

# Department of Wildlife Conservation

Applications will be received from Sri Lankan citizens possessing relevant qualifications to fill 17 vacancies existing for the **Post of Bungalow Caretaker Grade III** of the Department of Wildlife Conservation.

02) Applications prepared as per the Specimen Application stated at the end of this notice should be sent addressed to **Director General, Department of Wildlife Conservation, No. 811/1A, Jayanthipura Road, Battaramulla**, to be received on or before **20th June 2025**. Applications not prepared as per the Specimen Application will be rejected without any intimation and the application should be prepared to include Nos. from 01 to 09 on the first page and Nos. from 10 to 14 on the second page and the relevant details should be stated clearly. The post applied for should be stated clearly at the left-side top corner of the cover containing the application and it can be useful to keep a photocopy of the application with you.

Name of Post	Qualifications, Salary Scales and Method of Recruitment	Duties Entrusted
Bungalow Caretaker	<div><div>➤ <b>Salary Scale :</b> Rs. 41,800 - 10x490 - 10x540 - 10x590 - 12x630 - 65,560 under the Salary Code PL2-2025 as per the Schedule No. III of the Public Administration Circular No. 10/2025 dated 25.02.2016.</div><div>➤ <b>Educational Qualifications :</b> Passed G.C.E. (Ordinary Level) Examination in not more than two sittings in Six (06) subjects with at least two Credit passes.</div><div>➤ <b>Vocational Qualifications :</b> Should have followed a course in Culinary or Tourist Hotel Maintenance not below the NVQ Level Two or Three conducted by an Institution recognized by the National Apprenticeship Board or the Sri Lanka Tourist Board or the Tertiary and Vocational Education Commission with the ability in preparation of Eastern and Western Dishes along with spoken English ability.</div><div>➤ <b>Experience :</b> Should have obtained a two year experience in a field relevant to the post from a recognized Institution (the relevant experience should be documentorily proved).</div><div>➤ <b>Method of Recruitment :</b> Recruitment to the posts will be done on the order of merits of marks obtained on the addition of marks obtained from both the practical and structured tests with 1:5 ratio from the No. of vacancies on the order of marks scored at the structured interview.</div></div>	<div>1. Receiving guests to the Circuit Bungalows with a friendly touch, offer treats, see to their requirements and facilitate their needs.</div> <div>2. Maintain the Circuit Bungalow and the garden in a neat and beautiful manner.</div> <div>3. Attend to the proper maintenance of the Circuit Bungalow and its protection.</div> <div>4. Maintain a proper inventory of the materials and equipment at the Circuit Bungalow.</div> <div>5. Attend to any other duties entrusted by the Head of Department relevant to the post.</div>

**03. Conditions of Employment :**

This is a permanent and pensionable post and should contribute to the Widow's/Widower's and Orphans' Pension Fund.

**04. Age :** Should not be below the age 18 years and not above 45 years.

**05. Physical Qualifications :**

Every applicant should be physically and mentally fit so as to discharge the duties entrusted properly relevant to the post.

**06. Others :**

- i) Should be a Sri Lankan citizen.
- ii) Applicants should possess an excellent character.
- iii) Should fulfill in every way all the qualifications as on the date stated in the Application Calling Notice / Gazette Notice required for the recruitment to the post.

**07. Interview :**

- ❖ Applicants will be subjected to an interview by a Board appointed by the Director General of Wildlife Conservation.
- ❖ If a decision is needed to arrive at on any matter not mentioned in this Gazette Notification the decision of the Director General of Wildlife Conservation shall prevail. The Director General also retains the right to the final decision to fill or not to fill the vacancies or fill a portion of it.
- ❖ Applications prepared as per the Specimen contained in this notice could either be sent by Registered Post addressed to the Director General, Department of Wildlife Conservation, Jayanthipura, Battaramulla or delivered personally to the Institutional Section of the Department of Wildlife Conservation, to be received on or before **20th June 2025**.

**M.S.L.R.P. Marasinghe**  
**Director General (D.C.)**