රාජ්‍ය පරිපාලන හා ස්වදේශ කටයුතු අමාත්‍යාංශය

அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு

Ministry of Public Administration and Home Affairs

නිදහස් චතුරශ්‍රය, කොළඹ 07 சுதந்திர சதுக்கம், கொழும்பு 07. Independence Square, Colombo 07.

දුරකථන தொலைபேசி (94) 011-2696211-13 Tel.	ෆැක්ස් பெக்ஸ் :(94) 011-2695279 Fax	ඊ මේල් இ-தபால் : secretary@pubad.gov.lk E - mail	වෙබ් අඩවිය இணையத்தளம் : www.pubad.gov.lk Website

මගේ අංකය
எனது இல : } **HR/FTR/L/Kor/01/14**   ඔබේ අංකය
உமது இல : }   දිනය
திகதி : } *13* .03.2014
Date

All District Secretaries

Master's Degree Program in Public Administration
From 13ᵗʰ August 2014 to 17ᵗʰ December 2015 - Korea

The External Resources Department (ERD) has invited nomination from eligible Government Officials for the Master's Degree Program in Public Administration, which is scheduled to be conducted from 13th August 2014 to 17th December 2015 in Korea. Accordingly nominations are invited from the confirmed Managerial Level Officers of this Ministry for this Programme.

The requirements to apply the program are as follows:

1. Be under 40 years old.
2. Possess a Bachelor's Degree.
3. Have a good command of both spoken & written English.
4. Be in good health, both physically and mentally.
5. Never have participated in KOICA's program or a similar kind (or must have participated in KOICA's training program not earlier than 3 years ago)

Accordingly, you are kindly requested to submit nominations from suitable officers coming under this Ministry in your District who are confirmed in the service, for the above mentioned Master's Programme. The applications should be submitted in 05 copies along with the following documents with your recommendation on or before 18ᵗʰ March 2014.

1. Dully filled KOICA Application Form with photographs – along with certified copies of the certificates of Academic and Professional Qualifications.
   (KOICA Application form is available at http://www.erd.gov.lk)
2. Seoul National University **Form 1**: Application Form
   can be downloaded from http://en.snu.ac.kr/admission)
3. Seoul National University **Form 2**: Personal Statement and Study Plan
4. Seoul National University **Form 3**: Two letters of recommendation from professors
5. Official Bachelor's Transcript & Degree of Graduation Certificate (Please refer to the website http://cdgdc.edu.cn)
6. A copy of the applicant's passport
7. Copies of Parents passports
8. Official document indicating parent-child relationship between the applicant and parents: applicant's birth certificate or House hold Register proving the parent-child relationship
9. Financial Certification **Form 4**
10. Seoul National University **Form 5**: Verification of Academic Record

11. Curriculum Vitae
12. Certificate of Employment (If applicable)
13. Certificate proving English Proficiency – Please submit a score report of a recognized English Proficiency Test such as TOEFL, TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.
14. ERD Form 2 (can be downloaded from www.erd.gov.lk)

Please make sure to nominate officers who have fulfilled all requirements to avoid rejections from the Department of External Resources. For more information, including downloadable application forms, please refer to SNU Admission Website (http://en.snu.ac.kr/apply/info), Global Master of Public Administration website (http://gmpa.snu.ac.kr) and Master of International Studies website (http://gsis.snu.ac.kr)

If you need further information in this regard do not hesitate to contact me. (Tp.0112688124)

T.T. Upulmalee
Senior Assistant Secretary (Human Resources)
For Secretary