



# භාණ්ඩාගාර මෙහෙයුම් දෙපාර්තමේන්තුව

තිறைசேரி செயற்பாடுகள் திணைக்களம்

## Department of Treasury Operations

නැ.පෙ.1559, මහා භාණ්ඩාගාරය, මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය, කොළඹ 01, ශ්‍රී ලංකාව  
தபெ. 1559, பொது திறைசேரி, நிதி, பொருளாதார உறுதிப்பாடு மற்றும் தேசிய கொள்கைகள் அமைச்சு, கொழும்பு 01, இலங்கை  
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எனது இல  
My No.

TO/AD/02/01/24/01

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Your No.

දිනය  
திகதி  
Date

2023.06. 19

සියළුම අමාත්‍යාංශ ලේකම්වරු

පළාත් ප්‍රධාන ලේකම්වරු

දිස්ත්‍රික් ලේකම්වරු

දෙපාර්තමේන්තු ප්‍රධානීන්

රාජ්‍ය සේවා කොමිෂන් සභාව පත් කිරීම් බලධාරියා වන දීප ව්‍යාප්ත සේවාවල හා අමාත්‍යාංශ/දෙපාර්තමේන්තුවල විධායක සේවා ගණවල I ශ්‍රේණියේ තනතුරු සඳහා නිලධාරීන් තෝරා ගැනීමේ පටිපාටිය ( පූර්ණකාලීන පදනම මත රාජකාරි ඉටුකිරීමේ පත් කිරීම් සඳහා ද ඇතුළුව)

උක්ත කරුණ සම්බන්ධයෙන් රාජ්‍ය සේවා කොමිෂන් සභාවේ අංක 02/2022 හා 2023.02.03 දිනැති වකුලේඛය හා බැඳේ.

02. ඒ අනුව ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මෙම දෙපාර්තමේන්තුවේ පුරප්පාඩුව පවතින ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ I ශ්‍රේණියේ තනතුරු සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ අමුණා ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානීගේ නිර්දේශය 2023.07.04 දින හෝ ඊට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වමි.

  
එච්.සී.ඩී.එල්.සීල්වා  
අධ්‍යක්ෂ ජනරාල්



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## திறைசேரி செயற்பாடுகள் திணைக்களம்

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திகதி  
Date

2023.06.19

அனைத்து அமைச்சின் செயலாளர்கள்  
மாகாண பிரதம செயலாளர்கள்  
மாவட்டச் செயலாளர்கள்  
திணைக்களத் தலைவர்கள்

அரசாங்கச் சேவை ஆணைக்குழு நியமன அதிகாரியாக இருக்கும் நாடளாவிய சேவைகள் மற்றும் அமைச்சுக்கள் / திணைக்களங்களில் நிறைவேற்று சேவை வகைகளில் தரம் - I பதவிகளுக்கான அதிகாரிகளைத் தெரிவு செய்வதற்கான நடைமுறை (முழு நேர அடிப்படையில் செயல்படும் நியமனங்கள் உட்பட)

மேற்படி விடயம் தொடர்பாக அரசாங்கச் சேவை ஆணைக்குழுச் செயலாளரின் இல. 02/2022 மற்றும் 2023.02.03 திகதியிடப்பட்ட சுற்றறிக்கையுடன் தொடர்புடையது.

02. அதன் பிரகாரம், இத்திணைக்களத்தில் வெற்றிடமாகக் காணப்படுகின்ற இலங்கை கணக்காளர் சேவையின் தரம் I பதவிக்காக விண்ணப்பிப்பதாயின், இத்துடன் இணைக்கப்பட்டுள்ள விண்ணப்பப்படிவத்தை பூர்த்தி செய்து நிறுவனத் தலைவரின் பரிந்துரையுடன் 2023.07.04 அன்று அல்லது அதற்கு முன்னர் சமர்ப்பிக்குமாறு தயவுடன் கேட்டுக்கொள்கிறேன்.

எச்.சீ.டி.எல்.சில்வா

பணிப்பாளர் நாயகம்



# භාණ්ඩාගාර මෙහෙයුම් දෙපාර්තමේන්තුව

திறைசேரி செயற்பாடுகள் திணைக்களம்

## Department of Treasury Operations

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திகதி  
Date

19.06.2023

All Secretaries

Chief Secretaries of Provincial

District Secretaries

Heads of the Departments

**Procedure for Selection of Officers for Posts of Grade I of All-Island Services and Executive Service Categories of Ministries/Departments of which the Appointing Authority is the Public Service Commission (Including Appointment of Officers to Attend to Duties on the Full-Time Basis in Such Posts)**

This refers to the Public Service Commission Circular No.02/2022 and dated 15.09.2023 on the above subject.

02. Accordingly, if qualified officers in your institution are applying for the vacant posts of Grade I in the Sri Lanka Accountants' Service in this Department, please complete the attached application and submit it with the recommendation of the Head of the Department on or before 04<sup>th</sup> July 2023.

H.C.D.L.Silva

Director General

**Post of Director of Grade I of Sri Lanka Accountant's Service of**  
**Department of Treasury Operations**  
**Director (Consolidated Fund Management) and Director (Domestic Debt)**

Applications are called from suitable 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 are 02.

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 years in that grade will be considered for appointment to attending to duties on the full-time basis in the post.

Attending to duties appointments will be done for maximum period of one year with the possibility of further extensions afterwards subject to provisions of Public Commission Procedure Rule 141.

Applicants must forward their duly filled curriculum vitae ***in the format attached hereto*** by register post to "Director General, Department of Treasury Operations, General Treasury, Colombo 01" or email to [dgto@tod.treasury.gov.lk](mailto:dgto@tod.treasury.gov.lk) through the head of department to reach on or before 04<sup>th</sup> July 2023.

Late applications, incomplete applications and those not submitted in the prescribed format will be rejected without any notice.

**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. 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> 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 Accountants' Service **</b> 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	

<p><b>Professional qualifications</b></p> <p><b>(1) Postgraduate/Professional qualifications in any of the fields specified in Appendix 05 to the service minute.</b></p> <p>a. Research based postgraduate degree – 7 marks  b. Taught postgraduate degree/ membership in any of the professional bodies specified in Appendix 5.1 of the Service minute – 6 marks  c. Postgraduate diploma – 5 marks  d. Graduate/Postgraduate certificate – 4 marks  e. Diploma - 3</p> <p><b>(2) Training in Financial Management (Maximum up to 1.0 mark)</b></p> <p>a. Of duration of 3 months or more – 1 mark  b. Of duration of 10 days or more – 0.5 marks  c. Of duration of 3 days or more – 0.2 marks</p> <p><b>(3) Proficiency in English*</b></p> <p>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</p> <p>b. Certificate in English obtained from a recognized university or government training institute – 01 Mark</p> <p>* Marks will be awarded only for the highest qualification</p>	10	
<p><b>Strengths**</b>  Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10	Interview
<p><b>Behavioural competencies**</b>  Actions and activities that are needed to be done effectively as specified in section 2.3. above.</p>	10	
<p><b>** Please refer to Annexure II of the Public Service Commission Circular No. 02/2022 for the question formats and rating scales.</b></p>		

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 institution.



**Director General**  
**Department of Treasury Operations**

19 .06.2023

**CURRICULUM VITAE**

01. Post applying for ..... in the Department of Treasury Operations.  
 ( If you wish to apply for more than one post, please mention your order of preference below)  
 (i).....  
 (ii).....

02. Particulars about the applicant

- I. Full Name :
- II. Name with initials :
- III. Age :
- IV. National Identity Card No :
- V. Residential Address :
- VI. Contact No :
- VII. Email :
- VIII. Grade of the service :
- IX. Date of the appointment to the service :
- X. Date of promotion to the present grade of the service:
- XI. Designation :
- XII. Date of appointment to the present grade of the service :
- XIII. Ministry :
- XIV. Department :
- XV. Official Address :

03. Particulars about the service in the present grade

I. No pay/half pay leaves

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 (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)

04. Experience

4.1 Past service since date of appointment of the service

Post	Ministry/Department/Institution	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/Institution	Duration		Brief description of nature of responsibilities
		From	To	

4.3 (i) Please describe a challenging case 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 utilization of financial/physical resources of an institute/department/ministry while working as an accountant / internal auditor (Max. 150 words)



05. Professional qualifications **(Certified copies of the certificates must be attached.)**

5.1 Postgraduate qualifications

Postgraduate qualification	Subjects	University/Institute	Effective date

5.2 Training

Training	Institute	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

.....

Date

**Certificate of the Head of Department\***

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.

.....

.....

*\*Strike off the inapplicable statement*

.....

Signature of Head of Department

.....

Date

Official Seal :