



# ජාතික අයවැය දෙපාර්තමේන්තුව

## தேசிய வரவு செலவுத்திட்ட திணைக்களம் DEPARTMENT OF NATIONAL BUDGET

මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය  
நிதி, பொருளாதார உறுதிப்பாடு மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
Ministry of Finance, Economic Stabilization and National Policies

මහා භාණ්ඩාගාරය, කොළඹ 01, ශ්‍රී ලංකාව. பொதுத் திறைசேரி, கொழும்பு 01, இலங்கை. General Treasury, Colombo 01, Sri Lanka

මගේ අංකය  
எனது இல.  
My No.

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

2023.07. 07

සියලුම අමාත්‍යාංශ ලේකම්වරු  
පළාත් ප්‍රධාන ලේකම්වරු  
දිස්ත්‍රික් ලේකම්වරු  
දෙපාර්තමේන්තු ප්‍රධානීන්

**රාජ්‍ය සේවා කොමිෂන් සභා පත්කිරීම් බලධරයා වන දීප ව්‍යාප්ත සේවාවල හා අමාත්‍යාංශ/දෙපාර්තමේන්තුවල විධායක සේවා ගණවල | ශ්‍රේණියේ තනතුරු සඳහා නිලධාරීන් තෝරා ගැනීමේ පටිපාටිය (පූර්ණකාලීන පදනම මත රාජකාරී ඉටුකිරීමේ පත්කිරීම් සඳහා ද ආනුච්ච)**

උක්ත කරුණු සම්බන්ධයෙන් රාජ්‍ය සේවා කොමිෂන් සභාවේ අංක 02/2022(I) හා 2023.02.02 දිනැති චක්‍රලේඛය හා බැඳේ.

02. මෙම දෙපාර්තමේන්තුවේ අනුමත කාර්ය මණ්ඩලය තුළ පුරප්පාඩුව පවතින ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ | ශ්‍රේණියේ අධ්‍යක්ෂ තනතුර සඳහා අයදුම් කරන්නේ නම් මේ සමඟ අමුණා ඇති ආකෘතිපත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සමඟ **2023.07.20 දින හෝ එම දිනට ප්‍රථම අධ්‍යක්ෂ ජනරාල්, ජාතික අයවැය දෙපාර්තමේන්තුව, මහා භාණ්ඩාගාරය ගොඩනැගිල්ල, කොළඹ 01** යන ලිපිනයට ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වමි.

03. අයදුම්පත්‍ර බහාලන කවරයේ වම්පස ඉහළ කෙළවර " **ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ | ශ්‍රේණියේ අධ්‍යක්ෂ තනතුර සඳහා අයදුම් කිරීම** " ලෙස සඳහන් කරන මෙන් වැඩිදුරටත් කාරුණිකව දන්වමි.

  
පූඩ් නිලධාරීන්  
අයවැය අධ්‍යක්ෂ ජනරාල්



# ජාතික අයවැය දෙපාර්තමේන්තුව

## தேசிய வரவு செலவுத்திட்ட திணைக்களம் DEPARTMENT OF NATIONAL BUDGET

මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය  
நிதி, பொருளாதார உறுதிப்பாடு மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
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මහා භාණ්ඩාගාරය, කොළඹ 01, ශ්‍රී ලංකාව. பொதுத் திறைசேரி, கொழும்பு 01, இலங்கை. General Treasury, Colombo 01, Sri Lanka

මගේ අංකය  
எனது இல.  
My No.

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

2023.07.

அமைச்சுக்களின் செயலாளர்கள்  
மாகாண சபைகளின் பிரதம செயலாளர்கள்  
மாவட்டச் செயலாளர்கள்  
திணைக்களத் தலைவர்கள் அனைவருக்கும்

பொதுச் சேவை ஆணைக்குழு நியமன அதிகாரியான நாடு தழுவிய சேவைகள் மற்றும் அமைச்சுகள் / திணைக்களங்களின் நிறைவேற்று சேவை வகையில் தரம்-1 பதவிகளுக்கான அலுவலர்களைத் தெரிவு செய்வதற்கான (முழுநேர அடிப்படையில் கடமைகளைச் செய்வதற்கான நியமனங்கள் உட்பட) நடைமுறைகள்

மேற்படி விடயம் தொடர்பாக பொதுச் சேவை ஆணைக்குழுவின் 2023.02.02 ஆந் திகதிய 02/2022(I) ஆம் இலக்க சுற்றறிக்கையில் குறிப்பிடப்பட்ட விடயங்களுக்கு அமைவாக.

02. இந்தத் திணைக்களத்தின் அங்கீகரிக்கப்பட்ட பதவியணியில் வெற்றிடமாக இருக்கும் இலங்கை கணக்காளர் சேவை தரம் 1 இன் பணிப்பாளர் பதவிக்கு நீங்கள் விண்ணப்பிக்க விரும்பினால், உங்களது திணைக்களத் தலைவரின் பரிந்துரையுடன் இத்துடன் இணைக்கப்பட்டுள்ள படிவத்தை பூர்த்தி செய்து 2023.07.20 ஆந் திகதி அன்று அல்லது அதற்கு முன்னர் கொழும்பு 01, திறைசேரிக் கட்டிடத்திலுள்ள தேசிய வரவுசெலவுத்திட்டத் திணைக்களத்தின் பணிப்பாளர் நாயகத்திற்கு அனுப்பிவைத்தல் வேண்டும்.

03. விண்ணப்பப் படிவத்தை அனுப்புகின்ற கடித உரையின் இடதுபக்க மேல் மூலையில், "இலங்கை கணக்காளர் சேவையின் பணிப்பாளர் பதவிக்கான விண்ணப்பம்- தரம் 1" எனக் குறிப்பிடுமாறு உங்களுக்கு மேலும் தெரிவிக்கப்படுகிறது.

ஒப்பம்  
ஜூட் நிலுகுடின்  
லரவுசெலவுத்திட்டப் பணிப்பாளர் நாயகம்



# ජාතික අයවැය දෙපාර්තමේන්තුව

## தேசிய வரவு செலவுத்திட்ட திணைக்களம் DEPARTMENT OF NATIONAL BUDGET

මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය  
நிதி, பொருளாதார உறுதிப்பாடு மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
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මහා භාණ්ඩාගාරය, කොළඹ 01, ශ්‍රී ලංකාව. பொதுத் திறைச்சேரி, கொழும்பு 01, இலங்கை. General Treasury, Colombo 01, Sri Lanka

මගේ අංකය  
எனது இல.  
My No.

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

20.07.2023

All Secretaries to Ministries,  
Chief Secretaries of Provincial Councils,  
District Secretaries,  
Heads of Departments,

**Procedure for Selection of Officers for Grade-I Posts in the Island-wide Services and Executive Service Categories of Ministries/Departments of which the Appointing Authority is the Public Service Commission (including for appointments for performing duties on full-time basis).**

This refers to the Public Service Commission Circular No. 02/2022(I) dated 02.02.2023 regarding the above matter.

02. If you wish to apply for the post of Director of the Sri Lanka Accountants' Service-Grade I which remains vacant in the approved cadre of this department, you are required to complete the attached form with the recommendation of the head of the institution and submit the same to the **Director General, National Budget Department, Treasury Building, Colombo 01 on or before 20.07.2023.**

03. You are further informed to mention "**Application for the post of Director of the Sri Lanka Accountants' Service- Grade I**" on the top left corner of the cover of the application form.

Jude Nilukshan

Director General of Budget

## Post of Director of Grade I Sri Lanka Accountants' Service of

### Department of National Budget

- ❖ Applications are called from suitably qualified officers of **Grade 1 of Sri Lanka Accountant's Service** (including those eligible to be promoted to Grade 1 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 141.
- ❖ Applicants must forward their duly filled curriculum vitae *in the format attached hereto Director General, Department of National Budget, The Secretariat, Colombo 01 or Email to [dgnb@nbd.treasury.gov.lk](mailto:dgnb@nbd.treasury.gov.lk)* through the head of department to reach on or before 20.07.2023
- ❖ 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 Accountant's Service*.
- ii. Postgraduate/Professional qualification in **any of the fields specified in Appendix 5 to the Minute of Sri Lanka Accountant's 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 application.

### 3.1. Marking scheme

| Heading   | Maximum Marks | Method of assessment |
|---|---------------|----------------------|
| <b>Seniority</b><br>Maximum marks will be awarded to the senior – most applicant and other applicants will receive marks for seniority proportionately  | 50            | Curriculum vitae(CV) |
| <b>Experience in Grade I of Sri Lanka Accountant's Service**</b><br>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            |                      |
| <b>Professional qualifications</b><br><b>(1) Postgraduate/ Professional qualifications in any of the fields specified in Appendix 05 to the service minute.</b> <ol style="list-style-type: none"> <li>a. Research based postgraduate degree – 7 marks</li> <li>b. Taught postgraduate degree/membership in any of the professional bodies specified in Appendix 5.1 of the Service minute – 6 marks.</li> <li>c. Postgraduate diploma – 5 marks</li> <li>d. Graduate/Postgraduate certificate – 4 marks</li> <li>e. Diploma - 3 marks</li> </ol> <b>(2) Training in Financial Management (Maximum up to 1.0 mark)</b> <ol style="list-style-type: none"> <li>a. Of duration of 3 months or more - 1 mark</li> <li>b. Of duration of 10 days or more - 0.5 marks</li> <li>c. Of duration of 3 days or more - 0.2 marks</li> </ol> <b>(03).Proficiency in English*</b> <ol style="list-style-type: none"> <li>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 550 or above – 02 Marks</li> <li>b. Certificate in English obtained from a recognized university or government training institute – 01 Mark</li> </ol> <p>*Marks will be awarded only for the highest qualification</p> | 10            |                      |

|   |    |           |
|---|----|-----------|
| <b>Strengths**</b><br>Things have to be done effectively and which should motivate the applicant as specified in section 2.2.above.   | 10 | Interview |
| <b>Behavioural competencies**</b><br>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 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

Note 2 : All postgraduate / professional qualifications indicated in the marking scheme above should have been obtained either;

- i. from a university recognized by the University Grants Commission of Sri Lanka (such qualifications obtained from other degree awarding institutes should have the recognition of that commission) or
- ii. from a government training institute or government recognized foreign institute.



Jude Nilukshan  
Director General  
Department of National Budget

Date : 07.07.2023

## 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<br>(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 (if still pending, please indicate) | 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 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