing and knitting is mandatory.**

4.5 Method of Recruitment

Through a written/trade test and an interview.

- (a) Written /Trade test

Applicants who meet the required qualifications for the above-mentioned post will be required to undergo a written/trade test.

These tests will assess the applicants' skills in areas related to linen storage, laundering, and sewing. The assessment will consist of one-hour written/trade test. Each test will have a maximum attainable score of hundred (100) marks.

(b) Interview

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 hundred (100) marks:

Serial No	Criteria
1	Additional Educational and Professional Qualifications
2	Subject Knowledge
3	Experience
4	Personality and Performance at the interview

5 Terms and Conditions of Service

- (i) These posts are Permanent and Pensionable. Pension entitlement pertaining to these posts will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If an internal candidate who has been confirmed in the post on the staff of the Secretary-General of Parliament or 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 (01).
- (ii) 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.
- (iii) Selected candidates shall abide by the Financial and Departmental Regulations applicable to the staff of the Secretary-General of Parliament.
- (iv) 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.
- (v) Selected candidates should be subject to a medical examination.
- (vi) Security Clearance Reports with respect to the selected candidates will be obtained prior to his / her appointment.

- 6 Applicants should attach the copies (NOT ORIGINALS) of the following certificates to their applications, and original certificates should be produced only when called upon to do so.
 - i. Birth Certificate
 - ii. Copy of the National Identity Card
 - iii. Certificates of Educational Qualifications
 - iv. Certificates of Professional Qualifications
 - v. Certificates of Experience
- 7 Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.
- 8 Canvassing in any form will be considered as a disqualification for this post.
- 9 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.
- 10 Applications received after the closing date or sent without copies of the above-mentioned certificates or not sent through Heads of Departments/Institutions or applications not prepared in accordance with the specimen application, will be rejected. Applications submitted through the Heads of Departments/Institutions received after the closing date will also be rejected.
- 11 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

December 2025



PARLIAMENT OF SRI LANKA
Specimen Application Form

Post of

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

2. National Identity Card Number :

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3. (a) (i) Private Address :
.....
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(ii) E-mail Address :

(iii) Telephone No :

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(iv) Whatsapp No :

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- (b) (i) Official Address :
.....
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(ii) Official Telephone No :

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- (c) Please indicate the address to which the admission should be posted.

Private ☐ Office ☐

4. (a) Date of Birth : Year Month..... Date
(A copy of the birth certificate should be attached)

(b) Age as at closing date of applications : Years Months Days.....

5. Civil Status (Married/Unmarried) :

6. Gender (Male/Female) :

7. State whether a citizen of Sri Lanka : (Yes/ No)

8. Educational Qualifications: (*Copies of the certificates should be attached*)

Degree	University	Effective Date

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

9. Professional Qualifications (*Copies of the certificates should be attached*):

Course	Institution	Duration	Effective date

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

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11. Experience (*Copies of the Certificates should be attached*)

Institution	Post	Service Period

12. Details of Present Employment (*Copies of the Certificates 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 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 the appointment.

Date :

.....
Signature of the Applicant

Certification of Head of Department/Institution

(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 this post and 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 permanently/ temporarily if selected for this post.
(Please strike through the irrelevant words.)

Date :

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