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அரசு சேவைகள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Services, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරුය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

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My No

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Your No

දිනය  
திகதி:  
Date

2020.10.22

All Secretaries of Ministries

Heads of Departments

Heads of Institutions

**Collection of Information on the Vacant Posts of the Development Officers' Service**

You are kindly requested to send me the number of vacant posts in the Development Officers' Service at your institution (including the degree and the language medium) as at 15.10.2020, on or before 09.11.2020 in line with the format attached herewith.

02. Further you are informed to send information with regard to the posts for which the approval of the Department of Management Services was sought, but not yet approved and the number of officers who have expressed the consent to be absorbed into the Development Officers service, but not yet absorbed, in line with the format attached.

03. Posts and number of vacancies approved and the number of posts proposed to be approved under Head Office, District and Divisional Sub Offices should be indicated separately (Annex 01 Example 01). If your organization has Development Officers who are attached to District and Divisional Secretariats, above information should be submitted against each district. (Annex 01 Example 02 and 03)

04. You are kindly informed to send a soft copy of the completed format (Microsoft Excel) to the email address [adcs4-dos@pubad.gov.lk](mailto:adcs4-dos@pubad.gov.lk) and to update the information on the vacancies online using the link [10.250.1.112/misco](http://10.250.1.112/misco) (if your institution is using LGN Wi-Fi network to access the internet) or [43.224.125.68/misco](http://43.224.125.68/misco) (if your institution is using another network to access the internet).

05. It is further requested to complete the format attached as Annex 02 with the information on the requirement of new Development Officers (not submitted for the approval of the Department of Management Services at present) in order to achieve the development goals at present.

06. Kindly note that the institutions which fail to submit the relevant information shall be treated as having no vacancies of the Development Officers Service.

Sgd/ S. Alokabandara

Director General of Combined Services

Copies

1. Director General, Department of Management Services - For information