



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- 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:

Serial No	Criteria
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.

Secretary-General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
August 2025



PARLIAMENT OF SRI LANKA

Specimen Application Form

Post of Food & Beverages Assistant

01. (a) Name with initials (in English):.....

(b) Names denoted by initials (in English) :

(c) Full Name (in Block Capitals): Mr./Ms.

02. National Identity Card
Number

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03. (a) Private Address:

Telephone No:

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WhatsApp No:

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(b) Office Address :.....

Telephone No:

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(c) Please indicate the address to where the admission to be posted

Private ☐

Office ☐

04. (i) Date of Birth: Year Month Date
(A copy of the Birth Certificate should be attached)

(ii) Age as at the closing date of applications: Years: Months: Days:

05. Civil Status: (Married/Unmarried)

06. Gender: (Male/Female)

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

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

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

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

Course	Institution	Effective date

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

Institution	Designation	Duration

11. Experience (copies of the certificates should be attached)

Institution	Post	Service Period

12. Details of Present Employment:

- (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 any criminal offence by a Court of Law? (Yes / NO)
If so, give details:

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14. Have you served under the Government before? (Yes / NO)
If so, give details:

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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.

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 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 if selected for this post. (Please strike through the irrelevant words.)

Date:

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Signature of Head of Department/Institution
(Official Stamp)