

# Notice

## Ministry of Finance, Planning and Economic Development

### Recruitment to the post of Circuit Bungalow Keeper in the Department of Government Valuation

Applications are invited from applicants with the following qualifications, as per the orders of the Ministry of Finance, Planning and Economic Development to fill 01 existing vacancy in the post of Circuit Bungalow Keeper in the Department of Government Valuation on open basis.

(a) The last date for receiving applications is 23.04.2026.

**Note:** Complaints of loss or delay in posting of an application will not be considered. Losses that may arise due to delay of receiving applications on or before the closing date should be borne by the applicants themselves.

#### 01. Method of Recruitment

Out of all the applicants who have fulfilled the qualifications mentioned in the notification, a most suitable candidate will be recruited to fill the existing vacancy (01) on the basis of the results of a structured interview conducted by an interview board appointed by the Ministry of Finance, Planning and Economic Development.

Applicants who submit applications not less than twice the number of vacancies will be called for a structured interview. Checking of Basic qualifications will also be carried out at the structured interview.

#### 02. Qualifications

- Should have passed the examination of Grade 8 or higher in Sinhala, Tamil or English medium.
- Knowledge of other languages is considered an additional qualification.
- Every applicant should have a thorough knowledge of cooking in both the Eastern and Western styles.
- The experience of the applicants, who are familiar with the preparation and serving of food and beverages, maintaining hygiene and proper reception of guests in the Rest Houses or other hotels will be specially considered.
- Should have at least 03 years of experience in a recognized external institution in equivalent position.
- Every candidate should be physically and mentally fit to serve in any part of Sri Lanka.
- All applicants should be citizens of Sri Lanka and should have outstanding character.

#### 03. Terms of Employment and Service conditions

- This post is permanent and pensionable. Contributions should be made to the Widows'/Widowers' and Orphans' Pension Scheme.
- This appointment is subject to a three years probationary Period.
- Proficiency in official languages should be obtained as per the provisions of the Public Administration Circular No. 18/2020 and the corresponding circulars.
- This appointment is subject to the Procedural Rules of the Public Service Commission, Financial Regulations, Establishments Code, Departmental Orders, Orders issued and future orders to be issued by the Government.

#### 04. Age Limit

Not less than 18 years and not more than 45 years.

#### 05. Salary Scale

According to the Public Administration Circular No. 10/2025 dated 25.03.2025, the monthly salary scale entitled to this appointment is Rs. 40000-10x450-10x490-10x540-12x590-61880 (PL-1-2025).

#### 06. Identity of Candidates :-

Only candidates who have submitted complete applications in all respects will be called for the structured interview.

Originals of all the certificates and duly certified copies of the same should be produced at the structured interview. Marks will not be awarded for documents submitted subsequently.

The following documents will be accepted to prove one's identity at the Competency Evaluation Interview.

- Valid National Identity Card issued by the Commissioner for Registration of Persons
- Valid Passport

#### 07. Submission of Applications :

- Applicants who have fulfilled the above qualifications before the closing date of applications should submit the completed application form as per the specimen application format given at the end of this notification and it should reach by registered post before 23.04.2026. Applications received after that date will be rejected.
- If an applicant is employed in a Government Ministry or Department, the application should be sent through the Head of the Department by registered post and it should reach on or before 23.04.2026.
- Applications which do not conform to the specimen application form will be rejected. No complaint will be entertained regarding the loss or delay of applications.

#### 08. Providing incorrect information :-

If any information mentioned in the application sent by you is found to be false or incorrect before recruitment, your candidature will be cancelled.

If such false or incorrect information is discovered after recruitment, action will be taken to dismiss from the service at any time subject to the relevant action..

The Department of Government Valuation reserves the right to fill or not to fill any number of vacancies or all vacancies.

As per the order of the Ministry of Finance, Planning and Economic Development

**Government Chief Valuer  
Department of Government Valuation**

### Application for Recruitment to the Post of Circuit Bungalow Keeper in the Department of Government Valuation

For Office use

Language Medium of Application -

Sinhala - 1

Tamil - 2

English - 3

- Name with initials of the Applicant :- .....
- Full Name of the Applicant :- .....
- National Identity Card Number :- .....
- Permanent Address :- .....
- Date of Birth :- .....

6. Age as at 23.04.2026 :- Years:..... Months: ..... Days.....

7. Telephone Number :- Mobile ..... Fixed .....

8. If you're currently working in a government office,

Bearing Designation: ..... Class ..... Grade: .....

Date of Original Appointment : .....

Original Appointment Designation :- .....

9. Educational Qualifications:- (Specify the relevant years with the institution)

9.1. Last Passed Exam :- .....

9.2. G.C.E. O/L Examination - Results

Year - ..... Index Number- .....

Subject	Pass	Subject	Pass
1		6	
2		7	
3		8	
4		9	
5		10	

9.3 G.C.E. A/L Examination - Results

Year - ..... Index Number : .....

Subject	Pass	Subject	Pass
1		3	
2		4	

10. Professional Qualifications:- .....

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11. Experience obtained in relation to the post:- .....

.....

12. Other Qualifications:- .....

.....

13. Have you ever been convicted by a court of law on any charge? (In the relevant box. Enter ✓ sign. If yes, specify the details.)

Yes  No

14. Applicant's Certificate :-

I certify that the above information has been completed correctly and that all the information is true and correct. I further agree to bear any losses incurred by non-completion and/or incorrect completion of any part of this application. I will not alter any of the information contained herein, later.

Signature of the Applicant :- ..... Date :- .....