

Management Services Circular No.33(I)

My Ref: DMS/E/Gen/01  
Department of Management Services  
General Treasury  
Colombo 01  
20.12.2007

All Secretaries of Ministries  
Chief Secretaries of Provincial Councils  
Heads of Departments  
Chairmen of Public Corporations,  
Statutory Boards and Government Owned Companies

**RECRUITMENT, REMUNERATION AND MANAGEMENT OF PROJECT STAFF**

Your attention is drawn to the Management Services Circular No 33 dated 05.04.2007. The following sub paragraph & Annexure 1 of the above circular are hereby amended.

**4.2.3 Salaries of Support Staff Recruited Outside the Public Service**

Salaries of support staff, recruited from outside the public service, should be based on the initial step of salary scales at the recruitment level of similar posts in the Public Service plus an allowance of 50% of that salary. However, the implementing authority may recruit personnel from public sector whenever possible.

2. All other provisions of the above circular remain unchanged.

3. Any further clarification regarding this circular can be obtained from Mr. L.P.Jayampathy, Additional Director General (Tel .No: 2484870) of the Department of Management Services.



P.B.Jayasundera  
Secretary to the Treasury

Copies: Auditor General  
Secretary to the President  
Chairman, National Salaries & Cadre Commission  
Secretary, Public Service Commission

# ANNEXURE I

## Basic Qualifications for the Positions at Each Level

Post	Project Value above US\$ 5 million & less than US\$ 10 million	Project Value above US\$ 10 million & less than US\$30 million	Project Value US\$ 30 million and above
Project Director [Level A]	<p>Bachelors Degree in the field of Engineering Science, Law, Economics, Commerce, Agriculture, Business Administration / Management, Accounting or any other relevant field</p> <p>With</p> <p>Minimum of 10 years experience of which 3 years should be in Senior Managerial level.</p> <p><u>Or</u></p> <p>Bachelor's Degree or any other qualification recognized as equivalent</p> <p>And</p> <p>a Postgraduate Qualification (Masters/Diploma) in the relevant field or Corporate Membership of a recognized professional institution in the relevant field</p> <p>With</p> <p>Minimum of 8 years post qualification experience in the Managerial level.</p>	<p>Bachelors Degree in the field of Engineering Science, Law, Economics, Commerce, Agriculture, Business Administration / Management, Accounting or any other relevant field</p> <p>With</p> <p>Minimum of 12 years experience of which 5 years should be in Senior Managerial level.</p> <p><u>Or</u></p> <p>Bachelor's Degree or any other qualification recognized as equivalent</p> <p>And</p> <p>a Postgraduate Qualification (Masters/Diploma) in the relevant field or Corporate Membership of a recognized professional institution in the relevant field</p> <p>With</p> <p>Minimum of 10 years post qualification experience in the Managerial level.</p>	<p>Bachelors Degree in the field of Engineering Science, Law, Economics, Commerce, Agriculture, Business Administration / Management, Accounting or any other relevant field</p> <p>With</p> <p>Minimum of 15 years experience of which 8 years should be in Senior Managerial level.</p> <p><u>Or</u></p> <p>Bachelor's Degree or any other qualification recognized as equivalent</p> <p>And</p> <p>a Postgraduate Qualification (Masters/Diploma) in the relevant field or Corporate Membership of a recognized professional institution in the relevant field</p> <p>With</p> <p>Minimum of 12 years post qualification experience in the Managerial level.</p>



Post	Project Value above US\$ 5 million & less than US\$ 10 million	Project Value above US\$ 10 million & less than US\$30 million	Project Value US\$ 30 million and above
Manager [Level B]	<p>Chartered / Corporate membership of recognized Professional Institution or Postgraduate Qualification (Masters/Diploma) in the relevant field And Minimum of 5 years of post qualification experience in Senior Managerial level.</p> <p style="text-align: center;"><u>Or</u></p> <p>Class I Officer of a Government All Island Services or similar status in the relevant field With Minimum of 3 years experience in Class I level</p>	<p>Chartered / Corporate membership of recognized Professional Institution or Postgraduate Qualification (Masters/Diploma) in the relevant field And Minimum of 8 years of post qualification experience in Senior Managerial level.</p> <p style="text-align: center;"><u>Or</u></p> <p>Class I Officer of a Government All Island Services or similar status in the relevant field With Minimum of 5 years experience in Class I level</p>	<p>Chartered / Corporate membership of recognized Professional Institution or Postgraduate Qualification (Masters/Diploma) in the relevant field And Minimum of 10 years of post qualification experience in Senior Managerial level.</p> <p style="text-align: center;"><u>Or</u></p> <p>Class I Officer of a Government All Island Services or similar status in the relevant field With Minimum of 8 years experience in Class I level</p>
Deputy Manager [Level C]	<p>An officer of the Government All Island Services Class II/I or above or similar status With Minimum of 3 years experience in Class II/I level in the relevant field</p> <p style="text-align: center;"><u>Or</u></p> <p>Bachelors Degree or Part qualification in CIMA/ACCA/ICASL And Minimum of 10 years post qualification experience in the relevant field</p>	<p>An officer of the Government All Island Services Class II/I or above or similar status With Minimum of 5 years experience in Class II/I level in the relevant field</p> <p style="text-align: center;"><u>Or</u></p> <p>Chartered / Corporate membership of recognized Professional Institution or Postgraduate Qualification (Masters/Diploma) in the relevant field And Minimum of 5 years of post qualification experience in the relevant field.</p>	<p>An officer of the Government All Island Services Class II/I or similar status With Minimum of 8 years experience in Class I level in the relevant field</p> <p style="text-align: center;"><u>Or</u></p> <p>Chartered / Corporate membership of recognized Professional Institution or Postgraduate Qualification (Masters/Diploma) in the relevant field And Minimum of 8 years of post qualification experience in the relevant field.</p>



Post	Project Value above US\$ 5 million and less than 10 million	Project Value US\$ 10 million and above but less than 30 million	Project Value US\$ 30 million and above
Junior Manager [Level D]	<p>A Bachelors degree or any other qualification recognized as equivalent And Minimum of 2 years experience in the required area of specialization <u>Or</u> Certificate / Diploma of a duration not less than 2 years in the relevant field offered by a recognized institution And Minimum 5 years post qualification experience in the required area of specialization.</p>	<p>A Bachelors degree or any other qualification recognized as equivalent And Minimum of 5 years experience in the required area of specialization. <u>Or</u> Certificate / Diploma of a duration not less than 2 years in the relevant field offered by a recognized institution And Minimum 8 years post qualification experience in the required area of specialization.</p>	<p>A Bachelors degree or any other qualification recognized as equivalent And Minimum of 8 years experience in the required area of specialization. <u>Or</u> Certificate / Diploma of a duration not less than 2 years in the relevant field offered by a recognized institution And Minimum 12 years post qualification experience in the required area of specialization.</p>
Project Secretary [Level D]	<p>Pass in at least six(6) subjects including three (3) credits for English and Sinhala/Tamil language With a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary With Minimum of 2 years Experience <u>Or</u> A Chartered Secretary with at least 1 year Experience</p>	<p>Pass in at least six(6) subjects including three (3) credits for English and Sinhala /Tamil language With a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary With Minimum of 3 years Experience <u>Or</u> A Chartered Secretary with 2 years Experience</p>	<p>Pass in at least six(6) subjects including three (3) credits for English and Sinhala /Tamil language With a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary With Minimum of 5 years Experience <u>Or</u> A Chartered Secretary with 3 years Experience</p>