

Appointment to the posts in Grade I
Sri Lanka Accountants' Service

In considering the fact that the number of officers in Grade I has exceeded the approved number of posts for Grade I as a result of giving effect to the unrestricted grade promotions mentioned in the provisions of Public Administration Circular: 06/2006 and service minutes of All Island Services, the provisions for selecting officers more suitable for the posts in Grade I of All Island Services in a fair and transparent manner have been prescribed by Public Service Commission through Public Service Commission Circular No: 04/2023 dated 11.10.2023.

02. Accordingly, selecting suitable officers to be appointed to the posts in Grade I of Sri Lanka Accountants' Service shall be carried out so as to be effective from 16.10.2023 as per the interim provisions of the above circular.

03. Application:

3.1 Applications are called from all the officers in Grade I of Sri Lanka Accountants' Service, who do not hold posts in Grade I as at 16.10.2023, for the posts which have fallen vacant in Grade I up to 31.12.2024.

3.2 The offices who apply should perfect and send the application in Annex I to Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Independence Square, Colombo 07 along with the recommendations of the Head of the Institution before 16.02.2024. "Appointment to the posts in Grade I of Sri Lanka Accountants' Service" should be indicated on the top left hand corner of the envelop which contains the application.

3.3 The late applications shall not be accepted and the incorrect and the incomplete applications shall be rejected.

04. Conducting the interview:

4.1 Applicants who satisfy the qualifications in accordance with 3.1 above shall be interviewed as per the provisions of Public Service Commission Circular No: 04/2023 dated 11.10.2023 and marks are given under the following sections at the interview.

Title	Maximum marks
01. Main/ core competencies	500
02. Experience	400
03. Language proficiency	100
Total marks	1000

4.2 Merit shall be determined by conducting the structured interview as per the guidelines indicated in Annex 01 of Public Service Commission Circular No: 04/2023 by a Board of Interview appointed by the Public Service Commission.

05. Appointment to the post:

5.1 The list of posts which have actually fallen vacant and the posts which are forecasted to be fallen vacant up to 31.12.2024 are published in the website of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government two weeks before the interview and the applicants should submit the list of vacancies which contains their order of option to the Board of Interview when they appear for the interview.

Date: 12.01.2024

Sgd/. Pradeep Yasarathna
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

**Officers in Grade I of Sri Lanka Accountants' Service
Application for appointment to the posts**

For Office Use Only
Application Number

F

Part (A) - Should be perfected by the officer.

1. 1.1 Name with initials: Miss/.Mrs/Mr
.....
- 1.2 Full name: Miss/.Mrs/Mr
2. National Identity Card number:.....
3. Date of birth:.....
4. Personal address:
5. Telephone number : 5.1 Residence: 5.2 Mobile:.....
6. E-mail address::.....
7. Post held at present:
8. Ministry/ Department:.....
9. Address - office:.....
10. 10.1 Telephone number - office:
- 10.2 Fax number - office:.....
11. Places of work at which the officer has served from the date of appointment to Sri Lanka Accountants' Service up to the closing date of applications (Certified copies of the letters of assuming duties should be submitted)

Institution	Post	Period of service

12. Date of promotion to Grade I of S.L.Ac.S.
(Certified copy of the letter of promotion to Grade I should be attached)
13. Disciplinary action:
 - 13.1 Has the officer been subjected to any disciplinary punishment during the past period of service?
Yes/ No
 - 13.2 If the answer to 13.1 is yes, indicate the number and date of the letter of issuing the disciplinary order.
Number: Date:

Note: Cross off the words inapplicable

I hereby certify that the particulars from No: 01 to 13 above are accurate.

Date:

.....
Signature of the applicant
Designation

Part (B) - Should be perfected by the Head of the Department

Secretary, Ministry of

1. Action is being taken to commence disciplinary action/ a disciplinary inquiry is being/ not being conducted with regard to the officer.....
1.1 If the above answer is “a disciplinary inquiry is being conducted”, its present status:
.....
2. I hereby certify that the particulars from: 11 to 13 above are accurate.
3. I hereby recommend/ do not recommend the application of the officer.

Date:

.....
Signature of the Head of the
Department/ Institution
Designation and official stamp

Note: Cross off the words inapplicable

Part (C) - Should be perfected by the Secretary of the respective Ministry/ Provincial Chief Secretary

Secretary,
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

1. I hereby recommend/ do not recommend the appointment of Mr/Mrs/Miss/..... in Grade I of Sri Lanka Accountants’ Service to a post in Grade I of Sri Lanka Accountants’ Service.*
(*If it is not recommended, indicate the reason in brief)
.....

Date:

.....
Secretary,
Ministry of.....
Official Stamp

Note: Cross off the words inapplicable