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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு  
Ministry of Public Administration and Home Affairs

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Your No

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நிகதி :  
Date

30.04.2014

**All District Secretaries**

**Master Program in Public Policy for Senior Officials in Developing Countries**  
**From 01<sup>st</sup> September 2014 to 15<sup>th</sup> July 2015 – China**

The External Resources Department (ERD) has invited nomination from eligible Government Officials for the Master Program in Public Policy for Senior Officials in Developing Countries, which is scheduled to be conducted from 01<sup>st</sup> September 2014 to 15<sup>th</sup> July 2015 in China. Accordingly nominations are invited from the confirmed Managerial Level Officers of this Ministry for this Programme.

The requirements to apply the program are as follows:

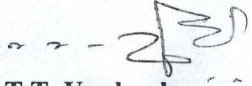
1. Be under the age of 45.
2. Possess a Bachelor's Degree or above, with a higher level of English.
3. Have 03 years of working experience.
4. English language proficiency:
  - TOEFL 627 or better (Paper Based Test)
  - TOEFL 263 or better in CBT (with at least 5.0 in TWE)
  - TOEFL – iBT 107 or better
  - IELTS 7.0 or better (with at least 7.0 in Writing)
5. Be in good health, both physically and mentally.

Accordingly, you are kindly requested to submit nominations from suitable officers in your District who are confirmed in the service, for the above mentioned Master's Programme. The following documents should be submitted in 03 copies with your recommendation on or before **05<sup>th</sup> May 2014**.

1. Dully filled Application Form.
2. Certified copies of the certificates of Academic and Professional Qualifications.
3. Graduation certificate & Degree diploma.
4. Official academic transcripts.
5. Personal statement of 1500 English words about your academic background, work/research experience and achievements, research proposal, future career plans and intentions.
6. Two recommendation letters from government officials.
7. CV in English.
8. Two copies of the passport. (The expiry date of the passport shall not be less than 6 months from the ending of the Seminar)
9. Photocopies of English language proficiency test results.
10. Foreigner Physical Examination form.
11. Three recent passport size photographs, one photo should be stick on the application form.
12. ERD Form 2 (can be downloaded from [www.erd.gov.lk](http://www.erd.gov.lk))

Please make sure to nominate officers who have fulfilled all requirements to avoid rejections from the Department of External Resources. For more information please refer to [www.sg.pku.edu.cn](http://www.sg.pku.edu.cn) and [www.pubad.gov.lk](http://www.pubad.gov.lk)

If you need further information in this regard do not hesitate to contact me. (Tp.011-2698464)



**T.T. Upulmalee**  
Senior Assistant Secretary (Human Resources)  
For Secretary