



රාජ්‍ය මුදල් දෙපාර්තමේන්තුව

அரச நிதித் திணைக்களம்  
DEPARTMENT OF PUBLIC FINANCE

අධ්‍යක්ෂ ජනරාල්  
பணிப்பாளர் நாயகம்  
Director General

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කාර්යාලය  
அலுவலகம்  
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පොதுත් තිහෙසේරි  
நிதி, பொருளாதார உறுதிப்பாடு  
மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
செயலகம், கொழும்பு 01, இலங்கை.

මහා භාණ්ඩාගාරය  
මුදල්, ආර්ථික ස්ථායීකරණ  
සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය  
මහලේකම් කාර්යාලය, කොළඹ 01, ශ්‍රී ලංකාව.

General Treasury  
Ministry of Finance, Economic Stabilization  
and National Policies  
The Secretariat, Colombo-01, Sri Lanka.

Website: www.treasury.gov.lk

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මගේ අංකය  
எனது இல  
My No

රාමුපා 02/04

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

2023.06.01

සියළුම අමාත්‍යාංශ ලේකම්වරුන්  
පළාත් ප්‍රධාන ලේකම්වරුන්  
දෙපාර්තමේන්තු ප්‍රධානීන්  
දිස්ත්‍රික් ලේකම්වරුන්

රාජ්‍ය සේවා කොමිෂන් සභාව පත්කිරීම් බලධරයා වන දීපව්‍යාප්ත සේවාචල හා අමාත්‍යාංශ/දෙපාර්තමේන්තුවල විධායක සේවා ගණවල I ශ්‍රේණියේ තනතුරු සඳහා නිලධාරීන් තෝරාගැනීමේ පටිපාටිය (පූර්ණකාලීන පදනම මත රාජකාරි ඉටුකිරීමේ පත්කිරීම් සඳහා ද ඇතුළුව)

උක්ත කරුණ සම්බන්ධයෙන් රාජ්‍ය සේවා කොමිෂන් සභාවේ ලේකම්ගේ අංක PSC/APP/11/5/7/2022 හා 2022.09.15 දිනැති රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ අංක 02/2022 හා බැඳේ.

02. ඒ අනුව, ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර මෙම දෙපාර්තමේන්තුවේ පුරප්පාඩුව පවතින ශ්‍රී ලංකා පරිපාලන සේවයේ I ශ්‍රේණියේ තනතුර සඳහා අයදුම් කරන්නේනම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.06.23 දිනට හෝ ඊට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

රී.පී.රත්නසීල

රාජ්‍ය මුදල් අධ්‍යක්ෂ ජනරාල්



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මහා භාණ්ඩාගාරය  
මුදල්, ආර්ථික ස්ථායීකරණ  
සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය  
මහලේකම් කාර්යාලය, කොළඹ 01, ශ්‍රී ලංකාව.

General Treasury  
Ministry of Finance, Economic Stabilization  
and National Policies  
The Secretariat, Colombo-01, Sri Lanka.

Gen. E-mail: [info@pfd.treasury.gov.lk](mailto:info@pfd.treasury.gov.lk)

} 2023.06.61

02. அதன் பிரகாரம், இத்திணைக்களத்தில் வெற்றிடமாகக் காணப்படுகின்ற இலங்கை நிர்வாக சேவையில் தரம் I பதவிகளுக்கு விண்ணப்பிப்பதற்காக தங்கள் நிறுவனத்தில் தகுதியான உத்தியோகத்தார்கள் இருப்பின், அவர்களை இது தொடர்பில் தெரியப்படுத்தி, இத்துடன் இணைக்கப்பட்டுள்ள விண்ணப்பப்படிவத்தை பூர்த்தி செய்து நிறுவனத் தலைவரின் பரிந்துரையுடன் 2023.06.23 அன்று அல்லது அதற்கு முன்னர் சமர்ப்பிக்குமாறு தயவுடன் கேட்டுக்கொள்கிறேன்.



அரசு நிதிப் பணிப்பாளர் நாயகம்





රාජ්‍ය මුදල් දෙපාර්තමේන්තුව

அரசு நிதித் திணைக்களம்  
DEPARTMENT OF PUBLIC FINANCE

අධ්‍යක්ෂ ජනරාල්  
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පොதுත් තිහෙසෙරි  
நிதி, பொருளாதார உறுதிப்பாடு  
மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
செயலகம், கொழும்பு 01, இலங்கை.

මහ බැංකුධාරය  
මුදල්, ආර්ථික ස්ථායීකරණ  
සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය  
මහලේකම් කාර්යාලය, කොළඹ 01, ශ්‍රී ලංකාව.

General Treasury  
Ministry of Finance, Economic Stabilization  
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The Secretariat, Colombo-01, Sri Lanka.

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මගේ අංකය  
எனது இல  
My No

} රාමුපා 02/04

ඔබේ අංකය  
உமது இல  
Your No

}

දිනය  
திகதி  
Date

} 06.06.2023

All Secretaries of Ministries  
Chief Secretaries of Provinces  
Head of Departments  
District Secretaries

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 Full-Time Basis in Such Posts)

This is with reference to Public Service Commission Circular 02/2022 and dated 15<sup>th</sup> September 2022.

02. Accordingly, if qualified officers of your institution are applying for the vacant post of Grade I in the Sri Lanka Administrative Service in this department, please complete the attached application form and submit it with the recommendations of the head of the institution on or before 23.06.2023.

E.A.Rathnaseela

Director General Public Finance

**Post of Director (Finance Regulations, Review & Monitoring Fund) of Grade I of  
Sri Lanka Administrative Service in the Department of Public Finance**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Administrative 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 service with active and satisfactory service of 03 years in that 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 extension afterwards subject to provisions of Public Commission Procedural Rule 141.

Applicants must forward their duly filled curriculum vitae *in the format attached hereto* to Director General of Department of Public Finance, General Treasury, Colombo 1 or Email to [dgpf@pfd.treasury.gov.lk](mailto:dgpf@pfd.treasury.gov.lk) through the Head of Department to reach on or before 23.06.2023.

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 general administration
- ii. Postgraduate qualification preferably in **Public Administration, Management, Public Policies, Human Resource Management, Law, Project Planning and Management, Economics, Development Economics, social Development, Financial Management or Information Technology**
- iii. Proficiency in English

### **2.2. Strengths;**

- i. Strategic
- ii. Team Leader
- iii. Challenger

### **2.3. Behavioral Competencies**

- i. Making effective decisions
- ii. Managing a quality service
- iii. Seeing the Big Picture

## **3.0 Method of selection**

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. Only a shortlist number of applicants will be called for the interview. Please refer to section 6 (b) of Public Service Commission Circular No.02/2022 for the criterion for short listing of applicants.



### 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 the fields of general administration and/or development</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**	
<b>Professional Qualifications</b> <b>(1) Postgraduate/Professional qualification in the field of Public Administration, Management, Public Policies, Human Resource Management, Law, Project Planning and Management, Financial Management, Information Technology or Public Procurement*</b>  a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 5 marks d. Graduate/Postgraduate certificate/Higher National Diploma – 4 marks Diploma – 3 marks <b>(2) Training in the field of Public Administration, Management, Public Procurement or Information Technology (Maximum up to 1.0 mark)</b>  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  <b>(2) Proficiency in English*</b>  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 b. Certificate in English obtained from a recognized university or government training institute – 01 Marks  *Marks will be awarded only for the highest qualification	10	

<b>Strengths</b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2. Above.	10**	Interview
<b>Behavioral competencies</b> Action and activities that are needed to be done effectively as specified in section 2.3 above.	10**	
**For question formats and rating scales, please refer to Annexure II of the Public Service Commission Circular No.02/2022 dated 15.09.2022		

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 indicate 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 institute should have the recognized of the commission) or
- II. From a government training institute or government recognized foreign institute



Head of the Department

Date:- 06.06.2023

**E.A. Rathnaseela**  
Director General Public Finance  
Department of Public Finance  
General Treasury  
Colombo 01.



## 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 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)

#### 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. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in general administration/development activities (Max. 150 words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case while working in general administration/development activities (Max. 150 words)

#### 5. Professional qualifications (**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