

රාජා පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාතහාංශය பொது நிருவாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය නිදහස් චතුරශුය, කොළඹ 07, ශී	60	ணைந்த சேவைக ந்திரச் சதுக்கம், கொ	, ·	OMBINED SERVICES DIVISION lependence Square, Colombo 07, Sri Lanka
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මගේ අංකය எனது இல My No	CANCIES (I)	ඔබේ අංකය உഥதු இல Your No		දිනය ඉ.කුණු: Date 2023.12.08

சகல அமைச்சின் செயலாளர்கள் / ஆணைக்குழு செயலாளர்கள் திணைக்களத் தலைவர்கள் / மாவட்ட செயலாளர்கள்

# முகாமைத்துவ சேவை உத்தியோகத்தர் சேவையின் தரம் III/II/I அதிவிசேட தரத்தின் வெற்றிடங்களை சேகரித்தல்

31.12.2023 இல் முகாமைத்துவ சேவை உத்தியோகத்தர் சேவையில் நிலவும் / நிலவுவதற்கு சாத்தியமுள்ள வெற்றிடங்கள் தொடர்பான தகவல்கள் இதனுடன் இணைக்கப்பட்டுள்ள படிவத்தின் படி (இணைப்பு 01) பிழையின்றி Microsoft Excel விரிதாளாக தயாரித்து 27.12.2023 ஆந் திகதிக்கு முன்னர் csrec.pubad@gmail.com என்ற மின்னஞ்சல் முகவரிக்கு மின்னஞ்சலில் அனுப்புமாறு தயவுடன் அறியத்தருகின்றேன்.

- 02. படிவத்தைப் பூர்த்தி செய்வதற்குத் தேவையான வழிமுறைகள் கீழே இணைப்பு 02 இல் கொடுக்கப்பட்டுள்ளன, மேலும் படிவத்தை பூர்த்தி செய்வது தொடர்பான மேலதிக தகவல் தேவைப்பட்டால் 011-2697235 என்ற எண்ணில் இணைந்த சேவைகள் பதில் பணிப்பாளர் டபிள்யூ.டபிள்யூ.எம்.சீ. இசுரிகா கே. விஜயதுங்க அவர்களை அல்லது 011-2696211 மற்றும் நீட்சி இலக்கம் 606 மூலம் ஆட்சேர்ப்பு மற்றும் பரீட்சை கிளையை தொடர்பு கொள்ளவும்.
- 03. அதேபோல் 2023.12.31 ஆந் திகதிக்கு சகல இணைந்த சேவைக்குறிய வெற்றிடம் தொடர்பான தகவல்கள PACIS மென்பொருளின் ஊடாக இற்றைப்படுத்த நடவடிக்கை எடுக்கும்படியும் மேலும் கேட்டிக்கொள்கின்றேன் கொள்கின்றேன்
- 04. குறித்த திகதியில் வெற்றிடங்களை இற்றைப்படுத்தி ஆவணங்களை அனுப்பாத நிறுவனங்களில் வெற்றிடம் எதுவும் இல்லை எனும் எடுகோளின் படி நடவடிக்கை எடுக்க வேண்டியேற்படும் எனவே இது தொடர்பாக உங்களின் தனிப்பட்ட கவனத்தை செலுத்தும்படியும் கேட்டுக்கொள்வதுடன் இது தொடர்பாக உங்களின் ஆதரவை நான் மெச்சுகின்றேன்.

ஒப்பம் / எஸ். ஆலோக்க பண்டார இணைந்த சேவை பணிப்பாளர் நாயகம்

Address

Particulars of an officer who can be contacted for obtaining information regarding the vacancies in your institution

Name of the officer

Post

Telephone number :

Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 31.12.2023 in your institution in accordance with the following format. The number of officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies.

Table A - If there are sub-offices functioning under your institution, indicate all the vacancies that exist under your institution in this table, including the vacancies in those sub-offices.

Serial number	Particulars related to Grade III/II and I of the Management Service Officers' Service as at 31.12.2023					Particulars related to Supra Grade of the Management Service Officers' Service as at 31.12.2023						
	Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of			Acting in posts		Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies		
1												

Table B - If there are sub-offices functioning under your institution/ head office, indicate in this table accurately how the vacancies in those offices exist in each sub-office.

Serial			District			ed to Grade III/II and I Officers' Service as at		Particu	ılars relato	-	Grade of the vice as at 31.12	Management Service C 2.2023	Number of vacancies
	Name of the office/ sub-office	Town where the office is	where the	Approved	Actual	Number of officers		Approved	Approved Actual number of (			Number of officers	Number
number		located	office is located		number of officers	who have obtained leave as per Circular No. 14/2022	Number of vacancies		Substant	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of
1													
2													
3													
4													
5													
			Total	0	0	0	0	0	0	0	0	0	0

• The Microsoft Excel sheet that contains the form to be completed can be downloaded via the following link or by scanning the QR code given below.



### https://drive.google.com/drive/folders/1ZHZ47XW7CLfJTbnYZv8TyEnC590loq8D?usp=sharing

- Mention the name and address of your ministry/ commission/ department/ district secretariat accurately.
- In cases of ministries that functioned previously as several ministries and function at present as one ministry but where vacancies exist separated by divisions, mention the name of the division within brackets at the end of the name of the ministry.
  - E.g. Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government (Home Affairs Division)
- Enter accurately the particulars of a Staff Grade Officer who can be contacted to obtain information regarding the vacancies in your institution.
- If your institution has only a head office, enter the particulars of the vacancies relevant to that office accurately in Table A, and enter those particulars accurately under Head Office in Table B.

## Example 01

		ars or vaca	neies in e	ne man	agement	Service Officers	Service	or the C	ombine	u Servic	e - 2023	A	nnex - 0	
Name of Address	the institution : Commission to Investigate I : 36, Malalasekara Mawatha, Colombo	-	rruption											
	ars of an officer who can be contacted for obtains in your institution	the	Name of the Post Telephone		: A.B.C. Pe : Administ : 011-2123	rative offi								
	accurately the number of vacancies in the Man aber of officers who have obtained leave as per						stitution in a	ecordance	with the f	ollowing f	ormat.			
Table A	- If there are sub-offices functioning under you	r institution, ir	ndicate all th	e vacancies	s that exist 1	ınder your institution i	in this table,	including t	he vacano	ies in thos	e sub-offices.			
				ed to Grade III/II and I e Officers' Service as at		Particulars related to Supra Grade of the Management Service O Service as at 31.12.2023								
Serial number	Name of the institutio	re as per Circular No. 14/2022 should need your institution, indicate all the institution or Corruption need your institution/ head office, in Town where the office is legated.	Approved	Actual Number of officers		Approved number of officers	Actual number of officers			Number of officers	Number			
auanet		number of officers	number of	who have obtained leave as per Circular No. 14/2022	Number of vacancies		Substant ive	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of vacancie			
1	Commission to Investigate Bribery or Corr	uption		10	6	0	4	3	1	1	0	0	2	
Table B	- If there are sub-offices functioning under you	r institution/ h		Parti	iculars relat	curately how the vacan ed to Grade III/II and I e Officers' Service as at	of the			d to Supra		Management Service O 2.2023	officers'	
Serial	Name of the office/ sub-office		where the		Actual	Number of officers			Actu	ıl number o	of officers	Number of officers	of vacancies  2  Officers'  Number of vacancies	
number	Name of the office/ sub-office		office is located	Approved number of officers	number of	who have obtained leave as per Circular No. 14/2022	cular vacancies	Approved number of officers	Substant ive	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022		
1	Head Office	Colombo 07	Colombo	10	6	0	4	3	1	1	0	0	2	
2														
3														
4														
5														
			Total	10	6	0	4	3	1	1	0	0	2	

• If there are sub-offices functioning under your institution, mention the approved number of posts, actual number of officers and total number of vacancies in the head office and all sub-offices in Table A. Indicate in Table B accurately how the vacancies exist in the head office and each sub-office.

#### Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2023 Annex - 01 Name of the institution: Department of Agrarian Development Address : No : 42, Sri Marcus Fernando Mawatha, P.O. Box 537, Colombo 07 Particulars of an officer who can be contacted for obtaining information regarding the : Administrative officer : 011-2123456 Telephone number Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 31.12.2023 in your institution in accordance with the following format. The number of officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies. Table A - If there are sub-offices functioning under your institution, indicate all the vacancies that exist under your institution in this table, including the vacancies in those sub-office Particulars related to Grade III/II and I of the Management Service Officers' Service as at 31.12.2023 Particulars related to Supra Grade of the Management Service Officers' Service as at 31.12.2023 Serial Actual number of officers Name of the institution Number of officers Number of officers Actual Number Acting in posts Department of Agrarian Development 125 35 3 Table B - If there are sub-offices functioning under your institution/ head office, indicate in this table accurately how the vacancies in those offices exist in each sub-office Particulars related to Grade III/II and I of the Management Service Officers' Service as at 31.12.2023 Particulars related to Supra Grade of the Management Service Officers' Service as at 31.12.2023 District where the office is the office is located Number of officers who have obtained Number of officers Name of the office/ sub-office Approve Actual Approve ve as per Circular No. 14/2022 located Substan Acting in f office officer Head Office Colombo 05 Colombo 75 60 15 District office of Agrarian Development -Gampaha Gampaha Gampaha 15 30 0 Agrarian Development Center - Maho Maho A'pura 20 15 0 0 125 35

Action should be taken by district secretariats to indicate the particulars of vacancies that exist in divisional
secretariats under them. Mention the approved number of posts, actual number of officers and total number of
vacancies in the district secretariat and the relevant divisional secretariats in Table A. Indicate in Table B
accurately how the vacancies exist in the district secretariat and each divisional secretariat.

#### Example 03

	Calling particul	lars of vaca	ncies in t	he Man	agement	Service Officers	Service	of the C	ombine	d Servi	e - 2023	A	nnex - 0
Address Particula vacancie	The institution: District Secretariat - Colom : Narahenpita Rd, Colombo 05 us of an officer who can be contacted for obtains in your institution accurately the number of vacancies in the Man	ning information			Name of the Post Telephone t exist as at	number	: A.B.C. Pe : Administ : 011-2123-	rative offi 456		ollowing f	ormat.		
The nun	aber of officers who have obtained leave as per	Circular No. 1	4/2022 shou	ld not be co	onsidered v	acancies.							
Table A	- If there are sub-offices functioning under you	ır institution, ir	dicate all th	e vacancies	that exist 1	ınder your institution i	n this table,	including t	he vacano	ies in thos	e sub-offices.		
Serial number			Particulars related to Grade III/II and I of the Management Service Officers' Service as at 31.12.2023						culars related to Supra Grade of the Management Service Officers' Service as at 31.12.2023				
	Name of the institutio	Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actu: Substant ive	Acting in posts	I	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacance		
1	District Secretariat - Colombo			78	59	0	19	5	3	1	0	0	2
Γable B	- If there are sub-offices functioning under you	r institution/ h		Parti	iculars relat	curately how the vacan ed to Grade III/II and I	of the			d to Supra		Management Service C	Officers'
Serial	Name of the office/ sub-office	Town where the office is	District where the			Number of officers	Number of vacancies		Actual number of officers			Number of officers	Ī
number	Name of the office/ sub-office	located	office is located	Approved number of officers	mber number of	who have obtained leave as per Circular No. 14/2022		Approved number of officers	Substant ive	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	Number of vacancie
1	District Secretariat - Colombo	Colombo 05	Colombo	30	20	0	10	3	2			0	1
2	Divisional secretariat - Colombo	Colombo 05	Colombo	25	18	0	7	1		1		0	1
3	Divisional secretariat - Padukka	Padukka	Colombo	23	21	0	2	1	1			0	0
4													
5													2
		•	Total	78	59	0	19	5	3	1	0	0	_

 Please rename the accurately completed Microsoft Excel sheet by the name of your institution and email it to csrec.pubad@gmail.com before 27.12.2023.