



PARLIAMENT OF SRI LANKA

Vacancies

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

Applications prepared in accordance with the specimen given below should be sent along with the copies of certificates to prove educational, professional qualifications and experience under registered cover only to reach the “**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**” on or before **30.09.2025** indicating the post applied for, on the top left-hand corner of the envelope. (This advertisement also available on the website: www.parliament.lk)

N.B.: Candidates who wish to apply for more than one post should submit separate applications for each post.

1 Post of Motor Mechanic – [01 vacancy]

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 for this post is Rs. 51,020 – 11 x 590 / 10 x 680 – 64,310/-. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 89,000/-).

1.2 Age Limit

Should not be less than 22 years and not more than 35 years of age as at the closing date of the application. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public Service)

1.3 Educational Qualifications

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

1.4 Vocational Qualifications

Should have successfully completed a full-time course in motor mechanism having not less than three years of duration, conducted by the Ceylon - German Technical Training Institute or any other Government/ recognized Private institute.

And

Valid license to drive all kinds of motor vehicles.

(NVQ 4 or above qualification in the field of Motor Mechanism will be considered as an added qualification).

1.5 Experience

Not less than five years' experience in motor mechanism in the government / recognized institution.

1.6 Method of Recruitment

Through a written test, practical test and an interview.

1.7 Test Method

(a) Written and Practical tests

A written test and a practical test will be conducted by a supervisory board appointed by the Secretary-General of Parliament or by a selected vocational training institution, where the qualifications of the applicants will be tested in the following subject areas.

Test	Subject Areas Being Examined	Maximum Marks
Written Test	Knowledge of Motor mechanics and maintenance	100
Practical Test	Practical knowledge and skills in Motor mechanics and maintenance are tested.	100

(b) Interview

Candidates who pass the written and practical tests will be called for an interview. Marks will be awarded during the interview based on the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

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

2.1 Salary Scale

According to the Schedule I of the Management Services Circular No: 04/2025 dated 25.03.2025, the monthly salary scale for this post is Rs. 51,020 – 11 x 590 / 10 x 680 – 64,310/-. (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 89,000/-).

2.2 Age Limit

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

2.3 Educational Qualifications

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

2.4 Vocational Qualifications

A certificate issued by Institute of Supply and Materials Management (ISMM) in the field of Store-keeping / Stores-Management and basic knowledge of data entry.

2.5 Experience

Not less than five years satisfactory service as an Assistant Store Keeper in a government / recognized institution.

2.6 Method of Recruitment

Through a written test and an interview.

2.7 Test Method**(a) Written Test**

The qualifications of the applicants will be tested through a written test conducted by a vocational training institute/supervisory board selected/appointed by the Secretary-General of Parliament. The maximum marks that can be obtained for the written test is 100.

(b) Interview

Candidates who pass the written test will be called for the interview. Marks will be awarded during the interview based on the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

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

3 Post of Painter – [01 vacancy]

3.1 Salary Scale

According to the Schedule I of the Management Services Circular No: 04/2025 dated 25.03.2025, the monthly salary scale for this post is Rs.47,240 – 9 x 540 / 10 x 590 / 3 x 680 – 60,040/-. (The minimum gross initial monthly remuneration together with all the allowances will be approximately Rs.85, 000/-).

3.2 Age Limit

Should not be less than 18 years and not more than 40 years of age, as at the closing date of the application.

3.3 Educational Qualifications

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

(Note - Passing G.C.E. (O/L) Examination is not mandatory for the candidates who have NVQ 3 or above in the field of painting.)

3.4 Vocational Qualifications

NVQ 3 in Painting / Masonry.

3.5 Experience

Not less than three years' experience in the field of painting from a government/ recognized institution.

3.6 Method of Recruitment

Through a trade test and an interview.

3.7 Test Method

The qualifications of the candidates will be tested through a trade test and interview conducted by a Board appointed by the Secretary-General of Parliament.

(a) Trade test

The applicant's technical knowledge, proficiency and necessary skills in painting are tested here. The maximum score that can be obtained is one hundred (100).

(b) Interview

Marks will be awarded during the interview based on the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

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

4 Post of Pipe Line Cleaner – [01 vacancy]

4.1 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 – 9 x 540 / 10 x 590 / 3 x 680 – 60,040/-. (The minimum gross initial monthly remuneration together with all the allowances will be approximately Rs. 85,000/-).

4.2 Age limit

Should not be less than 18 years and not more than 40 years of age, as at the closing date of the application.

4.3 Educational Qualifications

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

(Note - Passing G.C.E. (O/L) Examination is not mandatory for the candidates who have NVQ 3 or above in the field of Plumbing.)

4.4 Vocational Qualifications

NVQ 4 certificate in the field of Plumbing.

4.5 Experience

Not less than three years' experience in the field of plumbing from a recognized institution.

4.6 Method of Recruitment

Through a trade test, and an interview.

4.7 Test Method

The qualifications of the candidates will be tested through a trade test and an interview conducted by a Board appointed by the Secretary-General of Parliament.

(a) Trade test

The applicant's technical knowledge, proficiency and necessary skills in plumbing are tested here. The maximum score that can be obtained is one hundred (100).

(b) Interview

Marks will be awarded during the interview based on the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

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

5. Post of Housekeeping Assistant – [06 vacancy]

5.1 Nature of the Job

This is expected to perform relevant routine cleaning and housekeeping duties under the purview of the Department of Catering and Housekeeping Services, ensuring the maintenance of cleanliness and hygiene of the Parliamentary Complex.

5.2 Monthly Salary Scale

According to the 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/-)

5.3 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).

5.4 Educational Qualifications, Professional Qualifications and Experience

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

Vocational: 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 five months duration in the field of Hotel Housekeeping/ Room Service / Room Attendant Service;

or

NVQ level II Certificate in Hotel Housekeeping/Room Service /Room Attendant Service;

Experience: Not less than one year post qualifying experience in Housekeeping/Room Service/ Room Attendant Service in a star class hotel.

5.5 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 Hotel Housekeeping / Room Service / Room Attendant Service. 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	Educational and Professional Qualifications
2	Subject Knowledge
3	Experience
4	Personality and Performance at the interview

6. Post of Security Officer – [01 vacancy]

6.1 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.47,240-9x540/10x590/3x680-60,040/- (On this salary scale, the minimum initial monthly remuneration, together with all the allowances will be approximately Rs.85,000/=)

6.2. Educational Qualifications and Experience

Having passed the General Certificate of Education (Ordinary Level) Examination in six subjects including a credit pass for Sinhala or Tamil language and simple passes for Mathematics and English in not more than two sittings

and

Commendable service of not less than 10 years in one of the Armed Forces (Regular) or in the Sri Lanka Police Service and holding a rank not less than or equivalent to Sergeant in the Army and in the Police.

or

Ten years of satisfactory service in the salary groups A or B in the staff of the Secretary-General of Parliament as at the closing date of the applications.

6.3. Age Limit

Should not be less than 30 years and not more than 40 years of age as at the closing date of applications. (Upper age limit will not be applicable for the members of the staff of Secretary-General of Parliament)

6.4. Method of Recruitment

Through a written test and an interview.

(a) Written Test

Test	Subject Areas Tested	Maximum Mark
Written Test	Language Proficiency and General Knowledge	100

(b) Interview

Applicants who pass the written examination will be called for an interview, at which marks will be awarded according to the following criteria. The maximum attainable score for the interview will be hundred (100) marks:

	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) These posts are permanent. 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 of the staff of the Secretary-General of Parliament 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 (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 will be subjected to 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 will be subject to a medical examination.
 - (vi) Security Clearance Reports with respect to the selected candidates will be obtained prior to his / her appointment.
- 8.** Applicants should attach the copies (NOT ORIGINALS) of the following certificates to their applications, and originals of the certificates should be produced when called upon to do so.
- (a) National Identity Card
 - (b) Birth Certificate
 - (c) Certificates of Educational Qualifications
 - (d) Certificates of Professional Qualifications
 - (e) Certificates of Experience
- 9.** Applicants for the Motor Mechanic position are required to submit a copy of a valid driving license for all types of vehicles, alongside the certificates listed in sections vii (a) through (e).

10. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions. Applicants serving in the Armed Forces or the Police who apply for the post of Security Officer should submit their applications through the Heads of their respective Departments/Institutions.
11. Canvassing in any form will be considered as a disqualification.
12. 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.
13. 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.

Kushani Rohanadeera
Secretary-General of Parliament

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte

-----/ September/ 2025



PARLIAMENT OF SRI LANKA
Specimen Application Form
Vacancies - 2025

Post of

1. (a) Name with initials (in English) :
(b) Names denoted by initials (in English) :
(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) 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 for applications : Years Month 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*)

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

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

Course	Institution	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 (*related documents should be submitted*)

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

13. Have you been convicted for a criminal offence by a Court of Law? (Yes / No)

If yes, give details :

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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 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:

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Signature of Head of Department/Institution

Official Stamp