



රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව
அரசு கணக்குகள் திணைக்களம்
Department of State Accounts

මගේ අංකය
எனது இல.
My No.

SA/ADM/02/03/01

ඔබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

2023.08.29

සියලුම 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 1 ශ්‍රේණියේ තනතුරු සඳහා නිලධාරීන් තෝරා ගැනීමේ පටිපාටිය (පූර්ණකාලීන පදනම මත රාජකාරි ඉටුකිරීමේ පත් කිරීම් සඳහා ද ඇතුළුව)

ඉහත කරුණ සම්බන්ධයෙන් රාජ්‍ය සේවා කොමිෂන් සභාවේ අංක 02/2022 හා 2022.09.15 දිනැති වක්‍රලේඛය හා බැඳේ.

02. ඒ අනුව ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මෙම දෙපාර්තමේන්තුවේ පුරප්පාඩුව පවතින ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (ප්‍රධාන ලෙජර් ගිණුම් සහ විශේෂ ගිණුම්) තනතුර සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ අමුණා ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.09.12 දින හෝ ඊට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව ඉල්ලා සිටිමි.

ඩබ්.ඒ. සමන්ත උපනන්ද
අධ්‍යක්ෂ ජනරාල්



රාජ්‍ය ශිණුම් දෙපාර්තමේන්තුව
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 திகதி }
 Date }

2023.08.29

அமைச்சு செயலாளர்கள்
 மாகாண தலைமைச் செயலாளர்கள்
 மாவட்டச் செயலாளர்கள்
 திணைக்களத்தலைவர்கள்

நாடளாவிய சேவைகள் மற்றும் அரசு சேவையின் நிறைவேற்று தரம் -I பதவிகளுக்கு
 ஆட்சேர்ப்பு செய்வதற்கான விண்ணப்பங்கள் கோரல்.(முழுநேர சேவை புரிதல் அடிப்படையில்
 தேர்வுகள் இடம் பெறும்)

பொதுச்சேவை ஆணைக்குழு மூலம் 15.09.2023 ஆம் திகதி வெளியிடப்பட்ட சுற்றறிக்கை இல
 02/2022.

இச்சுற்றறிக்கைக்கமைவாக இத்திணைக்களத்தில் இருக்கின்ற இலங்கை கணக்காளர் சேவை
 பணிப்பாளர் தரம் -I (பிரதான மற்றும் விசேட கணக்குதள்) பதவி வெற்றிடத்திற்கு
 விண்ணப்பிக்க விரும்பும் தமது திணைக்களங்களில் உள்ள தகமை பெற்ற உத்தியோகத்தார்கள்
 இதனுடன் இணைக்கப்பட்டுள்ள விண்ணப்பப்படிவத்தினை முறையாக பூர்த்தி செய்து
 திணைக்களத்தலைவரின் பரிந்துரையோடு 12.09.2023 திகதிற்கு முன் பெற்றுக்கொள்ளும்
 வகையில் அனுப்பப்பட வேண்டும்.

டபிள்யு ஏ சமந்த உபாநந்த
 பணிப்பாளர் நாயகம்



රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව
அரசு கணக்குகள் திணைக்களம்
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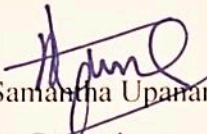
29.08.2023

All Secretaries of Ministries
Chief Secretaries of Provinces
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 Duties on the Full-Time Basis in Such Posts)

This refers to the Public Service Commission Circular No. 02/2022 and dated 15th September, 2022 on the above subject.

02. Accordingly, if qualified officers in your institution are applying for the vacant Post of Grade I Director (Main ledger Accounts and Special Accounts) in the Sri Lanka Accountants' Service in this Department, kindly requested to complete the attached application and submit it with the recommendation of the Head of the Department on or before 12th September, 2023.


W.A. Samantha Upananda
Director General

Post of Director of Grade I of Sri Lanka Accountants' Service of Department of State Accounts.

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 141.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto Director General, Department of State Accounts, the General Treasury, Colombo 01 or Email to dgsa@sad.treasury.gov.lk** through the Head of Department to reach on or before **12.09.2023**.

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 Accounts' 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 in Appendix 5 to the service minute. 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 marks	10	

<p>(2) Training in Financial Management (Maximum up to 1.0 mark)</p> <p>a. Of duration of 3 months or more – 1 mark</p> <p>b. Of duration of 10 days or more – 0.5 mark</p> <p>c. Of duration of 3 days or more – 0.2 mark</p> <p>(3) Proficiency in English *</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>		
<p>Strengths **</p> <p>Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.</p>	10	Interview
<p>Behavioral Competencies **</p> <p>Actions and activities that are needed to be done effectively as specified in section 2.3 above.</p>	10	
<p>** Please refer to Annexure II of the Public Service Commission Circular No. 02/2022 for the question formats and rating scales.</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 institute



Director General

Department of State Accounts

Ministry of Finance, Economic Stabilization and National Policies

W.A. Samantha Upananda
Director General
Department of State Accounts
General Treasury
Colombo 01

Date 29.08.2013

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 (Years/Months/Days)	Purpose

II. Efficiency bars

Efficiency bars	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)

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. Describe the effectiveness of new CIGAS, ITMIS and new e-payroll system in ensuring accountability and transparency of public finance management.

(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 a institute/ department/ ministry while working as an accountant/ internal auditor
(Max 150 words)

5) Professional qualification (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.

.....
.....
.....
.....

Strike off the inapplicable statement

Signature of head of Department