



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය
 பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
 Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකා
 சுதந்திர சதுக்கம் கொழும்பு 07 இலங்கை.
 Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය எனது இல My No	} MPubAd/AcSd/Grade I Post Appointment (I වෙළුම)	ඔබේ අංකය உமது இல Your No	} 2023.08. 31 දිනය திகதி Date

ශ්‍රී ලං.ග.සේ. I ශ්‍රේණියේ නිලධාරීන්,

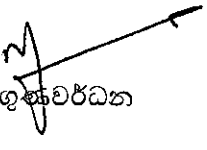
රාජ්‍ය සේවා කොමිෂන් සභා වකුලේඛ 02/2022 අනුව තනතුරුවලට පත්කිරීම

ශ්‍රී ලං.ග.සේ. I ශ්‍රේණියේ ගණකාධිකාරී තනතුර, කෘෂිකර්ම දෙපාර්තමේන්තුව

කෘෂිකර්ම දෙපාර්තමේන්තුවේ පුරප්පාඩු වී ඇති ශ්‍රී ලං.ග.සේ. I ශ්‍රේණියේ ගණකාධිකාරී තනතුර සඳහා රාජ්‍ය සේවා කොමිෂන් සභාව විසින් අනුමත කර ඇති අයදුම්පත් කැඳවීමේ නිවේදනය එම දෙපාර්තමේන්තුවේ වෙබ් අඩවියේ පලකර ඇත.

02. ඒ අනුව, අවශ්‍ය සුදුසුකම් සපුරා ඇති ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ I ශ්‍රේණියේ නිලධාරීන් අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශ සහිතව 2023.09.08 දින හෝ ඊට පෙර ලැබෙන පරිදි කෘෂිකර්ම දෙපාර්තමේන්තුව වෙත යොමු කරන මෙන් කාරුණිකව දන්වා සිටිමි.

අයදුම්පත් කැඳවීමේ නිවේදනයේ යොමුව - <https://doa.gov.lk/online-application-forms-si/>


 අයි. යූ. පී. ගුණවර්ධන
 අධ්‍යක්ෂ

ගණකාධිකාරී සේවා අංශය
 රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශයේ
 ලේකම් වෙනුවට

දුරකතන : 011-2696211-13 (දිගුව 132/218) / 011-2698672
 ෆැක්ස් : 0112693304
 විද්‍යුත් ලිපිනය : d.acsd.pubad@gmail.com



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය
பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකා
சதந்திர சதுக்கம் கொழும்பு 07 இலக்கை.
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය
எனது இல
My No

MPubAd/AcSd/Grade I Post
Appointment (Gen)

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

2023.08.31

Officers in Grade I of S.L.Ac.S,

Appointment to Posts as per the Public Service Commission Circular 02/2022
Post of Grade I of S.L.Ac.S, Department of Agriculture

The notice of calling applications approved by the Public Service Commission for the post of Grade I of Sri Lanka Accountant's Service which has been fallen vacant at the Department of Agriculture has been published on the website of the respective department.

02. Accordingly, the officers in Grade I of Sri Lanka Accountants Service who have satisfied required qualifications are kindly informed to perfect the application and forward it to the Department of Agriculture along with the recommendation of the Head of the Institution on or before 08.09.2023.

Link to the notice of calling applications – <https://doa.gov.lk/online-application-forms-si/>

I.U.P. Gunawardana
Director
Accountants' Service Division
For Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

දුරකතන : 011-2696211-13 (දිදුම 132/218) / 011-2698672
ෆැක්ස් : 0112693304
විද්‍යුත් ලිපිනය : d.acsd.pubad@gmail.com

දුරකතන
தொலைபேசி
Telephone

011-2696211-13
011-2166000

ෆැක්ස්
தொலைநகல்
Fax

011-2695279

E-mail

ඊ-මේල්
மின்னஞ்சல்
E-mail

info@pubad.gov.lk

වෙබ් අඩවිය
Website :
இணையத்தளம்

www.pubad.gov.lk

Post of Grade I of Sri Lanka Accountant's Service of Department of Agriculture

Applications are called from suitably qualified officers of Grade I of Sri Lanka Accountant's Service (Including those eligible to be promoted to Grade I as at the closing date of applications) to be appointed to the above post. Number of vacancies is 01.

In the absence of applicants of Grade I of the service, officers of Grade II of the Service with active and satisfactory service of 03 in that grade will be considered for appointment to attending to duties on full-time basis in the post.

Attending to duties appointments will be done for a maximum period of one year with the possibility of further extensions afterwards subject to provisions of Public Commission Procedural Rule 135.

Applicants must forward their duly filled curriculum vitae *in the format attached hereto* by registered post to the Director General of Agriculture, Department of Agriculture, Head office, Peradeniya or email to palana1doa@gmail.com to reach on or before 08.09.2023

Late applications, incomplete applications and those not submitted in the prescribed format will be rejected without any notice.

2.0. Candidate Profile

2.1. Experience & Professional Qualifications;

- i. Preferably at least 03 years of experience in Grade I of Sri Lanka Accountants' Service.
- ii. Postgraduate / Professional qualification in any of the fields specified in Appendix 5 to the Minute of Sri Lanka accountants' Service (hereinafter referred to as "the Service Minute")
- iii. Proficiency in English

2.2. Strengths;

- i. Team Leader
- ii. Problem Solver
- iii. Precise

2.3. Behavioural competencies

- i. Leadership
- ii. Working together
- iii. Communication

3.0. Method of selection

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. Only a shortlisted number of applicants will be called for the interview. Please refer to section 6 (b) of the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for the criterion for short listing of applicants.

Selection will be based on assessment of seniority and merit at an interview.

3.1. Marking scheme

Heading	Maximum Marks	Method of assessment
Seniority Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum vitae (CV)
Experience in Grade I of Sri Lanka Accountants' Service ** In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery in the above fields gained through involvement in or exposure to it will be assessed	20	
Professional qualifications (1) Postgraduate/ Professional qualifications in any of the fields specified in Appendix 05 to the service minute. <ul style="list-style-type: none"> a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree/ membership in any of the professional bodies specified in Appendix 5.1 of the Service minute – 6 marks c. Postgraduate diploma – 5 marks d. Graduate/Postgraduate certificate – 4 marks e. Diploma in Internal auditing/auditing – 3 marks (2) Training in Financial Management or Internal Auditing (Maximum up to 1.0 mark) <ul style="list-style-type: none"> a. Of duration of 3 months or more – 1 mark b. Of duration of 10 days or more – 0.5 marks c. Of duration of 3 days or more – 0.2 marks (3) Proficiency in English* <ul style="list-style-type: none"> a. Diploma in English obtained from a recognized university or government training institute/IELTS Academic overall score 6.5 or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above, or TOEFL-PBT 55 or above – 02 Marks b. Certificate in English obtained from a recognized university or government training institute – 01 Mark <p>* Marks will be awarded only for the highest qualification</p>	10	
Strengths** Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10	Interview
Behavioural competencies** Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10	

** Please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for the question formats and rating scales.

Note 1: The term "recognized university" in the above marking scheme means a university recognized by the University Grants Commission of Sri Lanka

Note2: All postgraduate qualifications indicated in the marking scheme above should have been obtained from a university recognized by the University Grants Commission of Sri Lanka and such qualifications obtained from other degree awarding institutes should have the recognition of that commission.

P. Malathy
P. Malathy
Director General of Agriculture
Director General of Agriculture

P. Malathy
Director General of Agriculture
Department of Agriculture
Peradeniya.

Date 22/08/2023

CURRICULUM VITAE *FORMAT*

1. Post applying for
2. Particulars about the applicant
 - I. Name
 - II. National Identity Card No.
 - III. Age
 - IV. Residential Address
 - V. Contact Nos.
 - VI. Email
 - VII. Grade of the service
 - VIII. Date of appointment to the service
 - IX. Date of promotion to the present grade of the service
 - X. Designation
 - XI. Date of appointment to the present post
 - XII. Ministry
 - XIII. Department
3. Particulars about the service in the present grade
 - I. No pay/half pay leave

From	To	Total duration (Years/Months/Days)	Purpose

- II. Efficiency bars

Efficiency bar	Due date of completion	Date of completion	No. and date of the letter granting concession/exemption, if any

- III. In case being subjected to a disciplinary action;

Date and no. of the charge sheet	Disciplinary order (<i>If still pending, please indicate</i>)	Effective date of punishment/s, if any (i.e., date of commission of the offence)	Any period of service left out when calculating satisfactory service in terms of Public Service Commission Procedural Rule 186 (ii)

4. Experience

4.1 Past service since date of appointment to the service

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

4.2 Experience in the relevant subject (**Certified copies of letters of duty assignment must be attached.**)

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

4.3. i. *Please describe a challenging case that you have successfully dealt with using your knowledge and experience in public procurement (Max. 150 words)or;*

ii. Please describe improvements that you have introduced to existing procedures/ methods to enhance optimal utilisation of financial/ physical resources of a institute/ department/ ministry while working as an accountant / internal auditor (Max. 150 words)

5. Professional qualifications (***Certified copies of the certificates must be attached.***)

5.1 Postgraduate qualifications

Postgraduate qualification	Subject	University/Institute	Effective date

5.2 Training

Training	Institute/Organization	duration

5.3 Language competency

Language	Qualification/Institute/Organization	Effective date

I do certify that the above particulars are true and accurate to the best of my knowledge.

.....

Signature of the applicant

Certificate of the Head of Department*

Option I - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant, that, as at present, no disciplinary action has been contemplated against applicant* and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement.

Option II - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement. I further state that, at present, a preliminary investigation concerning the applicant is in progress/about to be initiated and the nature of allegations against /suspected acts of misconduct of the applicant are as follows.

.....

* *Strike off the inapplicable statement*

Signature of Head of Department