



බුද්ධශාසන, ආගමික හා සංස්කෘතික කටයුතු අමාත්‍යාංශය
புத்தசாசனம், மத மற்றும் கலாசார அலுவல்கள் அமைச்சு
Ministry of Buddhasasana, Religious and Cultural Affairs

මගේ අංකය
எனது இல.
My No.

MBRCA/01/10/02/02 (02/2022)

ඔබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

2023.09.20

සියළුම අමාත්‍යාංශ ලේකම්වරුන් හා දෙපාර්තමේන්තු ප්‍රධානීන්,

රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ 02/2022 අනුව තනතුරුවලට පත්කිරීම.

ප්‍රධාන ගණකාධිකාරී තනතුර, මහා භාරකාර දෙපාර්තමේන්තුව

රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ 02/2022 ප්‍රකාරව මහා භාරකාර දෙපාර්තමේන්තුවේ පුරප්පාඩුව පවතින ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ I ශ්‍රේණියේ ප්‍රධාන ගණකාධිකාරී තනතුර සඳහා ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

02. ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් අදාළ තනතුරු සඳහා අයදුම් කරන්නේ නම් මේ සමග ඉදිරිපත් කර ඇති ජීව දත්ත පත්‍රිකා ආකෘතිය අනුව සකස් කරන ලද ජීව දත්ත පත්‍රිකා ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.10.13 දිනට පෙර යොමු කිරීමට කටයුතු කරන්නේ නම් කෘතඥ වෙමි.

එම්. නාලිකා පී. ගුණරත්න
 අතිරේක ලේකම් (පාලන)
 බුද්ධශාසන, ආගමික සහ සංස්කෘතික කටයුතු
 අමාත්‍යාංශයේ ලේකම් වෙනුවට

දුරකථන : 011-2307690

ෆැක්ස් : 011-2307688

විද්‍යුත් ලිපිනය : adm.slimbs@gmail.com



බුද්ධසාසන, ආගමික හා සංස්කෘතික කටයුතු අමාත්‍යාංශය
புத்தசாசனம், மத மற்றும் கலாசார அலுவல்கள் அமைச்சு
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අනෙත්තු අමාත්‍යාංශයේ සේවකයන් සඳහා සහතිකයක් ලෙස.

අර්ථ දැක්වීම: අනෙත්තු අමාත්‍යාංශයේ සේවකයන් සඳහා සහතිකයක් ලෙස 02/2022 දිනේ පවතින බවට තීරණය කරනු ලැබේ.

පිරිසිදු සහතිකයක් ලෙස, පොදු සේවකයන් සඳහා සහතිකයක් ලෙස.

පොදු සේවකයන් සඳහා සහතිකයක් ලෙස 02/2022 දිනේ පවතින බවට, පොදු සේවකයන් සඳහා සහතිකයක් ලෙස පවතින බවට තීරණය කරනු ලැබේ. පොදු සේවකයන් සඳහා සහතිකයක් ලෙස පවතින බවට තීරණය කරනු ලැබේ. පොදු සේවකයන් සඳහා සහතිකයක් ලෙස පවතින බවට තීරණය කරනු ලැබේ.

02. இது தொடர்பில், தங்கள் நிறுவனத்தின் தகுதி வாய்ந்த உத்தியோகங்களுக்குத் தெரியப்படுத்தி, அவர்களை குறித்த பதவிகளுக்கு இத்துடன் சமர்ப்பிக்கப்பட்டுள்ள சுய விபர படிவத்திற்கமைய தயாரிக்கப்பட்ட சுய விபர பத்திரத்தினை நிறுவனத் தலைவரின் பரிந்துரையுடன் 2023.10.13 ஆம் திகதிக்கு முன்னதாக அனுப்பி வைப்பதற்கு நடவடிக்கை எடுக்குமாறு தங்களைத் தாழ்மையுடன் கேட்டுக் கொள்கின்றேன்.

எம். நாலிகா பி. குணவர்தன

மேலதிக செயலாளர் (நிருவாகம்)

புத்தசாசன, மத மற்றும் கலாச்சார அலுவல்கள் அமைச்சின்
செயலாளருக்காக

தொலைபேசி : 011-2307690

தொலைநகல் : 011-2307688

மின்னஞ்சல்: adm.slmbbs@gmail.com



බුද්ධශාසන, ආගමික හා සංස්කෘතික කටයුතු අමාත්‍යාංශය
புத்தசாசனம், மத மற்றும் கலாசார அலுவல்கள் அமைச்சு
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Date

20.09.2023

**Secretaries of Ministries,
Heads of Departments,**

Appointment to the posts according to Public Service Commission Circular 02/2022

Post of Chief Accountant, Department of Public Trustee

According to Public Service Commission Circular 02/2022, the applications are called from the officers of Sri Lanka Accountancy Service for the post of Grade 1 Chief Accountant in Sri Lanka Accountancy Service which is vacant in the Department of Public Trustee.

02. I will be grateful if you could inform the qualified officials of your institution in this regard and kindly send the bio-data sheet prepared according to the format attached herewith with recommendation of the head of the department before **13.10.2023** if they apply for the relevant post.

M. Nalika P. Gunarathna

Additional Secretary (Admin)

For the secretary,

Ministry of Buddhasasana, Religious and Cultural Affairs

Phone: 011-2307690

Fax: 011-2307688

Email: adm.slmba@gmail.com

Post of Chief Accountant Grade I of Sri Lanka Accountants' Service of Department of Public Trustee

Applications are called from suitably qualified officers of Grade I of Sri Lanka Accountants' 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* to **Public Trustee of Sri Lanka, No. 02, Bullers Lane, Colombo 07** through the head of department to reach (*Head of Department where vacancy exists*) on or before **10.09.2023**

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. Behavioral 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
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 on Appendix 05 to the service minute. <ol style="list-style-type: none"> Research based postgraduate degree – 07 marks Taught postgraduate degree / membership in any of the professional bodies specified in Appendix 5.1 of the Service minute – 06 marks Postgraduate diploma - 05 marks Graduate/Postgraduate certificate – 04 marks Diploma in internal auditing/auditing – 03 marks (2) Training in Financial Management or Internal Auditing (Maximum up to 1.0 mark) <ol style="list-style-type: none"> Of duration of 3 months or more – 1 mark Of duration of 10 days or more – 0.5 marks Of Duration of 3 days or more – 0.2 marks (3) Proficiency in English* <ol style="list-style-type: none"> 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 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
Behavioral 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 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 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

Somarathna Vidanapathirana

Secretary

Ministry of Buddhasasana, Religious & Cultural Affairs

20.09.2023

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)

ii. Please describe improvements that you have introduced to existing procedures/ methods to enhance optimal utilisation of financial/physical resources of a/an 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.

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.....

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** Strike off the inapplicable statement*

Signature of Head of Department