



HUMAN RESOURCE DEVELOPMENT PLAN 2026



**011 269 8462
011 269 8464**



**Ministry of Public Administration,
Provincial Councils & Local Government,
Independence Square,
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Introduction

Renamed as the Ministry of Public Administration, Provincial Councils, and Local Government effective from November 19, 2024, this Ministry has functioned since its inception with great dedication and accountability for the advancement of all public institutions and public officers, as well as for the provision of excellent service. It was originally established as the Ministry of Home Affairs following the introduction of the Donoughmore Constitutional Reforms in 1931. Since 1970, the subject of Public Administration has been included under the Ministry. Various subject areas have been added under different governments that came into power following the first parliamentary election in 1947, as well as after the country became a Republic in 1972. Since then, this Ministry has undergone various transformations and continues to fulfill its mission as the leader in the field of public administration.

Among the resources available within public institutions, human resources are the most valuable. This is because the responsibility for utilizing all other available resources to fulfill human needs efficiently and effectively rests upon the human resource. To fulfill this responsibility properly, all institutions must operate with a special focus on directing their human resources toward relevant tasks appropriately. In this regard, human resource development is an essential factor.

Driven by these objectives, the Ministry of Public Administration and Management issued Public Administration Circular 02/2018 dated 24.01.2018, emphasizing the necessity of preparing a Human Resource Development (HRD) Plan within public institutions. Further reinforcing that circular, Public Administration Circular 02/2018 (I) dated 30.11.2023 was issued. In accordance with the guidelines introduced therein, this initiative aims to prepare and implement the Human Resource Development Plan for the Public Administration Division of the Ministry of Public Administration, Provincial Councils, and Local Government.

Ministry of Public Administration, Provincial Councils and Local Government Human Resources Development Plan for the Year 2026

1. Organization

- 1.1 Name of the Institution - Ministry of Public Administration, Provincial Councils and Local Government
- 1.2 Vision - An excellent public service to the nation
- 1.3 Mission - Ensuring an excellent public service through proper administration, management and reformation of human resource
- 1.4 Objectives -

- Formulation of productive public policies on recruitment, remuneration and other service conditions in alignment with the human resource management practices of the public service.
- Changing attitudes and expectations of the employees in public service in order to make positive responses to the requirements of general public.
- Formulation and implementation of a new management structure in order to enhance productivity and quality of public service.
- Establishment and sharing of a code of ethics. (Result-oriented attitudes, accountability, proper use of resources, impartiality, transparency, etc)
- Identification of training needs in the public sector and providing the facilities required to conduct training programs.
- Formulation and implementation of pension programmes with a view to provide remedial measures for issues relating to pensions.
- Preparation of a framework for institutional development of public sector with the capacity for the achievement of development targets and priorities.
- Promoting the implementation of information and communication technology to enhance the productivity and quality of the service delivery.
- Enhancement of the skills of the staff in public service.
- Enhancement, development and implementation of guidelines for simplifying systems and reformulating processes to operate in accordance with changing conditions.

1.5 Tasks and Functions -

- Providing policy guidance for State Ministries and formulating policies related to the subjects of Public Administration, Provincial Councils, Local

Government, and Home Affairs; implementing projects under the National Budget, State Investment, and National Development programs; Formulation of policies, implementation, follow-up, and evaluation of subjects, functions, programs, and projects of the departments, state corporations, and statutory institutions attached to the Ministry.

- Institutional, Administrative, and Personnel Management of the Sri Lanka Administrative Service, Sri Lanka Accountants' Service, Sri Lanka Planning Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service, Sri Lanka Architects' Service, Sri Lanka Technological Service and Combined Services

1.6 The necessity of maintaining the organization -

- To review and simplify all circular provisions, laws, and regulations currently in force in the public sector in order to expedite public service.
- To establish the necessary legal, policy, and institutional framework to transition the public service from the concept of 'public officers' to a 'public services' concept, in order to provide people-centric public services.
- To introduce a new code of ethics required to establish an independent public service.
- To establish the necessary legal provisions to grant immunity to public officers performing their duties in good faith across all government and semi-government institutions.
- To provide the Widows'/ Widowers' and Orphans' Pension to pensioners without delay.
- To conduct a service review and introduce or update service minutes as required.
- To prepare and implement a long-term human resource plan for the development of knowledge, skills, attitudes, and capacities of officers, including career development, in order to enhance the productivity and efficiency of the public service.
- To strengthen the people-centric services provided by District and Divisional Secretariats
- To implement a comprehensive reform program to transition the public service from the concept of 'public officers' to the concept of 'public services'.
- To study instances of duplication between the public service and the provincial public service, and to introduce a special mechanism to prevent such situations.

- To plan and implement special projects in collaboration with relevant institutions, prioritizing rural and remote villages within Local Government and Provincial Council areas, to provide necessary facilities for primary schools, hospitals, maternity homes, and elderly and childrens' homes.
- To plan and implement, in coordination with the Road Development Authorities, the development of agricultural roads, rural roads, and the '100,000 Roads' program in Provincial Councils and Local Government areas in a manner that integrates them with the national-level road network.

2 The vision, mission, goals, objectives and values for the Human Resource Development plan of the organization

2.1 Vision - To be the leader in human resource development in the public sector.

2.2 Mission - To continuously provide, without any discrimination, training opportunities required for the capacity development of officers employed in the Public Administration Division of the Ministry of Public Administration, Provincial Councils and Local Government, and as required, in government institutions outside the Ministry, to ensure the development of competencies required by officers to create a globally competitive, multi-skilled, productive, dignified, and satisfied workforce, and to fulfill the needs of the public in a satisfactory manner.

2.3 Goals -

- To create a continuous learning process based on Sustainable Development Goals and a training culture for professional development aimed at enhancing the knowledge, skills, and attitudes of public officers, while encouraging the more meaningful use of performance evaluation systems.
- To utilize the competencies and special skills of public officers to enhance the efficiency and effectiveness of the public service for the advancement of the institution.
- To ensure the development of public officers' competencies with the objective of providing a people-centric public service and a greater service to the general public.

2.4 Objectives

- Analysis of human resources and forecasting of staffing requirements of the Public Administration Division of the Ministry of Public Administration, Provincial Councils and Local Government.
- Identifying the competencies required for officers, analyzing training needs, identifying competency gaps, and identifying and implementing training programs.
- Providing equal training and learning opportunities to all without any discrimination, ensuring ethnicity, language, religion, culture, social status, and gender equality among officers to fill identified competency gaps.
- Identifying the unique competencies of public officers and implementing methodologies to evaluate those competencies.
- Implementation of distance learning methods using digitalization and modern technology.
- Identifying various problems and deficiencies existing within the institution as well as within the public sector and utilizing the creative skills and abilities of officers to minimize them.
- Utilizing the competencies of officers to enhance the efficiency and effectiveness of the public service.
- Maintaining a pool of resource persons by engaging public officers with knowledge and skills from within and outside the institution, and facilitating professional development for them by providing opportunities to offer their services to the Ministry and external parties.
- Providing officers with the necessary facilities and fulfilling staff requirements to ensure high-quality service to service recipients in accordance with the Citizen's Charter.
- Vesting the officers with the responsibilities for the proper execution of institutional functions.
- Introducing new reforms to the management structure for a public-friendly public service.
- Utilizing Information and Communication Technology tools and modern strategies to provide service recipients with a more efficient and high-quality service.

2.5 Values

- Taking action with discipline.
- Taking action with a proper understanding of duties.
- Maintaining positive interpersonal relationships.
- Working with team spirit.
- Taking action with empathy towards the general public.
- Treating every service recipient equally.

3. Human Resource of the Institution

3.1 Analysis of staff details of the institution

Service Level	Post	Relevant Service	Grade	Salary Scale	As at 31 December 2025 Number of officers					
					Approved	Attached	Vacant	In excess	Other	Number of officers who have obtained leave as per P.A.C. No. 14/2022
Total Number of posts					891	714	177	0		
Senior Level	Secretary	-	-	SL 4	1	1	-	-		
	Additional Secretary	S.L.A.S.	Special	SL 3	5	5	-	-		
	Director General of	S.L.A.S.	Special	SL 3	1	1	-	-		
	Director General of Combined Services	S.L.A.S.	Special	SL 3	1	1	-	-		
	Chief Finance Officer	S.L.Ac.S.	Special	SL 3	1	1	-	-		
	Senior Assistant Secretary	S.L.A.S.	1	SL 1	6	6	-	-		
	Chief Engineer	S.L.E.S.	1	SL 1	1	1	-	-		
	Chief Accountant	S.L.Ac.S.	1	SL 1	1	1	-	-		
	Chief Internal Auditor	S.L.Ac.S.	1	SL 1	1	1	-	-	■	
	Director (Sri Lanka	S.L.A.S.	1	SL 1	1	1	-	-		
	Director (Scientific, Architects' and Technological Services)	S.L.A.S.	1	SL 1	1	1	-	-		
	Director (Planning Service)	S.L.A.S.	1	SL 1	1	1	-	-		
	Director (Accountants' Service)	S.L.A.S.	1	SL 1	1	1	-	-		
	Director (Engineering Service)	S.L.A.S.	1	SL 1	1	1	-	-		
	Director	S.L.A.S.	1	SL 1	6	5	1	-		
		S.L.P.S.	1	SL 1	1	1	-	-	■	
	Director	S.L.I.C.T.S.	Class 1	SL 1	1	1	-	-	■	
	Accountant	S.L.Ac.S.	1	SL 1	2	1	1	-		
	Assistant Secretary	S.L.A.S.	111/11	SL 1	7	3	4	-		1
	Assistant Director / Deputy Director	S.L.A.S.	11/111	SL 1	27	22	5	-	●	2
		S.L.P.S.	111/11	SL 1	1	0	1	-		
		S.L.I.C.T.S.	1-111/11	SL 1	2	1	1	-		
	Accountant	S.L.Ac.S.	111/11	SL 1	2	2	-	-		
	Internal Auditor	S.L.Ac.S.	111/11	SL 1	2	0	2	-		
	Engineer	S.L.E.S.	111/11	SL 1	1	1	-	-		1
	Assistant Director (On Super Numerary basis)	S.L.P.S.	111	SL 1	5	3	2	-		
	Legal Officer	Departmental	111/11	SL 1	1	1	-	-		
	Assistant Director (Media)	Departmental	111	SL 1	1	1	-	-	■	
	Total					82	65	17	0	

Service Level	Post	Relevant Service	Grade	Salary Scale	As at 31 December 2025 Number of officers					
					Approved	Attached	Vacant	In excess	Other	Number of officers who have obtained leave as per P.A.C. No. 14/2022
Tertiary Level	Administrative Officer	M.S.O.S.	Supra Class	MN 7	4	2	2	-		
	Translator	Translators'	1/11	MN 6	7	4	3	-		3
	Information and Communication Technology Officer	S.L.I.C.T.S.	2-11/1	MN 6	4	4	-	-		1
	Total				15	10	5	0		4
Secondary Level	Investigation Officer	Associate	111/11/1	MN 4	7	7	-	-	*	
	Development Officer	Development Officers' Service	111/11/1	MN 4	195	160	35	-	26	
	Supply Assistant*	Associate	111/11/1	MN 4	1	0	1			
	Technical Officer	S.L.T.S.	111/11/1	MN 3	3	0	3	-		
	Draughtsman	S.L.T.S.	111/11/1	MN 3	1	0	1			
	Management Service Officer	M.S.O.S.	111/11/1	MN 2	363	277	86			26
	Management Assistant (MN2)	Departmental	111/11/1	MN 2	8	7	1			1
	Management Assistant (MN1)	Departmental	111/11/1	MN 1	17	15	2			2
	Management Assistant (MN2)	Direct appointee of the Presidential	111/11/1	MN 1	2	2	-			
	Caretaker of Holiday Resort	Departmental	111/11/1	MN 1	4	4	-	-		
	Information and Communication Technology Assistant	S.L.I.C.T.S.	3 පන්තිය 111/11/1	MT 1	5	4	1	-		2
	Data Entry Operator	Departmental (25/2014)	111/11/1	MN 1	2	1	1			1
	Data Entry Operator	Departmental	111/11/1	MN 1	1	1				
	Coordinating Secretary to the Secretary	Temporary	-	As per Schedule iv of P.A.C. 03, 03/2016	1	1				
	Videographer	Temporary	-	Rs 29,840 /- + 7,800/-	1	0	1			
	Total					612	480	132	0	
Primary Level	Driver	Combined Drivers' Service	111/11/1 Special	PL 3	40	32	10	-		2
		Direct appointee of the Presidential			4	2				
	Plumber	Departmental	111/11/1 Special	PL 3	1	0	1	-		-
		25/2014			3	2	1	-		
	Electrician	Departmental	111/11/1 Special	PL 3	1	0	1	-		-
		25/2014			2	1	1	-		
	Still Photographer	Departmental	111/11/1 Special	PL 3	1	1	-	-		
	Mason	Departmental	111/11/1 Special	PL 2	1	0	1			
	Carpenter	Departmental	111/11/1 Special	PL 2	1	0	1	-		-
		25/2014			1	1	-	-		

	Bungalow Keeper/ Cook	Departmental	111/11/1 Special	PL 2	8	8	-			
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Service Level	Post	Relevant Service	Grade	Salary Scale	As at 31 December 2025 Number of officers					
					Approved	Attached	Vacant	In excess	Other	Number of officers who have obtained leave as per P.A.C. No. 14/2022
Primary Level	Assistant Bungalow Keeper*	Departmental	111/11/1 Special	PL 1	1	1	-			
	Assistant Cook	Departmental	111/11/1 Special	PL 1	5	5	-			
	KKS	O.E.S.	111/11/1 Special	PL 1	83	77	9			7
		Direct appointee of the Presidential			10	09				
	Pump House Labourer	Departmental	111/11/1 Special	PL 1	3	3	-			
	Labourer	Departmental (On Super Numerary basis)	111/11/1 Special	PL 1	1	1	-	-		-
		Departmental			14	14	-	-		
		25/2014			2	2	-	-		
	Total					182	159	23		

■ Full time

● Acting posts in addition to the substantive post

* Posts that are personal to the holder Posts that fall vacant will be abolished.

3.2 Forecast of the staffing requirements of the organization

Nature of the post	Post	Relevant Service	Grade	Salary Scale	Future staffing requirements				
					Creating a new post	Increase of the approved cadre	Reduction of the approved cadre	Suppression of post	Abolition of posts
Senior Level	Secretary	-	-	SL 4	Future staffing requirements will be determined based on policy decisions taken by the government and the expansion or increase/decrease of the Ministry's scope.				
	Additional Secretary	S.L.A.S.	Special	SL 3					
	Director General of	S.L.A.S.	Special	SL 3					
	Director General of Combined Services	S.L.A.S.	Special	SL 3					
	Chief Finance Officer	S.L.Ac.S.	Special	SL 3					
	Senior Assistant Secretary	S.L.A.S.	1	SL 1					
	Chief Engineer	S.L.E.S.	1	SL 1					
	Chief Accountant	S.L.Ac.S.	1	SL 1					
	Chief Internal Auditor	S.L.Ac.S.	1	SL 1					
	Director (S.L.A.S.)	S.L.A.S.	1	SL 1					
	Director (Scientific, Architects' and Technological Services)	S.L.A.S.	1	SL 1					
	Director (Planning Service)	S.L.A.S.	1	SL 1					
	Director (Accountants' Service)	S.L.A.S.	1	SL 1					
	Director (Engineering Service)	S.L.A.S.	1	SL 1					
	Director	S.L.A.S.	1	SL 1					
		S.L.P.S.	1	SL 1					
	Director	S.L.I.C.T.S.	Class 1	SL 1					
	Accountant	S.L.Ac.S.	1	SL 1					
	Assistant Secretary	S.L.A.S.	111/11	SL 1					
	Assistant Director / Deputy Director	S.L.A.S.	11/111	SL 1					
		S.L.P.S.	111/11	SL 1					
		S.L.I.C.T.S.	1-111/11	SL 1					
	Accountant	S.L.Ac.S.	111/11	SL 1					
	Internal Auditor	S.L.Ac.S.	111/11	SL 1					
	Engineer	S.L.E.S.	111/11	SL 1					
	Assistant Director (on Super Numerary basis)	S.L.P.S.	111	SL 1					
	Legal Officer	Departmental	111/11	SL 1					
	Assistant Director (Media)	Departmental	111	SL 1					

Service Level	Post	Relevant Service	Grade	Salary Code	Future staffing requirements				
					Creating a new post	Increase of the approved cadre	Reduction of the approved cadre	Suppression of posts	Abolition of posts
Tertiary Level	Administrative Officer	M.S.O.S.	Supra Class	MN 7	Future staffing requirements will be determined based on policy decisions taken by the government and the expansion or increase/decrease of the Ministry's scope.				
	Translator	Translators' Service	1/11	MN 6					
	Information and Communication Technology Officer	S.L.I.C.T.S.	2-11/1	MN 6					
Secondary Level	Investigation Officer	Associate Services	111/11/1	MN 4					
	Development Officer	Development Officers' Service	111/11/1	MN 4					
	Supply Assistant*	Associate Services	111/11/1	MN 4					
	Technical Officer	S.L.T.S.	111/11/1	MN 3					
	Draughtsman	S.L.T.S.	111/11/1	MN 3					
	Management Service Officer	M.S.O.S.	111/11/1	MN 2					
	Management Assistant (MN2)	Departmental	111/11/1	MN 2					
	Management Assistant (MN1)	Departmental	111/11/1	MN 1					
	Management Assistant (MN2) (On Super Numerary basis)	Direct appointee of the Presidential Secretariat	111/11/1	MN 1					
	Management Assistant (MN2)	Direct appointee of the Presidential Secretariat	111/11/1	MN 1					
	Caretaker of Holiday Resort	Departmental	111/11/1	MN 1					
	Information and Communication Technology	S.L.I.C.T.S.	Class 3 111/11/1	MT 1					
	Data Entry Operator	Departmental (25/2014)	111/11/1	MN 1					
	Data Entry Operator	Departmental	111/11/1	MN 1					
	Coordinating Secretary to the Secretary	Temporary	-	As per Schedule iv of P.A.C. 03, 03/2016					
	Videographer	Temporary		Rs 29,840 /- + 7,800/-					

Servi	Post	Relevant Service	Grade		Future staffing requirements
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				Salary Code	Creating a new post	Increase of the approved cadre	Reduction of the approved cadre	Appropriation of posts	Abolition of posts
Primary Level	Driver	Combined Drivers' Service	111/11/1 Special	PL 3	Future staffing requirements will be determined based on policy decisions taken by the government and the expansion or increase/decrease of the Ministry's scope.				
		Direct appointee of the Presidential Secretariat							
	Plumber	Departmental	111/11/1 Special	PL 3					
		25/2014							
	Electrician	Departmental	111/11/1 Special	PL 3					
		25/2014							
	Still Photographer	Departmental	111/11/1 Special	PL 3					
	Mason	Departmental	111/11/1 Special	PL 2					
	Carpenter	Departmental	111/11/1 Special	PL 2					
		25/2014							
	Assistant Bungalow Keeper	Departmental	111/11/1 Special	PL 1					
	Assistant Bungalow Keeper*	Departmental	111/11/1 Special	PL 1					
	Assistant Cook	Departmental	111/11/1 Special	PL 1					
	Office Employees' Service	O.E.S.	111/11/1 Special	PL 1					
		Direct appointee of the Presidential							
Pump House Labourer	Departmental	111/11/1 Special	PL 1						
Labourer	Departmental (On Super Numerary basis)	111/11/1 Special	PL 1						
	Departmental								
	25/2014								

3.3 The plan for filling existing vacancies within the coming year.

Service Level	Post	Relevant Service	Grade	Salary Scale	Number of officers					Filling Vacancies	
					Approved	Number of officers at	Vacant	In excess	Other/ Acting/	Method of filling vacancies	Method of covering duties until the vacancies are
Total number of posts					891	714	177	0		It is determined based on the changes and increase/ decrease of the scope of the Ministry and the requirements of the service. Duties are expected to be carried out by officers who report for duty upon transfer, by covering duties or acting in posts, or by utilizing the existing staff.	
Senior Level	Secretary	-	-	SL 4	1	1	-	-			
	Additional Secretary	S.L.A.S.	Special	SL 3	5	5	-	-			
	Director General of Establishments	S.L.A.S.	Special	SL 3	1	1	-	-			
	Director General of Combined Services	S.L.A.S.	Special	SL 3	1	1	-	-			
	Chief Finance Officer	S.L.Ac.S.	Special	SL 3	1	1	-	-			
	Senior Assistant Secretary	S.L.A.S.	1	SL 1	6	6	-	-			
	Chief Engineer	S.L.E.S.	1	SL 1	1	1	-	-			
	Chief Accountant	S.L.Ac.S.	1	SL 1	1	1	-	-			
	Chief Internal Auditor	S.L.Ac.S.	1	SL 1	1	1	-	-			
	Director (S.L.A.S.)	S.L.A.S.	1	SL 1	1	1	-	-			
	Director (Scientific, Architects' and Technological Services)	S.L.A.S.	1	SL 1	1	1	-	-			
	Director (Planning Service)	S.L.A.S.	1	SL 1	1	1	-	-			
	Director (Accountants' Service)	S.L.A.S.	1	SL 1	1	1	-	-			
	Director (Engineering Service)	S.L.E.S.	1	SL 1	1	1	-	-			
	Director	S.L.A.S.	1	SL 1	6	5	1	-			
		S.L.P.S.	1	SL 1	1	1	-	-			
	Director	S.L.I.C.T.S.	Class 1	SL 1	1	1	1	-			
	Accountant	S.L.Ac.S.	1	SL 1	2	1	1	-			
	Assistant Secretary	S.L.A.S.	111/11	SL 1	7	3	4	-			
	Assistant Director / Deputy Director	S.L.A.S.	11/111	SL 1	27	22	5	-	●		
		S.L.P.S.	111/11	SL 1	1	0	1	-			
		S.L.I.C.T.S.	1/111/11	SL 1	2	1	1	-			
	Accountant	S.L.Ac.S.	111/11	SL 1	2	2	-	-			
Internal Auditor	S.L.Ac.S.	111/11	SL 1	2	0	2	-				
Engineer	S.L.E.S.	111/11	SL 1	1	1	0	-				
Assistant Director (on Super Numerary basis)	S.L.P.S.	111	SL 1	5	3	2	-				
Legal Officer	Departmental	111/11	SL 1	1	1	-	-				
Assistant Director (Media)	Departmental	111	SL 1	1	1	-	-				
Total					82	65	17	0	1		

Service	Post	Relevant Service	Grade	Salary	Number of officers	Filling Vacancies
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					Approved	Number of officers at	Vacant	In excess	Other/ Acting/	Method of filling vacancies	Method of covering duties until the vacancies are filled
Tertiary Level	Administrative Officer	M.S.O.S.	Supra Class	MN 7	4	2	2				
	Translator	Translators' Service	1/11	MN 6	7	4	3				
	Information and Communication Technology Officer	S.L.I.C.T.S.	2-11/1	MN 6	4	4	-				
Total					15	10	5	0	0		
Secondary Level	Investigation Officer	Associate Services	111/11/1	MN 4	7	7	-		*		
	Development Officer	D.O.S.	111/11/1	MN 4	195	160	35				
	Supply Assistant*	Associate Services	111/11/1	MN 4	1	0	1				
	Technical Officer	S.L.T.S.	111/11/1	MN 3	3	0	3				
	Draughtsman	S.L.T.S.	111/11/1	MN 3	1	0	1				
	Management Service Officer	M.S.O.S.	111/11/1	MN 2	363	277	86				
	Management Assistant (MN)	Departmental	111/11/1	MN 2	8	7	1				
	Management Assistant (MN)	Departmental	111/11/1	MN 1	17	15	2				
	Management Assistant (MN) (On Super Numerary basis (MN2) (අධි සේවක පදනම මත)	Direct appointee of the Presidential Secretariat	111/11/1	MN 1	1	1	-				
	Management Assistant (MN)	Direct appointee of the Presidential Secretariat	111/11/1	MN 1	2	2	-				
	Caretaker of Holiday Resort	Departmental	111/11/1	MN 1	4	4	-				
	Information and Communication Technology Assistant	S.L.I.C.T.S.	Class 3 111/11/1	MT1	5	4	1				
	Data Entry Operator	Departmental (25/2014)	111/11/1	MN 1	2	1	1				
	Data Entry Operator	Departmental	111/11/1	MN 1	1	1	-				
	Coordinating Secretary to the Secretary	Temporary		As per Schedule iv of P.A.C. 03, 03/2016	1	1	-				
	Videographer	Temporary		Rs 29,840 /- + 7,800/-	1	0	1				
Total					612	480	132	0	58		
Primary Level	Driver	Combined Drivers' Service	111/11/1 Special	PL 3	40	32	10	-	-		
		Direct appointee of the Presidential Secretariat			4	2					
	Plumber	Departmental	111/11/1 Special	PL 3	1	0	1	-			
		25/2014			3	2	1	-			
	Electrician	Departmental	111/11/1 Special	PL 3	1	0	1	-			
		25/2014			2	1	1	-			

It is determined based on the changes and increase/ decrease of the scope of the Ministry and the requirements of the service.

Duties are expected to be carried out by officers who report for duty upon transfer, by covering duties or acting in posts, or by utilizing the existing staff.

	Still Photographer	Departmental	111/11/1 Special	PL 3	1	1	0	-	
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Service Level	Post	Relevant Service	Grade	Salary Scale	Number of officers					Filling Vacancies	
					Approved	Number of officers at	Vacant	In excess	Other/ Acting/	Method of filling vacancies	Method of covering duties until the vacancies are filled
Primary Level	Mason	Departmental	111/11/1 Special	PL 2	1	0	1	-		It is determined based on the changes and increase/ decrease of the scope of the Ministry and the requirements of the service. Duties are expected to be carried out by officers who report for duty upon transfer, by covering duties or acting in posts, or by utilizing the existing staff.	
	Carpenter	25/2014	111/11/1 Special	PL 2	1	1	-	-			
		Departmental			1	0	1	-			
	Assistant Bungalow Keeper	Departmental	111/11/1 Special	PL 1	8	8					
	Assistant Bungalow Keeper*	Departmental	111/11/1 Special	PL 1	1	1					
	Assistant Cook	Departmental	111/11/1 Special	PL 1	5	5		-			
	Office Employees' Serv	O.E.S.	111/11/1 Special	PL 1	83	77	7				
		Direct appointee of the Presidential Secretariat			10	9					
	Pump House Labourer	Departmental	111/11/1 Special	PL 1	3	3	-	-			
	Labourer	Departmental (On Super Numerary basis)	111/11/1 Special	PL 1	1	1	-	-			
		Departmental	111/11/1 Special	PL 1	14	14	-	-			
		25/2014			2	2	-	-			
Total					182	159	23	0	9		

3.4 Horizontal analysis of the human resource of the institution

Service Levels	Senior Level	Tertiary Level	Secondary Level	Primary Level
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Posts that fall under the relevant service category	<u>(a) Senior Executive (SL4, SL3)</u> - Secretary - Additional Secretary - Director General of Establishments - Director General of Combined Services - Chief Finance Officer <u>(b) Executive (SL 1)</u> - Senior Assistant Secretary - Chief Engineer - Chief Accountant - Chief Internal Auditor - Director (S.L.A.S.) - Director (Scientific, Architects' and Technological Services) - Director (Planning Service) - Director (Accountants' Service) - Director (Engineering Service) - Director - Accountant - Assistant Secretary - Assistant Director / Deputy Director - Internal Auditor - Engineer - Assistant Director (on Super Numerary basis) - Legal Officer - Assistant Director (Media)	<u>(a) Management Service Officer – Supra Class (MN 7)</u> - Administrative Officer <u>(b) Field / Office Based Officer - Segment 1 (MN 6)</u> - Translator - Information and Communication Technology Officer	<u>(a) Associate officer -(MN 4)</u> - Investigation Officer - Development Officer - Supply Assistant <u>(b) Supervisory Management Assistant – Non Technological / Technological (MN 3)</u> - Technical Officer - Draughtsman <u>(c) Management Assistant – Non Technological Multi-purpose - Segment 1 (MN 2)</u> - Management Service Officer - Management Assistant <u>(e) Management Assistant Non Technological - Segment 2 (MN 1)</u> - Management Assistant - Management Assistant (Direct appointee of the Presidential Secretariat) - Caretaker of Holiday Resort - Data Entry Operator <u>(g) Management Assistant Technological - Segment 3 (MT1)</u> - Information and Communication Technology Assistant	<u>(a) Primary Grade - Skilled (PL 3)</u> - Still Photographer - Driver - Driver (Direct appointee of the Presidential Secretariat) - Plumber - Electrician <u>(b) Primary Grade - Semi Skilled (PL 2)</u> - Mason - Carpenter <u>(c) Primary Grade - Non Skilled (PL 1)</u> - Assistant Bungalow Keeper - Assistant Bungalow Keeper (Personal to the holder) - Assistant Cook - Office Employees' Service - Office Employees' Service (Direct appointee of the Presidential Secretariat) - Pump House Labourer - Labourer - Labourer (Personal to the holder)
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3.5 Categorization and numerical representation of the human resource

Service Level	Senior Level			Tertiary Level			Secondary Level			Primary Level		
	Serial number	Category	Number of officers	Serial number	Category	Number of officers	Serial number	Category	Number of officers	Serial number	Category	Number of officers
Posts that fall under the relevant service category	Category 13			Category 10			Category 08			Category 03		
	Senior Executive (SL 4, SL 3)			Management Service Officer – Supra Class (MN 7)			Associate officer (MN 4)			Primary Grade - Skilled (PL 3)		
	i	Secretary	01				i	Investigation Officer	07	i	Still Photographer	01
	ii	Additional Secretary	05	i	Administrative Officer	02	ii	Development Officer	160	ii	Driver	32
	iii	Director General	02	Category 09			Category 07			iii	Driver (Direct appointee of the Presidential Secretariat)	02
	iv	Chief Finance Officer	01									
	Category 12			i	Translator	04	i	Technical Officer	00	iv	Plumber	02
	Executive (SL1) - Second Group						ii	Draughtsman	00	v	Electrician	01
	i	Senior Assistant Secretary	06	ii	Information and Communication Technology Officer	04	Category 06					
	ii	Director	10				Management Assistant – Non Technological Multi-purpose - Segment 1 (MN 2)			Category 02		
	iii	Chief Engineer	01									
	iv	Chief Accountant	01				Primary Grade - Semi Skilled (PL 2)					
	v	Accountant	01							i	Mason	00
	vi	Chief Internal Auditor	01*				ii	Carpenter	01			
	Category 11						Category 05			Category 01		
	Executive (SL1) - Group 1**											
	i	Assistant Secretary	03				i	Management Assistant	15	Primary Grade - Non Skilled (PL 1)		
	ii	Assistant Director / Deputy Director	23					Management Assistant (Direct appointee of the Presidential Secretariat)	03			
	iii	Accountant	02	ii	Caretaker of Holiday Resort	04	ii	Assistant Bungalow Keeper**	01			
	iv	Internal Auditor	00	iii	Data Entry Operator	02	iii	Office Employees' Service	77			
	v	Engineer	01				iv	KKS (Direct appointee of the Presidential Secretariat)	09			
	vi	Assistant Director (on Super Numerary basis)	03	Category 04								
	vii.	Legal Officer	01									

	vii.	Assistant Director (Media)	01*

Management Assistant Technological - Segment 3 (MT 1)			v	Pump House Labourer	03
i	Information and Communication Technology Assistant	04	vi	Assistant Cook	05
			vii	Labourer	16
			viii	Labourer **	01

4.1 Category - 01

Primary Grade - Non Skilled (PL 1)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Assistant Cook	1	Customer insight	1	Knowledge about food classification
		2	Knowledge of leadership, teamwork, and interpersonal relations	2	Knowledge of the use and maintenance of relevant equipment
		3	Knowledge of discipline, good conduct, and behavior.	3	Culinary skills
		4	Skills in time management and risk management	4	Record-keeping and accounting skills
		5	Expertise in creativity and innovation	5	Basic knowledge of storage and stock ordering
		6	Effective communication skills	6	Knowledge of health safety measures
		7	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	7	Professional experience in cookery
		8	Customer Care	8	The ability to develop modern recipes using the Internet
		9	Positive thinking	9	Knowledge of food serving techniques
		10	Physical and mental health balance	10	Basic knowledge of minor repairs
II	Assistant Bungalow Keeper	1	Customer insight	1	Capability of managing high-tension situations
		2	Knowledge of leadership, teamwork, and interpersonal relations	2	Housekeeping and interior design expertise
		3	Knowledge of discipline, good conduct, and behavior.	3	Knowledge and experience in inventory control and the maintenance of documentation pertaining to wholesale procurement
		4	Skills in time management and risk management	4	Experience in horticulture and home gardening

		5	Expertise in creativity and innovation	5	Knowledge of equipment maintenance, safety, security, and health practices
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Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Assistant Bungalow Keeper	6	Effective communication skills	6	Knowledge about food classification
		7	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	7	Knowledge and skills in customer care and positive public relations.
		8	Customer Care	8	Knowledge regarding modern culinary techniques
		9	Positive thinking	9	The ability to develop modern recipes using the Internet
		10	Physical and mental health balance	10	Technical knowledge of emergency repairs
III	KKS/ Office Employees' Service	1	Customer insight	1	Knowledge of bookbinding
		2	Knowledge of leadership, teamwork, and interpersonal relations	2	Knowledge of mail management
		3	Knowledge of discipline, good conduct, and	3	Knowledge of office and office equipment maintenance
		4	Skills in time management and risk management	4	Basic knowledge of computer technology
		5	Expertise in creativity and innovation	5	Daily office activities, including key duties
		6	Effective communication skills	6	Knowledge and skills in customer care and positive public relations
		7	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	7	Responding to phone calls
		8	Customer Care	8	Technical knowledge on minor and emergency repairs
		9	Positive thinking	9	Basic knowledge of productivity concepts
		10	Physical and mental health balance	10	The ability to manage emergency disaster situations

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
IV	Pump House Labourer	1	Teamwork skills and interpersonal relationship management	1	Knowledge of the operation and maintenance of electrical equipment and motors
		2	Knowledge of discipline, good conduct, and behavior.	2	Basic knowledge on the use of pump house equipment
		3	Time management	3	Ability to identify hazards and implement safety measures
		4	Expertise in creativity and innovation	4	Ability to understand and follow verbal and written instructions
		5	Effective communication skills	5	Ability to prepare reports
		6	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	6	The ability to minimize waste and increase productivity
		7	Risk management capability	7	Knowledge and experience in inventory control and the maintenance of documentation pertaining to wholesale procurement
		8	Positive thinking	8	Basic knowledge of productivity concepts
		9	Physical and mental health balance	9	The ability to manage emergency disaster situations
V	Labourer	1	Teamwork skills and interpersonal relationship management	1	Knowledge of office arrangement, beautification, and maintenance
		2	Knowledge of discipline, good conduct, and behavior.	2	The ability to properly use and ensure the safety of government equipment, furniture, and other assets
		3	Time management	3	Knowledge on the use of security measures
		4	Expertise in creativity and innovation	4	Knowledge of health safety measures
		5	Effective communication skills	5	The ability to understand and follow verbal and written instructions
		6	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	6	Experience in horticulture, landscaping, and home gardening
		7	Positive thinking	7	Technical knowledge on minor and emergency repairs
		8	Physical and mental health balance	8	Basic knowledge of productivity concepts
		9	Risk management capability	9	The ability to manage emergency disaster situations

4.2 Category - 02

Primary Grade - Semi Skilled (PL 2)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Mason	1	Teamwork skills and interpersonal relationship management	1	Knowledge of the use, maintenance, and safety procedures of tools and equipment
		2	Knowledge of discipline, good conduct, and	2	Identifying and following modern masonry methods
		3	Time management	3	The use of ingredients and preparing the necessary mixtures
		4	Expertise in creativity and innovation	4	Safety procedures to be followed during building
		5	Effective communication skills	5	Architectural knowledge
		6	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	6	Ability to read and interpret plans
		7	Risk management capability	7	Professional competencies and knowledge of quality control
		8	Positive thinking	8	Knowledge of Architecture
		9	Physical and mental health balance	9	Economy and Effectiveness
II	Carpenter	1	Teamwork skills and interpersonal relationship management	1	The ability to accurately select, measure, and prepare timber and other accessories
		2	Knowledge of discipline, good conduct, and	2	Modern knowledge of carpentry techniques
		3	Time management	3	Knowledge of equipment and gear usage, maintenance, and safety
		4	Expertise in creativity and innovation	4	Safe use of electricity and electrical appliances
		5	Effective communication skills	5	Ability to manufacture wooden furniture and determine the required raw materials

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Carpenter	6	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	6	The ability to polish finished furniture
		7	Risk management capability	7	Professional competencies and knowledge of quality control
		8	Positive thinking	8	Ability to manufacture office equipment and wooden furniture
		9	Physical and mental health balance	9	Basic knowledge of productivity concepts

4.3 Category - 03

Primary Grade - Skilled (PL 3)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Still Photographer	1	Customer insight	1	Knowledge of modern photography techniques
		2	Knowledge of leadership, teamwork, and interpersonal relations	2	Basic knowledge of the use, maintenance, and repair of photography-related equipment
		3	Knowledge of discipline, good conduct, and behavior.	3	Knowledge and ability in creativity, innovation, and photography
		4	Skills in time management and risk management	4	Computer knowledge related to photography and knowledge of communication techniques
		5	Expertise in creativity and innovation	5	Understanding of lighting
		6	Effective communication skills	6	Knowledge and skills in photo editing
		7	Basic knowledge of Office Systems, the	7	Awareness of professionalism, respect, and ethical conduct
		8	Customer Care	8	Knowledge of media and reporting
		9	Positive thinking	9	The ability to make quick decisions related to the job
		10	Physical and mental health balance	10	The ability to identify important moments in photography
II	Driver	1	Customer insight	1	Knowledge of vehicle maintenance, repair, and servicing
		2	Knowledge of leadership, teamwork, and interpersonal relations	2	Understanding of new motor technology methodologies
		3	Knowledge of discipline, good conduct, and behavior.	3	Knowledge of traffic laws

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Driver	4	Skills in time management and risk management	4	Knowledge of motor mechanics
		5	Expertise in creativity and innovation	5	Knowledge of maintaining vehicle inventory
		6	Effective communication skills	6	Knowledge of maintaining daily running charts/logbooks
		7	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	7	Knowledge of procedures to be followed regarding road accidents
		8	Customer Care	8	Knowledge of safe driving abilities
		9	Positive thinking	9	Knowledge of using Google Maps
		10	Physical and mental health balance	10	Knowledge of basic safety principles and practices
III	Plumber	1	Customer insight	1	Knowledge of plumbing science and modern methodologies
		2	Knowledge of leadership, teamwork, and interpersonal relations	2	Ability to lay and install any type of water pipes for water requirements
		3	Knowledge of discipline, good conduct, and behavior.	3	Ability to install all types of water piping systems related to bathrooms
		4	Skills in time management and risk management	4	Assembling fittings, various plastics, and soldering equipment required for pipe components
		5	Expertise in creativity and innovation	5	Ability to fill water pipes with water or air and perform pressure testing to detect leaks using gauges and soldering equipment
		6	Effective communication skills	6	Knowledge of preparing maintenance plans, assessing material/equipment requirements, and preparing estimates
		7	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	7	Ability to install piping systems and navigate installations around obstacles such as electrical wiring

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
IV	විදුලි කාර්මික	1	Customer insight	1	Ability to correctly identify components and diagnose electrical problems using various testing equipment
		2	Knowledge of leadership, teamwork, and interpersonal relations	2	Ability to promptly identify fault conditions and rectify them
		3	Knowledge of discipline, good conduct, and behavior.	3	Ability to identify and maintain electrical circuits related to single-phase and three-phase electricity
		4	Skills in time management and risk management	4	Ability to wire and maintain building electrical appliances and systems
		5	Expertise in creativity and innovation	5	Ability to identify, maintain, and repair electric motors, generators, and related circuitry
		6	Effective communication skills	6	Ability to install and maintain wiring controllers and lighting systems
		7	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	7	Ability to install, upgrade, or replace wiring and fixtures using hand and power tools
		8	Customer Care	8	Ability to install, maintain, or repair electrical wiring and equipment
		9	Positive thinking	9	Ability to plan electrical switches, equipment, and fixtures based on regulatory codes
		10	Physical and mental health balance	10	Ability to monitor electrical transmission and circuit continuity in equipment and fixtures, ensuring system compatibility and safety

4.4 Category - 04

Management Assistant (Technical) - Category 3 (MT 1)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Information and Communication Technology Assistant	1	Ability to maintain interpersonal relationships	1	Knowledge of modern Information Technology methodologies
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Technical knowledge of computer peripherals and electronic devices
		3	Effective communication skills	3	Knowledge of computer networking and troubleshooting
		4	Knowledge of discipline, good conduct, and behavior	4	Basic knowledge of the use, maintenance, and repair of ICT-related equipment
		5	Ability to work in a team	5	Knowledge of inventory control related to Information and Communication Technology
		6	Positive thinking	6	Knowledge of data processing, data analysis, and data presentation
		7	Ability to manage time effectively	7	Ability to develop data systems tailored to the organization's requirements
		8	Physical and mental health balance	8	Creativity, innovation, and proficiency in Information and Communication Technology
		9	Expertise in creativity and innovation	9	Knowledge of computer hardware and software
		10	Risk management capability	10	Knowledge of graphic design, Photoshop, and website development

4.5 Category - 05

Management Assistant (Non-Technical) - Category 2 (MN 1)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Management Assistant / Management Assistant (Presidential Secretariat Direct Appointee)	1	Ability to maintain interpersonal relationships	1	Modern computer literacy and Information Technology
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Knowledge of proper use and maintenance of office equipment
		3	Effective communication skills	3	Knowledge of maintaining inventory records
		4	Knowledge of discipline, good conduct, and behavior	4	Knowledge of stock control and warehouse management
		5	Knowledge of basic investigations	5	Basic knowledge of auditing
		6	Ability to work in a team	6	Preparation of budget estimates
		7	Positive thinking	7	Knowledge of filing systems
		8	Ability to manage time effectively	8	Knowledge of letter writing and minute writing
		9	Physical and mental health balance	9	Knowledge of report preparation
		10	Knowledge of creativity and innovation	10	Knowledge of accounting and payroll preparation
		11	Ability to manage risks	11	Knowledge of the procurement process
		12	Stress management	12	Basic knowledge of preparing Cabinet Memoranda
		13	Customer care and maintaining good public relations	13	Knowledge of modern technological devices and methodologies
		14	Knowledge of productivity concepts	14	Ability to collect, analyze, and present data
		15	Knowledge of efficiency and productivity	15	Knowledge of the ability to maintain information systems

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Management Assistant / Management Assistant (Presidential Secretariat Direct	16	Knowledge of problem-solving	16	Knowledge of preparing annual plans and progress reports
		17	Knowledge of information analysis	17	Project management
		18	Modern management concepts	18	Knowledge of research methodologies
III	Caretaker of Holiday Resort	1	Customer insight	1	Knowledge of customer care and maintaining good public relations
		2	Knowledge of leadership, teamwork, and interpersonal relations	2	Knowledge of accurately maintaining holiday resort documentation, financial control, expense management, and making relevant payments
		3	Knowledge of discipline, good conduct, and behavior.	3	Knowledge of stock control, warehousing, and maintaining inventory registers
		4	Skills in time management and risk management	4	Knowledge of preparing performance reports and employee supervision
		5	Expertise in creativity and innovation	5	Computer literacy (Knowledge of email and the internet)
		6	Effective communication skills	6	Housekeeping and interior design expertise
		7	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	7	Knowledge of equipment maintenance, safety, security, and health practices
		8	Customer Care	8	Knowledge of holiday resort security
		9	Positive thinking	9	Technical knowledge of emergency repairs
		10	Physical and mental health balance	10	Knowledge of hotel management

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
IV	Data Entry Operator	1	Ability to maintain interpersonal relationships	1	Modern technical knowledge of data entry
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Basic knowledge of software
		3	Effective communication skills	3	Ability to collect, analyze data, and prepare reports
		4	Knowledge of discipline, good conduct, and behavior	4	Basic knowledge of computer repair and hardware
		5	Ability to work in a team	5	Ability to use the internet
		6	Positive thinking	6	Ability to gather and update information while performing data entry
		7	Ability to manage time effectively	7	Ability to prepare notes, documents, and reports
		8	Physical and mental health balance	8	Modern computer literacy
		9	Expertise in creativity and innovation	9	Knowledge of proper use and maintenance of office equipment
		10	Risk management capability	10	Knowledge of computer peripheral inventory maintenance, stock control, and warehouse management
		11	Stress management	11	Basic knowledge of computer networking and management
		12	Customer care and maintaining good public relations	12	Basic knowledge of developing computer systems
		13	Knowledge of productivity concepts	13	Knowledge of computer troubleshooting
		14	Knowledge of efficiency and productivity	14	Basic knowledge of computer systems networking

4.6 Category - 06

Management Assistant – Non Technological Multi-purpose - Segment 1 (MN 2)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Management Services Officer / Management Assistant	1	Ability to maintain interpersonal relationships	1	Modern computer literacy and Information Technology
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Knowledge of proper use and maintenance of office equipment
		3	Effective communication skills	3	Knowledge of maintaining inventory records
		4	Knowledge of discipline, good conduct, and behavior	4	Knowledge of stock control and warehouse management
		5	Knowledge of basic investigations	5	Basic knowledge of auditing
		6	Ability to work in a team	6	Preparation of budget estimates
		7	Positive thinking	7	Knowledge of filing systems
		8	Ability to manage time effectively	8	Knowledge of letter writing and minute writing
		9	Physical and mental health balance	9	Knowledge of report preparation
		10	Expertise in creativity and innovation	10	Knowledge of accounting and payroll preparation
		11	Risk management capability	11	Knowledge of the procurement process
		12	Stress management	12	Basic knowledge of preparing Cabinet Memoranda
		13	Customer care and maintaining good public relations	13	Knowledge of modern technological devices and methodologies
		14	Knowledge of productivity concepts	14	Ability to collect, analyze, and present data

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Management Services Officer / Management Assistant	15	Knowledge of efficiency and productivity	15	Knowledge of the ability to maintain information systems
		16	Knowledge of problem-solving	16	Knowledge of preparing annual plans and progress reports
		17	Knowledge of information analysis	17	Project management
		18	Modern management concepts	18	Knowledge of research methodologies

4.7 Group - 07

Supervisory Management Assistant (Non-Technical / Technical) (MN 3)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Technical Officer	1	Ability to maintain interpersonal relationships	1	Basic knowledge of building construction
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Understanding of stock control
		3	Effective communication skills	3	Understanding of accounts / financial matters
		4	Knowledge of discipline, good conduct, and behavior	4	Planning ability
		5	Ability to work in a team	5	Knowledge of modern technical methodologies and equipment related to construction
		6	Positive thinking	6	Understanding of rules and regulations related to construction
		7	Ability to manage time effectively	7	Knowledge of preparing annual plans and progress reports
		8	Physical and mental health balance	8	Basic knowledge of project management
		9	Expertise in creativity and innovation	9	Basic knowledge of preparing construction estimates
		10	Risk management capability	10	Knowledge of how to act in emergency situations
		11	Stress management	11	Knowledge of Geographical Information Systems (GIS)
		12	Knowledge of productivity concepts	12	Modern computer literacy related to the construction field

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Draughtsman	1	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	1	Basic knowledge of building construction
		2	Effective communication skills	2	Understanding of stock control
		3	Knowledge of discipline, good conduct, and behavior	3	Understanding of accounts / financial matters
		4	Ability to work in a team	4	Planning ability
		5	Positive thinking	5	Knowledge of modern technical methodologies and equipment related to construction
		6	Ability to manage time effectively	6	Understanding of rules and regulations related to construction
		7	Physical and mental health balance	7	Basic knowledge of project management
		8	Expertise in creativity and innovation	8	Basic knowledge of supervising construction estimates
		9	Risk management capability	9	Knowledge of how to act in emergency situations
		10	Stress management	10	Knowledge of Geographical Information Systems (GIS)
		11	Physical and mental health balance	11	Modern computer literacy related to the construction field
		12	Expertise in creativity and innovation	12	Knowledge of drawing plans according to standards
		13	Risk management capability	13	Understanding of updated modern technical methods regarding plan preparation
		14	Stress management	14	Ability to read construction plans
		15	Knowledge of productivity concepts	15	Competency in measurements, billing, and verification related to construction

4.8 Category - 08

Associate Officer - (MN 4)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Investigation Officer	1	Ability to maintain interpersonal relationships	1	Modern computer literacy and information technology
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Knowledge of proper use and maintenance of office equipment
		3	Effective communication skills	3	Knowledge of maintaining inventory records
		4	Knowledge of discipline, good conduct, and behavior	4	Knowledge of stock control and warehouse management
		5	Knowledge of basic investigations	5	Basic knowledge of auditing
		6	Ability to work in a team	6	Preparation of budget estimates
		7	Positive thinking	7	Knowledge of filing systems
		8	Ability to manage time effectively	8	Knowledge of letter writing and minute writing
		9	Physical and mental health balance	9	Knowledge of report preparation
		10	Expertise in creativity and innovation	10	Knowledge of accounting and salary preparation
		11	Risk management capability	11	Knowledge of the procurement process
		12	Stress management	12	Basic knowledge of preparing Cabinet Memorandums
		13	Customer care and maintaining good public relations	13	Knowledge of new technological devices and methodologies
		14	Knowledge of productivity concepts	14	Ability to collect, analyze, and present data
		15	Knowledge of efficiency and productivity	15	Ability to maintain information systems
		16	Knowledge of problem-solving	16	Knowledge of preparing annual plans and progress reports
		17	Knowledge of information analysis	17	Project management
		18	Modern management concepts	18	Knowledge of research methodologies

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Development Officer	1	Ability to maintain interpersonal relationships	1	Modern computer literacy and information technology
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Knowledge of proper use and maintenance of office equipment
		3	Effective communication skills	3	Knowledge of maintaining inventory records
		4	Knowledge of discipline, good conduct, and behavior	4	Knowledge of stock control and warehouse management
		5	Knowledge of basic investigations	5	Basic knowledge of auditing
		6	Ability to work in a team	6	Preparation of budget estimates
		7	Positive thinking	7	Knowledge of filing systems
		8	Ability to manage time effectively	8	Knowledge of letter writing and minute writing
		9	Physical and mental health balance	9	Knowledge of report preparation
		10	Expertise in creativity and innovation	10	Knowledge of accounting and salary preparation
		11	Risk management capability	11	Knowledge of the procurement process
		12	Stress management	12	Basic knowledge of preparing Cabinet Memorandums
		13	Customer care and maintaining good public relations	13	Knowledge of new technological devices and methodologies
		14	Knowledge of productivity concepts	14	Ability to collect, analyze, and present data
		15	Knowledge of efficiency and productivity	15	Knowledge of the ability to maintain information systems
		16	Knowledge of problem-solving	16	Knowledge of preparing annual plans and progress reports
		17	Knowledge of information analysis	17	Project management
		18	Modern management concepts	18	Knowledge of research methodologies

4.9 - Group 09

(MN 6) Field/Office Officer - Segment 1 (MN 6)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Translator	1	Ability to maintain interpersonal relationships	1	Modern computer literacy and information technology
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Typewriting skills, stenography skills, and technical translation ability
		3	Effective communication skills	3	Creative and excellent writing skills
		4	Knowledge of discipline, good conduct, and behavior	4	Advanced language proficiency and grammatical expertise
		5	Ability to work in a team	5	Knowledge of technical terminology and professional translation practice
		6	Positive thinking	6	Knowledge of information reporting
		7	Ability to manage time effectively	7	Knowledge of modern communication devices
		8	Physical and mental health balance	8	Up-to-date knowledge relevant to one's duties
		9	Expertise in creativity and innovation	9	Research skills and self-study ability
		10	Risk management capability	10	Knowledge of proofreading and checking drafts
		11	Stress management	11	Knowledge of maintaining confidentiality within the job
		12	Knowledge of productivity concepts	12	Instant translation ability
		13	Knowledge of efficiency and productivity	13	Knowledge of advanced language proficiency and grammatical expertise
		14	Knowledge of information analysis	14	Knowledge of the latest translation techniques

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Information and Communication Technology Officer	1	Ability to maintain interpersonal relationships	1	Knowledge of computer software and hardware
		2	Basic knowledge of Office Systems, the Establishments Code, and Financial Regulations	2	Knowledge of information technology security
		3	Effective communication skills	3	Knowledge of IT-related equipment
		4	Knowledge of discipline, good conduct, and behavior	4	Knowledge of mobile communication technology
		5	Ability to work in a team	5	Numerical and analytical ability
		6	Positive thinking	6	Knowledge of maintaining confidentiality of information
		7	Ability to manage time effectively	7	Knowledge of modern information technology methodologies
		8	Physical and mental health balance	8	Supervisory knowledge of computer networking and troubleshooting
		9	Expertise in creativity and innovation	9	Knowledge of data processing, data analysis, and data presentation
		10	Risk management capability	10	Ability to administer data systems and computer systems
		11	Stress management	11	Creativity, innovation, and knowledge and ability in information and communication technology
		12	Knowledge of productivity concepts	12	Knowledge of graphic design, Photoshop, and website design and development
		13	Knowledge of efficiency and productivity	13	Knowledge of computer systems networking and management
		14	Knowledge of information analysis	14	Knowledge of methods to operate artificial intelligence
		15	Knowledge of project management		

4.10 Category - 10

Management Service Officer - Special Grade (MN 7)

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Administrative Officer	1	Leadership qualities	1	Up-to-date knowledge of Financial Regulations, the Establishments Code, Public Service Commission Procedural Rules, and circulars issued from time to time
		2	Proficiency in time management	2	Knowledge of procurement
		3	Team spirit and collective accountability	3	Knowledge of office management
		4	Proficiency in risk management	4	Knowledge of office systems
		5	Positive thinking, social sensitivity, and social service	5	Computer literacy
		6	Ability to identify individual talents, skills, and weaknesses	6	Knowledge of internet usage
		7	Employee motivation skills	7	Knowledge of event organizing and protocol rules
		8	Ability to make quick and accurate decisions	8	Knowledge of institutional equipment, functions, and usage
		9	Good and effective communication skills	9	Maintenance of vehicles/buildings and related knowledge
		10	Knowledge and ability regarding strategic and systemic functions	10	Proficiency in filing, minute writing, and report preparation
		11	Emotional intelligence	11	Knowledge of preparing Cabinet Memorandums
		12	Ability to maintain interpersonal relationships	12	Knowledge of auditing
		13	Excellent written and oral communication skills	13	Knowledge of preparing action plans and reports

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Administrative Officer	14	Knowledge of discipline, good conduct, and behavior.	14	Information systems management
		15	Knowledge of counseling and employee grievance management	15	Knowledge of preparing state policy papers
		16	Knowledge of speaking techniques	16	Knowledge of information and cyber security methods for government institutions
				17	Knowledge of methods to operate artificial intelligence

4.11 Category - 11

Executive - (SL 1) - First Group

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Assistant Secretary	1	Knowledge of information systems management	1	Knowledge and ability regarding filing, minute writing, and report preparation
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Knowledge and ability regarding the preparation of Cabinet
		4	Effective communication skills	4	Bargaining and negotiation skills
		5	Ability in teamwork	5	Knowledge and ability regarding planning and progress review
		6	Ability in leadership qualities and principles	6	Knowledge and ability regarding social surveys, data collection, analysis, and reporting
		7	Strategic ability	7	Knowledge and ability regarding training and human resource
		8	Knowledge of customer care	8	Knowledge of procurement, purchasing, and reporting
		9	Knowledge of innovation and modernization	9	Knowledge and ability regarding personnel management
		10	Knowledge of personal development	10	Knowledge of preparing state policy papers
		11	Risk management capability	11	Knowledge of auditing
		12	Knowledge of productivity and efficiency	12	Knowledge of preparing action plans and reports
		13	Knowledge of economic management	13	Knowledge of regional administration
		14	Positive thinking and goal achievement	14	Knowledge of drafting official letters
		15	Emotional intelligence	15	Knowledge of research methodologies
		16	Knowledge of good conduct and discipline	16	Knowledge of new legislative amendments and government policies
		17	Presentation skills	17	Knowledge of information and cyber security methods for government institutions

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Assistant Secretary	18	Knowledge of counseling and employee grievance management	18	Knowledge of pension functions
		19	Knowledge of change management	19	Knowledge of information and accounting systems operations
		20	Knowledge of new management concepts and practical applications	20	Knowledge of event organizing and protocol rules
				21	Knowledge of methods to operate artificial intelligence
II	Assistant Director / Deputy Director	1	Knowledge of information systems management	1	Knowledge and ability regarding filing, minute writing, and report preparation
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Knowledge and ability regarding the preparation of Cabinet Memorandums
		4	Effective communication skills	4	Bargaining and negotiation skills
		5	Ability in teamwork	5	Knowledge and ability regarding planning and progress review
		6	Ability in leadership qualities and principles	6	Knowledge and ability regarding social surveys, data collection, analysis, and reporting
		7	Strategic ability	7	Knowledge and ability regarding training and human resource development
		8	Knowledge of customer care	8	Knowledge of procurement, purchasing, and reporting
		9	Knowledge of innovation and modernization	9	Knowledge and ability regarding personnel management
		10	Knowledge of personal development	10	Knowledge of preparing state policy papers

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Assistant Director / Deputy Director	11	Risk management capability	11	Knowledge of information and cyber security methods for government institutions
		12	Knowledge of productivity and efficiency	12	Knowledge of auditing
		13	Knowledge of economic management	13	Knowledge of preparing action plans and reports
		14	Positive thinking and goal achievement	14	Knowledge of regional administration
		15	Emotional intelligence	15	Knowledge of drafting official letters
		16	Knowledge of good conduct and discipline	16	Knowledge of research methodologies
		17	Presentation skills	17	Knowledge of new legislative amendments and government policies
		18	Knowledge of counseling and employee grievance management	18	Knowledge of pension functions
		19	Knowledge of change management	19	Knowledge of information and accounting systems operations
		20	Knowledge of new management concepts and practical applications	20	Knowledge of event organizing and protocol rules
				21	Knowledge of methods to operate artificial intelligence
III	Accountant	1	Knowledge of information systems management	1	Knowledge of procurement, purchasing, and reporting
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Bargaining and negotiation skills
		4	Effective communication skills	4	Knowledge and ability regarding planning and progress review
		5	Ability in teamwork	5	Knowledge of preparing action plans and reports

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
III	Accountant	6	Ability in leadership qualities and principles	6	Knowledge of auditing
		7	Strategic ability	7	Knowledge of project management
		8	Knowledge of customer care	8	Knowledge of information and cyber security methods for government institutions
		9	Knowledge of innovation and modernization	9	Ability to analyze and report accounting data
		10	Knowledge of personal development	10	Analytical thinking and forecasting ability
		11	Risk management capability	11	Knowledge of preparing state policy papers
		12	Knowledge of productivity and efficiency	12	Knowledge and ability regarding the preparation of Cabinet Memorandums
		13	Knowledge of economic management	13	Knowledge of information and accounting systems operations
		14	Positive thinking and goal achievement	14	Knowledge of event organizing and protocol rules
		15	Emotional intelligence	15	Knowledge of methods to operate artificial intelligence
		16	Knowledge of good conduct and discipline		
		17	Knowledge of change management		
		18	Knowledge of new management concepts and practical applications		
		19	Ability in accounting		
		20	Presentation skills		

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
IV	Internal Auditor	1	Knowledge of information systems management	1	Knowledge of procurement, purchasing, and reporting
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Bargaining and negotiation skills
		4	Effective communication skills	4	Knowledge and ability regarding planning and progress review
		5	Ability in teamwork	5	Knowledge of preparing action plans and reports
		6	Ability in leadership qualities and principles	6	Knowledge of auditing
		7	Strategic ability	7	Knowledge of project management
		8	Knowledge of customer care	8	Knowledge of information and cyber security methods for government institutions
		9	Knowledge of innovation and modernization	9	Ability to analyze and report accounting data
		10	Knowledge of personal development	10	Analytical thinking and forecasting ability
		11	Risk management capability	11	Knowledge of preparing state policy papers
		12	Knowledge of productivity and efficiency	12	Knowledge and ability regarding the preparation of Cabinet Memorandums
		13	Knowledge of economic management	13	Knowledge of information and accounting systems operations
		14	Positive thinking and goal achievement	14	Knowledge of event organizing and protocol rules
		15	Emotional intelligence	15	Knowledge of methods to operate artificial intelligence
		16	Knowledge of good conduct and discipline		
		17	Knowledge of change management		

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
IV	Internal Auditor	18	Knowledge of new management concepts and practical applications		
		19	Ability in accounting		
		20	Presentation skills		
V	Engineer	1	Knowledge of information systems management	1	Knowledge of procurement, purchasing, and reporting
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Knowledge of construction
		4	Effective communication skills	4	Knowledge and ability regarding quantity surveying and
		5	Ability in teamwork	5	Knowledge and ability regarding the maintenance of electrical systems and generators
		6	Ability in leadership qualities and principles	6	Knowledge and ability regarding the maintenance of elevators
		7	Strategic ability	7	Knowledge and ability regarding the maintenance of air conditioners
		8	Knowledge of customer care	8	Knowledge and ability regarding the maintenance of plumbing systems
		9	Knowledge of innovation and modernization	9	Knowledge and ability regarding the preparation of estimates related to construction and other engineering tasks
		10	Knowledge of personal development	10	Knowledge and ability regarding planning and progress review
		11	Risk management capability	11	Knowledge of preparing action plans and reports
		12	Knowledge of productivity and efficiency	12	Knowledge of project management

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
V	Engineer	13	Knowledge of economic management	13	Knowledge of information and cyber security methods for government institutions
		14	Positive thinking and goal achievement	14	Analytical thinking and forecasting ability
		15	Emotional intelligence	15	Bargaining and negotiation skills
		16	Knowledge of good conduct and discipline	16	Knowledge of methods to operate artificial intelligence
		17	Knowledge of change management		
		18	Knowledge of new management concepts and practical applications		
		19	Ability in accounting		
		20	Presentation skills		
VI	Assistant Director (On Supernumerary Basis)	1	Knowledge of information systems management	1	Knowledge and ability regarding filing, minute writing, and report preparation
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Knowledge and ability regarding the preparation of Cabinet Memorandums
		4	Effective communication skills	4	Bargaining and negotiation skills
		5	Ability in teamwork	5	Knowledge and ability regarding planning and progress review
		6	Ability in leadership qualities and principles	6	Knowledge and ability regarding social surveys, data collection, analysis, and reporting

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
VI	Assistant Director (On Supernumerary Basis)	7	Strategic ability	7	Knowledge and ability regarding training and human resource development
		8	Knowledge of customer care	8	Knowledge of procurement, purchasing, and reporting
		9	Knowledge of innovation and modernization	9	Knowledge and ability regarding personnel management
		10	Knowledge of personal development	10	Knowledge of state policies and preparation of policy papers
		11	Risk management capability	11	Knowledge of information and cyber security methods for government institutions
		12	Knowledge of productivity and efficiency	12	Knowledge of auditing
		13	Knowledge of economic management	13	Knowledge of preparing action plans and reports
		14	Positive thinking and goal achievement	14	Knowledge of regional administration
		15	Emotional intelligence	15	Knowledge of official letter writing
		16	Knowledge of good conduct and discipline	16	Knowledge of research methodologies
		17	Presentation skills	17	Knowledge of new legislative amendments and government policies
		18	Knowledge of counseling and employee grievance management	18	Knowledge of pension-related matters
		19	Knowledge of change management	19	Knowledge of information and accounting systems operations
		20	Knowledge of new management concepts and practical applications	20	Knowledge of event organizing and protocol rules
				21	Knowledge of methods to operate artificial intelligence

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
VII	Legal officer	1	Knowledge of information systems management	1	Knowledge and ability regarding filing, minute writing, and report preparation
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Knowledge and ability regarding the preparation of Cabinet Memorandums
		4	Effective communication skills	4	Bargaining and negotiation skills
		5	Ability in teamwork	5	Knowledge and ability regarding planning and progress review
		6	Ability in leadership qualities and principles	6	Knowledge regarding legal research and surveys, data collection, analysis, and reporting
		7	Strategic ability	7	Knowledge of procurement, purchasing, and reporting
		8	Knowledge of customer care	8	Knowledge of preparing state policy papers
		9	Knowledge of innovation and modernization	9	Knowledge of the legal background in drafting bilateral agreements
		10	Knowledge of personal development	10	Knowledge of new legal systems and legal practice backgrounds
		11	Risk management capability	11	Knowledge related to preparing legal drafts and legal documents
		12	Knowledge of productivity and efficiency	12	Knowledge of providing legal advice
		13	Knowledge of economic management	13	Ability to act as a representative in legal proceedings on behalf of the institution
		14	Positive thinking and goal achievement	14	Knowledge of new legislative amendments and government policies

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
VII	Legal officer	15	Emotional intelligence	15	Knowledge of pension-related matters
		16	Knowledge of good conduct and discipline	16	Knowledge of methods to operate artificial intelligence
		17	Presentation skills	17	Knowledge of information and cyber security methods for government institutions
		18	Knowledge of counseling and employee grievance management		
		19	Knowledge of change management		
		20	Knowledge of new management concepts and practical applications		
VIII	Assistant Director (Media)	1	Knowledge of information systems management	1	Knowledge and ability regarding filing, minute writing, and report preparation
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Bargaining and negotiation skills
		4	Effective communication skills	4	Knowledge and ability regarding social surveys, data collection, analysis, and reporting
		5	Ability in teamwork	5	Political and economic knowledge
		6	Ability in leadership qualities and principles	6	Knowledge and ability regarding graphic design

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
VIII	Assistant Director (Media)	7	Strategic ability	7	Knowledge of procurement, purchasing, and reporting
		8	Knowledge of customer care	8	Knowledge of information and cyber security methods for government institutions
		9	Knowledge of innovation and modernization	9	Knowledge of preparing action plans and reports
		10	Knowledge of personal development	10	Knowledge of official letter writing
		11	Risk management capability	11	Knowledge of research methodologies
		12	Knowledge of productivity and efficiency	12	Knowledge of new legislative amendments and government
		13	Knowledge of economic management	13	Knowledge of pension-related matters
		14	Positive thinking and goal achievement	14	Knowledge of event organizing and protocol rules
		15	Emotional intelligence	15	Knowledge of methods to operate artificial intelligence
		16	Knowledge of good conduct and discipline		
		17	Presentation skills		
		18	Knowledge of counseling and employee grievance management		
		19	Knowledge of change management		
		20	Knowledge of new management concepts and practical applications		

4.12 Category - 12

Executive (SL 1) - Group Two

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Senior Assistant Secretary	1	Knowledge of information systems management	1	Knowledge and ability regarding filing, minute writing, and report preparation
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Knowledge and ability regarding the preparation of Cabinet
		4	Effective communication skills	4	Bargaining and negotiation skills
		5	Ability in teamwork	5	Knowledge and ability regarding planning and progress review
		6	Ability in leadership qualities and principles	6	Knowledge and ability regarding social surveys, data collection, analysis, and reporting
		7	Strategic ability	7	Knowledge and ability regarding training and human resource
		8	Knowledge of customer care	8	Knowledge of procurement, purchasing, and reporting
		9	Knowledge of innovation and modernization	9	Knowledge and ability regarding personnel management
		10	Knowledge of personal development	10	Knowledge of preparing state policy papers
		11	Risk management capability	11	Knowledge of auditing
		12	Knowledge of productivity and efficiency	12	Knowledge of preparing action plans and reports
		13	Knowledge of economic governance	13	Knowledge of regional administration

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Senior Assistant Secretary	14	Positive thinking and goal achievement	14	Knowledge of official letter writing
		15	Emotional intelligence	15	Knowledge of research methodologies
		16	Knowledge of good conduct and discipline	16	Knowledge of new legislative amendments and government policies
		17	Presentation skills	17	Knowledge of information and cyber security methods for government institutions
		18	Knowledge of counseling and employee grievance management	18	Knowledge of pension-related matters
		19	Knowledge of change management	19	Knowledge of information and accounting systems operations
		20	Knowledge of new management concepts and practical applications	20	Knowledge of event organizing and protocol rules
				21	Knowledge of methods to operate artificial intelligence
II	Director	1	Knowledge of information systems management	1	Knowledge and ability regarding filing, minute writing, and report preparation
		2	Ability in budget management and control of public finance	2	Knowledge of the Constitution, the Establishments Code, Public Service Commission Procedural Rules, and Government Circulars
		3	Role as a change agent	3	Knowledge and ability regarding the preparation of Cabinet Memorandums
		4	Effective communication skills	4	Bargaining and negotiation skills
		5	Ability in teamwork	5	Knowledge and ability regarding planning and progress review
		6	Ability in leadership qualities and principles	6	Knowledge and ability regarding social surveys, data collection, analysis, and reporting
		7	Strategic ability	7	Knowledge and ability regarding training and human resource development

Serial number	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Director	8	Knowledge of customer care	8	Knowledge of procurement, purchasing, and reporting
		9	Knowledge of innovation and modernization	9	Knowledge and ability regarding personnel management
		10	Knowledge of personal development	10	Knowledge of preparing state policy papers
		11	Risk management capability	11	Knowledge of auditing
		12	Knowledge of productivity and efficiency	12	Knowledge of preparing action plans and reports
		13	Knowledge of economic management	13	Knowledge of regional administration
		14	Positive thinking and goal achievement	14	Knowledge of official letter writing
		15	Emotional intelligence	15	Knowledge of research methodologies
		16	Knowledge of good conduct and discipline	16	Knowledge of new legislative amendments and government policies
		17	Presentation skills	17	Knowledge of information and cyber security methods for government institutions
		18	Knowledge of counseling and employee grievance management	18	Knowledge of pension-related matters
		19	Knowledge of change management	19	Knowledge of information and accounting systems operations
		20	Knowledge of new management concepts and practical applications	20	Knowledge of event organizing and protocol rules
				21	Knowledge of methods to operate artificial intelligence

Serial Number	Designation	Competencies			
		Core Competencies		Technical Competencies	
III	Chief Engineer	1	Knowledge of managing information systems	1	Knowledge of procurement, purchasing, and reporting
		2	Ability in budget management and public finance control	2	Knowledge of the Constitution, Establishments Code, Procedural Rules of the Public Service Commission and Government Circulars
		3	Role as a change agent	3	Knowledge of construction
		4	Effective communication skills	4	Knowledge and proficiency in quantity surveying and
		5	Ability to work as a team	5	Knowledge and ability in the maintenance of electrical systems and power generators
		6	Leadership qualities and principles	6	Knowledge and ability in the maintenance of elevators
		7	Strategic ability	7	Knowledge and ability in the maintenance of air conditioners
		8	Knowledge of customer care	8	Knowledge and ability in the maintenance of tap lines
		9	Knowledge of innovation and modernization	9	Knowledge and ability in preparing estimates related to construction and other engineering tasks
		10	Knowledge of personal development	10	Knowledge and ability in planning and progress review
		11	Ability risk management	11	Knowledge of preparing action plans and reports
		12	Knowledge of productivity and efficiency	12	Knowledge of project management
		13	Knowledge of economic control	13	Supervision of office and field operations
		14	Positive thinking and achievement of goals	14	Knowledge of information and cyber security methods for government institutions
		15	Emotional intelligence	15	Analytical thinking and forecasting ability
		16	Knowledge of good conduct and discipline	16	Bargaining and negotiation skills

Serial No:	Designation	Competencies			
		Core Competencies		Technical Competencies	
III	Chief Engineer	17	Knowledge of Change Management	17	Knowledge of the methods to handle Artificial Intelligence
		18	Knowledge of modern management concepts and their practical application		
		19	Proficiency in Accounting		
		20	Presentation skills		
VI	Chief Accountant	1	Knowledge of Information Systems Management	1	Knowledge of procurement, purchasing, and reporting
		2	Ability to manage budget and control public finance	2	Knowledge of the Constitution, Establishments Code, Procedural Rules of the Public Service Commission and Government Circulars
		3	Role as a Change Agent	3	Bargaining and negotiation skills
		4	Effective communication skills	4	Knowledge and ability in planning and progress review
		5	Skills in teamwork	5	Knowledge of preparing action plans and reports
		6	Leadership qualities and principles	6	Knowledge of auditing
		7	Strategic skills	7	Knowledge of project management
		8	Knowledge of Customer Care	8	Knowledge of information and cyber security methods for government institutions
		9	Knowledge of innovation and modernization	9	Ability to analyze and report accounting data
		10	Knowledge of personal development	10	Analytical thinking and forecasting ability
		11	Risk Management skills	11	Knowledge of drafting public policy papers

		12	Knowledge of productivity and efficiency	12	Knowledge and ability in drafting Cabinet Papers
		13	Knowledge of economic control	13	Knowledge of the functionality of information and accounting systems

Serial No:	Designation	Competencies			
		Core Competencies		Technical Competencies	
VI	Chief Accountant	14	Positive thinking and achievement of goals	14	Knowledge of event management and protocol rules
		15	Emotional Intelligence	15	Knowledge of handling Artificial Intelligence
		16	Knowledge of good conduct and discipline	16	Supervision of office functions
		17	Knowledge of change Management		
		18	Knowledge of modern management concepts and practical application		
		19	Competency in Accounting		
		20	Presentation skills		

VIII	Chief Internal Auditor	1	Knowledge of Information Systems Management	1	Knowledge of procurement, purchasing, and reporting
		2	Ability to manage budget and control public finance	2	Knowledge of the Constitution, Establishments Code, Procedural Rules of the Public Service Commission and
		3	Role as a Change Agent	3	Bargaining and negotiation skills
		4	Effective communication skills	4	Knowledge and ability in planning and progress review
		5	Skills in teamwork	5	Knowledge of preparing action plans and reports

		6	Leadership qualities and principles	6	Knowledge of auditing
		7	Strategic skills	7	Knowledge of project management

Serial No:	Designation	Competencies			
		Core Competencies		Technical Competencies	
VIII	Chief Internal Auditor	8	Knowledge of auditing	8	Knowledge of information and cyber security methods for government institutions
		9	Knowledge of project management	9	Ability to analyze and report accounting data
		10	Knowledge of auditing	10	Analytical thinking and forecasting ability
		11	Risk Management skills	11	Knowledge of drafting public policy papers
		12	Knowledge of productivity and efficiency	12	Knowledge and ability in drafting Cabinet Papers
		13	Knowledge of economic control	13	Knowledge of the functionality of information and accounting systems
		14	Positive thinking and achievement of goals	14	Knowledge of event management and protocol
		15	Emotional Intelligence	15	Knowledge of handling Artificial Intelligence
		16	Knowledge of good conduct and discipline	16	Supervision of office functions
		17	Knowledge of change Management		
		18	Knowledge of modern management concepts and practical application		
		19	Competency in Accounting		

		20	Presentation skills		
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4.13 Category - 13

Senior Executive - (SL 4), (SL 3)

Serial No:	Designation	Competencies			
		Core Competencies		Technical Competencies	
I	Secretary	1	Professional knowledge of citizen welfare	1	High level of competency in drafting Cabinet Papers
		2	Professional knowledge of innovation	2	High level of knowledge of Financial Regulations and high level of competency in Public Finance Management
		3	Professional competency as a Change Agent	3	High level of competency in in budgeting
		4	Professional proficiency in effective communication	4	High level of competency in strategic planning, implementation and progress review.
		5	High-level of competency in teamwork	5	High level of competency in procurement

		6	Leadership	6	High level of competency in reporting
		7	High-level of competency in strategic vision and planning	7	High level of competency in administration of employees and Human Resource Management
		8	Emotional Intelligence	8	Productivity and efficiency
		9	Systems management and high level of knowledge of the same	9	High level of knowledge of Government Circulars, Establishments Code and rules and regulations of Public
		10	Creativity	10	High level of knowledge of social surveys, data collection, analysis and reporting
		11	High level of competency in handling legal affairs positively	11	High level of knowledge and competency in financial reporting

Serial No:	Designation	Competencies			
		Core Competencies		Technical Competencies	
II	Additional Secretary	1	Professional knowledge of citizen welfare	1	High level of competency in drafting Cabinet Papers
		2	Professional knowledge of innovation	2	High level of knowledge of Financial Regulations and high level of competency in Public Finance Management
		3	Professional competency as a Change Agent	3	High level of competency in in budgeting
		4	Professional proficiency in effective communication	4	High level of competency in strategic planning, implementation and progress review.
		5	High-level of competency in teamwork	5	High level of competency in procurement
		6	Leadership	6	High level of competency in filing and reporting
		7	High-level of competency in strategic vision and planning	7	High level of competency in administration of employees and Human Resource Management
		8	Emotional Intelligence	8	Productivity and efficiency

		9	Systems management and high level of knowledge of the same	9	High level of knowledge of Government Circulars, Establishments Code and rules and regulations of Public Service
		10	Creativity	10	High level of knowledge of social surveys, data collection, analysis and reporting
		11	High level of competency in handling legal affairs positively	11	High level of competency in analyzing of financial reports

Serial No:	Designation	Competencies			
		Core Competencies		Technical Competencies	
III	Director General	1	Professional knowledge of citizen welfare	1	High level of competency in drafting Cabinet Papers
		2	Professional knowledge of innovation	2	High level of knowledge of Financial Regulations and high level of competency in Public Finance Management
		3	Professional competency as a Change Agent	3	High level of competency in in budgeting
		4	Professional proficiency in effective communication	4	High level of competency in strategic planning, implementation and progress review.
		5	High-level of competency in teamwork	5	High level of competency in procurement
		6	Leadership	6	High level of competency in filing and reporting
		7	High-level of competency in strategic vision and planning	7	High level of competency in administration of employees and Human Resource Management
		8	Emotional Intelligence	8	Productivity and efficiency

		9	Systems management and high level of knowledge of the same	9	High level of knowledge of Government Circulars, Establishments Code and rules and regulations of Public Service Commission
		10	Creativity	10	High level of competency in analyzing of financial reports
		11	High level of competency in handling legal affairs positively	11	High level of knowledge of social surveys, data collection, analysis and reporting

Serial No:	Designation	Competencies			
		Core Competencies		Technical Competencies	
IV	Chief Financial Officer	1	Professional knowledge of citizen welfare	1	High level of competency in Financial Regulations and Public Finance Management
		2	Professional knowledge of innovation	2	High level of competency in preparation of planning and implementation
		3	Professional competency as a Change Agent	3	High level of competency in progress monitoring
		4	Professional proficiency in effective communication	4	High level of competency in accounting process.
		5	High-level of competency in teamwork	5	High level of competency in computer process.
		6	Leadership	6	High level of knowledge of social surveys, data collection, analysis and reporting

		7	High-level of competency in strategic vision and planning	7	High level of competency in in budgeting
		8	Emotional Intelligence	8	High level of knowledge in drafting Cabinet Papers
		9	Systems management and high level of knowledge of the same	9	High level of knowledge of Government Circulars, Establishments Code and rules and regulations of Public
		10	Creativity	10	High level of competency in procurement
		11	High level of competency in handling legal affairs positively	11	High level of competency in financial reporting
				12	High level of competency in budget estimation

5. Other Human Resource Development programmes identified in addition to training programs.

Serial No:	Training Code	Identified Human Resource Development Programmes	Relevant Service Category
1	GEN-01	Awareness on the "Clean Sri Lanka" concept.	SL / MN / MT / PL
2	GEN-02	Common matters with regard to pensions.	SL / MN / MT / PL
3	GEN-03	Prevention of Bribery or Corruption (Anti-Corruption Act, No. 9 of 2023)	SL / MN / MT / PL
4	GEN-04	Development of good attitudes in public officers.	SL / MN / MT / PL
5	GEN-05	Knowledge of first aid and firefighting.	SL / MN / MT / PL
6	GEN-06	Stress management and work-life balance.	SL / MN / MT / PL
7	GEN-07	Importance of women's health and medical screenings (Women's Day)	SL / MN / MT / PL
8	GEN-08	Parental responsibilities and understanding child psychology (Children's Day)	SL / MN / MT / PL
9	GEN-09	Language use within the Public Service.	SL / MN / MT / PL
10	GEN-10	Promoting mental health for a better life.	SL / MN / MT / PL
11	GEN-11	<i>Rasogaya</i>	SL / MN / MT / PL
12	GEN-12	Musical appreciation program	SL / MN / MT / PL
13	GEN-13	<i>Vesak Bhakti Gee Saraniya</i>	SL / MN / MT / PL

14	GEN-14	Positive thinking and attitudinal development	SL / MN / MT / PL
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6. Analysis of Training Programs

6.1 Proposed training programs for primary-level posts - (PL)

6.1.1 Category : 01, 02, 03

6.1.2 Relevant service category and relevant post

Category	01	02	03
Salary Code	PL1	PL2	PL3
Service Category	Primary Grade (Non-Skilled)	Primary Grade (Semi-Skilled)	Primary Grade (Skilled)
Serial No:	Posts		
i	Assitant Cook	Mason	Still Photographer
ii	Assistant Bungalow Keeper	Carpenter	Driver/ Driver (Direct appointee of the Presidential
iii	Office Employees' Service/ Karyala Karya Sahayaka (Direct appointee of the Presidential Secretariat)		Plumber
iv	Pump House Labourer		Electrician
v	Labourer		

6.1.3 Basic Training Programme – Category - 01 (PL 1) , 02 (PL 2) and 03 (PL 3)

Serial No:	Training Programme	Level of Competency	Code
1	Financial Regulations and Public Financial Management	L1	PL-C01

2	Office Systems and Office Management	L1	PL-C02
3	Teamwork and Interpersonal Relations	L1	PL-C03
4	General Conduct and Discipline	L1	PL-C04
5	Knowledge of Creativity and Innovation	L1	PL-C05
6	Effective Communication Skills, Customer Care and Ethics	L1	PL-C06
7	Language use within the Public Service	L1	PL-C07

- (L1 – Level 1)

6.1.4 Technological Training Programme - Category 01 - (PL 1)

Serial No:	Post	Order	Training Programme	Code
1	Assitant Cook / Assistant Bungalow Keeper	1	Modern knowledge of food classification and packaging	PL1-1-T01
		2	Knowledge of using and maintaining relevant equipment	PL1-1-T02
		3	Knowledge of modern culinary techniques	PL1-1-T03
		4	Knowledge of record-keeping and accounting	PL1-1-T04
		5	Basic knowledge of warehousing and stock ordering	PL1-1-T05
		6	Knowledge of first aid and hygiene practices	PL1-1-T06

		7	Ability to create modern recipes using the internet	PL1-1-T07
		8	Knowledge of food presentation	PL1-1-T08
		9	Basic knowledge of minor repairs	PL1-1-T09
		10	Knowledge of customer care and public relations	PL1-1-T10
		11	Modern knowledge of housekeeping and interior decoration	PL1-1-T11
2	Office Employees' Service/ Karyala Karya Sahayaka (Direct appointee of the Presidential Secretariat)	1	Knowledge of bookbinding	PL1-2-T01
		2	Knowledge of mail management	PL1-2-T02
		3	Knowledge of maintaining office and office equipment	PL1-2-T03
		4	Daily office operations including key holder's duties	PL1-2-T04
		5	Knowledge and skills in customer service and public relations	PL1-2-T05
		6	Basic knowledge of filing	PL1-2-T06
		7	Basic knowledge of vouchers and accounting procedures	PL1-2-T07

Serial No:	Post	Order	Training Programme	Code
3	Pump House Labourer	1	Pump house operations	PL1-3-T01
		2	Use and maintenance of pump house equipment	PL1-3-T02
		3	Knowledge of cleanliness and hygienic practices	PL1-3-T03
		4	Ability to follow accident prevention and safety measures	PL1-3-T04
4	Labourer	1	Gardening, maintenance of equipment and landscaping	PL1-4-T01
		2	Knowledge of cleanliness and hygienic practices	PL1-4-T02
		3	Knowledge of the safety of government equipment, furniture and other assets	PL1-4-T03
		4	Training on emergency electrical and plumbing repairs	PL1-4-T04
		5	Ability to manage emergency disaster situations	PL1-4-T05
		6	Knowledge of first aid and healthcare practices	PL1-4-T06

6.1.5 Technical Training Programs – Category 02 - (PL 2)

Serial No:	Post	Order	Training Programme	Code
1	Mason	1	Identifying and adopting modern masonry techniques	PL2-1-T01
		2	Practical training on the use, maintenance, and safety procedures of masonry tools	PL2-1-T02

		3	Basic knowledge of architecture	PL2-1-T03
		4	Effective utilization of raw materials and preparation of required mixtures	PL2-1-T04
		5	Safety procedures to be followed during construction of buildings	PL2-1-T05
		6	Ability to read and interpret plans	PL2-1-T06
		7	Knowledge of quality control	PL2-1-T07
		8	Frugality and efficiency	PL2-1-T08

Serial No:	Post	Order	Training Programme	Code
2	Carpenter	1	Ability to accurately select, measure, and prepare timber and other materials	PL2-2-T01
		2	Knowledge of carpentry techniques	PL2-2-T02
		3	Knowledge of the use, maintenance, and safety of tools and equipment	PL2-2-T03
		4	Safe handling of electricity and electrical appliances	PL2-2-T04
		5	Ability to make wooden products and determine the required raw materials	PL2-2-T05

6.1.6 Technical Training Programs -Category – 3 (PL 3)

Serial No:	Post	Order	Training Programme	Code
1	Still Photographer	1	Knowledge of modern photography techniques	PL3-1-T01
		2	Basic knowledge regarding the use, maintenance and repair of photography-related equipment	PL3-1-T02
		3	Creativity, innovation, and knowledge and ability in the art of photography	PL3-1-T03
		4	Knowledge of computer applications related to photography and communication skills	PL3-1-T04
		5	Understanding of lighting	PL3-1-T05
		6	Use of computers related to photography	PL3-1-T06
		7	Media work and reporting	PL3-1-T07
2	Driver/ Driver (Direct appointee of the Presidential Secretariat)	1	Understanding of modern motor technology	PL3-2-T01
		2	Knowledge of motor mechanics	PL3-2-T02
		3	Knowledge of maintaining vehicle inventories	PL3-2-T03
		4	Knowledge of maintaining daily running charts	PL3-2-T04
		5	Knowledge of using Google Maps	PL3-2-T05
		6	Knowledge of basic safety principles and practices	PL3-2-T06
		7	Knowledge of new traffic regulations and driver ethics	PL3-2-T07

Serial No:	Post	Order	Training Programme	Code
3	Plumber	1	Knowledge of plumbing and modern techniques	PL3-3-T01
		2	Ability to install any type of water pipe required for water supply	PL3-3-T02
		3	Assembling screws, various plastics and soldering equipment required for pipe fittings	PL3-3-T03
		4	Ability to fill water pipes with water or air, and perform pressure testing and use soldering tools to detect leaks	PL3-3-T04
4	Electrician	1	Ability to accurately identify components and electrical issues.	PL3-4-T01
		2	Ability to rectify defects.	PL3-4-T02
		3	Ability to identify, maintain, and repair electric motors, generators, and their associated circuits.	PL3-4-T03
		4	Ability to install and maintain wiring controllers and lighting systems.	PL3-4-T04
		5	Ability to install, maintain or repair electrical wire and equipment.	PL3-4-T05

		6	Ability to ensure the functionality and safety of circuit in equipment	PL3-4-T06
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6.2 Proposed training programs for posts at Secondary Level - (MT & MN)

6.2.1 Category : 04, 05, 06, 07, 08

6.2.2 Relevant Service Category and the Relevant Post

Category	04	05	06	07	08
Salary Code	MT1	MN1	MN2	MN3	MN4
Service Category	Management Assistant (Technical) - Segment 3	Management Assistant (Non-Technical) Segment - 2	Management Assistant (Non-Technical) Multi Purpose Segment - 1	Supervisory Management Assistant Non-Technical / Technical	Associate Officer
Serial No:	Posts				
i	Information and Communication Technology Assistant	Management Assistant / Management Assistant (Direct appointee of the Presidential Secretariat)	Management Service Officer/ Management Assistant	Technical Officer	Investigation Officer
ii		Caretaker of the Holiday Resort		Draftsman	Development Officer
iii		Data Entry Operator			

6.2.3 Basic Training Programmes

Category 04 (MT 1), 05 (MN 1), 06 (MN 2), 07 (MN 3) and 08 (MN 4)

Serail No:	Training Programme	(Level of Competency)	Code
1	New Management Concepts	L1	MTN-C01
2	Emotional Intelligence	L1	MTN-C02
3	Counseling and Grievance Handling	L1	MTN-C03
4	Planning and Organizational Skills	L1	MTN-C04
5	Skill Management and Professional Development	L1	MTN-C05
6	Enhancing Customer Relations in the Public Service	L3	MTN-C06
7	Management of Personal Files	L2	MTN-C07
8	Office Systems, Mail Management and Filing	L2	MTN-C08
9	Basic Knowledge of Information Technology	L2	MTN-C09
10	Knowledge of Financial Regulations, Establishments Code and Various Circulars	L2	MTN-C10
11	Basic Knowledge of Government Procurement Processes	L2	MTN-C11
12	Time Management	L2	MTN-C12
13	Second Language Proficiency	L2	MTN-C13

14	Decision Making and Personnel Management	L2	MTN-C14
15	Management Information Systems	L1	MTN-C15
16	Effective Presentation of Data and Information	L2	MTN-C16
17	Report Writing	L2	MTN-C17
18	Language Usage in the Public Service	L3	MTN-C18
19	Basic Knowledge of Accounting and Finance	L3	MTN-C19

(L1- Level 1, L2- Level 2, L3 - Level 3)

6.2.4 Technological Training Programs - Category 04 - (MT 1)

Serial No:	Post	Order	Training Programme	Code
1	Information and Communication Technology Assistant	1	Computer Networking and Management	MN6-2-T01
		2	Computer Systems Networking and Management	MT1-1-T02
		3	Computer Systems Administration	MT1-1-T03
		4	Computer Hardware and Troubleshooting	MT1-1-T04
		5	Web Designing and Development	MT1-1-T05
		6	Knowledge of the Methods of Handling Artificial Intelligence	MT1-1-T06
		7	Project Management	MT1-1-T07

		8	Knowledge of Mobile Communication Technologies	MT1-1-T08
		9	Numerical and Analytical Ability	MT1-1-T09
		10	Knowledge of Modern Information Technology Methodologies	MT1-1-T10
		11	Knowledge of Graphic Designing, Photoshop, and Web Designing and Development	MT1-1-T11

6.2.5 Technological Training Programs - Category 05 – (MN 1)

Serial No:	Post	Order	Training Programme	Code
1	Management Assistant / Management Assistant (Direct appointee of the Presidential Secretariat)	1	Modern Computer Knowledge	MN1-1-T01
		2	Government Procurement Process	MN1-1-T02
		3	Understanding of CIGAS / ITMIS	MN1-1-T03
		4	Office Systems and File Management	MN1-1-T04
		5	Knowledge of Writing Letters and Minutes	MN1-1-T05
		6	Writing Minutes of Meetings and Reports	MN1-1-T06
		7	Basic Knowledge of Preparing Cabinet Memorandums	MN1-1-T07
		8	Preliminary Investigation Process	MN1-1-T08
		9	Pension Process	MN1-1-T09
		10	Preparation of Annual Action Plan and Monitoring its Progress	MN1-1-T10

Serial No:	Post	Order	Training Programme	Code
2	Caretaker of the Holiday Resort	1	Knowledge of Customer Care and Positive Public Relations	MN1-2-T01
		2	Knowledge of Maintaining the Documents, Financial Control, Expense Management and Relevant Payments of the Holiday Resorts	MN1-2-T02
		3	Knowledge of Stock Control, Storing and Maintaining Inventories	MN1-2-T03
		4	Knowledge of preparing performance reports and staff supervision	MN1-2-T04
		5	Computer literacy (knowledge of email and the internet)	MN1-2-T05
		6	Technical knowledge of emergency repairs	MN1-2-T06
		7	Landscaping and interior decoration	MN1-2-T07
		8	Staff supervision and preparation of performance reports	MN1-2-T08
		9	Knowledge of hotel management	MN1-2-T09
3	Data Entry Operator	1	Knowledge of Computers	MN1-3-T01
		2	Data Analysis	MN1-3-T02
		3	Computer Repairing	MN1-3-T03

		4	Office Management	MN1-3-T04
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6.2.6 Technological Training Programmes - Category 06 - (MN 2)

Serial No:	Post	Order	Training Programme	Code
1	Management Service Officer / Management Assistant	1	Modern Computer Knowledge	MN1-1-T01
		2	Government Procurement Process	MN1-1-T02
		3	Understanding of CIGAS / ITMIS	MN1-1-T03
		4	Office Systems and File Management	MN1-1-T04
		5	Knowledge of Writing Letters and Minutes	MN1-1-T05
		6	Writing Minutes of Meetings and Reports	MN1-1-T06

Serial No:	Post	Order	Training Programme	Code
		7	Basic Knowledge of Preparing Cabinet Memorandums	MN1-1-T07
		8	Preliminary Investigation Process	MN1-1-T08
		9	Pension Process	MN1-1-T09
		10	Preparation of Annual Action Plan and Monitoring its Progress	MN1-1-T10

6.2.7 Technological Training Programmes - Category 07 - (MN 3)

Serial No:	Post	Order	Training Programme	Code
1	Technical Officer	1	Basic knowledge of project management	MN3-1-T01
		2	Basic knowledge of preparing construction estimates	MN3-1-T02
		3	Knowledge of the manner in which action should be taken in an emergency	MN3-1-T03
		4	Geographic Information Systems	MN3-1-T04
		5	Understanding of legal and financial matters related to construction	MN3-1-T05
		6	Planning construction and project management	MN3-1-T06
		7	Use of modern construction techniques and equipment	MN3-1-T07
		8	Computer literacy	MN3-1-T08
2	Draftsman	1	Use of modern construction techniques and equipment	MN3-2-T01
		2	Understanding of construction-related rules and regulations	MN3-2-T02
		3	Basic knowledge of project management	MN3-2-T03
		4	Understanding of updated technological methods related to drafting plans	MN3-2-T04
		5	Ability to read construction plans	MN3-2-T05
		6	Competency in construction surveying, preparation of bills and inspection	MN3-2-T06

		7	Standardized drafting of plans and quantity surveying	MN3-2-T07
		8	Modern design methods and creation	MN3-2-T08
		9	Computer Literacy	MN3-2-T09

6.2.8 Technological Training Programmes - Category 08 - (MN 4)

Serial No:	Post	Order	Training Programme	Code
1	Investigation Officer/ Development Officer	1	Modern Computer Knowledge	MN4-1-T01
		2	Government Procurement Process	MN4-1-T02
		3	Understanding of CIGAS / ITMIS	MN4-1-T03
		4	Office Systems and File Management	MN4-1-T04
		5	Knowledge of Writing Letters and Minutes	MN4-1-T05
		6	Writing Minutes of Meetings and Reports	MN4-1-T06
		7	Basic Knowledge of Preparing Cabinet Memorandums	MN4-1-T07
		8	Preliminary Investigation Process	MN4-1-T08
		9	Pension Process	MN4-1-T09
		10	Preparation of Annual Action Plan and Monitoring its Progress	MN4-1-T10

		11	A 5-day online training program for investigation officers, relevant to the subject area	MN4-1-T11
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6.3 Proposed training programs for tertiary-level posts – (MN)

6.3.1 Category : 09, 10

6.3.2 Relevant Service Category and the Relevant Post

Category	09	10
Salary Code	MN6	MN7
Service Category	Field-based / Office-based Officer - Segment1	Management Service Officer (Supra Class)
Serial No:	Post	
i	Translator	Administrative Officer
ii	Information and Communication Technology Officer	

6.3.3 Basic Training Programmes - Category 09 (MN 6) and 10 (MN 7)

Order	Training Programme	Level of Competency	Code
1	New management concepts	L3	MN-C01
2	Emotional intelligence	L3	MN-C02
3	Disciplinary conduct expected from a public servant	L3	MN-C03
4	Creative thinking and acting as a change agent	L3	MN-C04
5	Soft skills development	L3	MN-C05

6	Efficient and effective communication	L3	MN-C06
7	Understanding of public service	L3	MN-C07
8	Basic knowledge of the Establishments Code and Financial Regulations	L3	MN-C08
9	Customer care and ethics	L3	MN-C09
10	Time management and risk management	L3	MN-C10
11	Stress management and work-life balance	L3	MN-C11

(L3- Level 3)

6.3.4 Technological Training Programmes - Category 09 – (MN 6)

Serial No:	Post	Order	Training Programme	Code
1	Translator	1	Modern knowledge of computer and information technology	MN6-1-T01
		2	Knowledge of reporting information	MN6-1-T02
		3	Knowledge of modern communication devices	MN6-1-T03
		4	Advanced language proficiency and knowledge of grammatical practice	MN6-1-T04
		5	Knowledge of the latest translation techniques	MN6-1-T05

		6	Creative and excellent writing skills	MN6-1-T06
		7	Knowledge of technical terminology and professional translation practice	MN6-1-T07
		8	Technical translation ability	MN6-1-T08
2	Information and Communication Technology Officer	1	Computer Networking and Management	MN6-2-T01
		2	Computer Systems Administration	MN6-2-T02
		3	Computer Hardware and Troubleshooting	MN6-2-T03
		4	Web Designing and Development	MN6-2-T04
		5	Computer Systems Networking and Management	MN6-2-T05
		6	Knowledge of the Methods of Handling Artificial Intelligence	MN6-2-T06
		7	Project Management	MN6-2-T07
		8	Knowledge of Mobile Communication Technologies	MN6-2-T08
		9	Numerical and Analytical Ability	MN6-2-T09
		10	Knowledge of Modern Information Technology Methodologies	MN6-2-T10
		11	Knowledge of Graphic Designing, Photoshop and Web Designing and Development	MN6-2-T11

6.3.5 Technological Training Programmes - Category 10 - (MN 7)

Serial No:	Post	Order	Training Programme	Code
1	Administrative Officer	1	New Procurement Guidelines	MN7-1-T01
		2	Drafting, preparing, and submitting Cabinet Memorandums	MN7-1-T02
		3	Preparation of Action Plans and Annual Reports	MN7-1-T03
		4	Management of Information Systems	MN7-1-T04
		5	Public Policy Reforms	MN7-1-T05
		6	Conflict and Grievance Management	MN7-1-T06
		7	Preliminary Investigation Process	MN7-1-T07
		8	Sustainable Development Goals	MN7-1-T08
		9	Managing Social Impact Groups	MN7-1-T09
		10	Writing minutes of meetings and reports	MN7-1-T10
		11	Decision-making and personnel management	MN7-1-T11

6.4 Proposed training programs for posts at senior-level – (SL)

6.4.1 Category : 11, 12, 13

6.4.2 Relevant Service Category and the Relevant Post

Category	11	12	13
Salary Code	SL 1 First Category	SL 1 Second Category	SL 3 & SL 4
Service Category	Executive	Executive	Senior Executive
Serial No:	Posts		
i	Assistant Secretary	Senior Assistant Secretary	Secretary
ii	Assistant Director/ Deputy Director	Director	Additional Secretary
iii	Accountant	Chief Engineer	Director General
iv	Internal Auditor	Chief Accountant	Chief Financial Officer
v	Engineer	Accountant	
vi	Assistant Directo (On supernumerary basis)	Chief Internal Auditor	
vii	Legal Officer		
viii	Assistant Director (Media)		

6.4.3 Basic Training Programmes - Category 11- (SL 1 – First Category)

Serial No:	Training Programme	Level of Competency	Code
1	Efficient and effective communication	L – 4	SL1A-C01
2	Understanding of the Right to Information Act	L – 3	SL1A-C02

3	Risk management	L – 4	SL1A-C03
4	Analytical thinking	L – 4	SL1A-C04
5	Innovative thinking	L – 4	SL1A-C05
6	Emotional intelligence	L – 4	SL1A-C06
7	Stress management and work-life balance	L – 4	SL1A-C07
8	'Clean Sri Lanka' concept	L – 4	SL1A-C08
9	Current economic policies of Sri Lanka	L – 4	SL1A-C09
10	Public policy reform	L – 4	SL1A-C10
11	New procurement guidelines	L – 4	SL1A-C11
12	Enhancing public sector productivity	L – 4	SL1A-C12
Serial No:	Training Programme	Level of Competency	Code
13	Conflict and grievance management	L – 4	SL1A-C13
14	New management concepts and trends	L – 4	SL1A-C14
15	Practical application of public management	L – 4	SL1A-C15
16	Responsibility of the management for high productivity	L – 4	SL1A-C16
17	The responsibility of public officers towards an integrity driven public service	L - 4	SL1A-C17
18	Development of soft skills	L - 4	SL1A-C18
19	New laws and acts in Sri Lanka	L - 4	SL1A-C19
20	Strategic management in the public service	L - 4	SL1A-C20
21	Managing social impact groups	L - 4	SL1A-C21

(L3- Level 3, L4 - Level 4)

6.4.4 Technological Training Programmes - Category 11 (SL 1 - First Category)

Serial No:	Post	Order	Training Programme	Code
1	Assistant Secretary/ Assistant Director (On Supernumerary basis)	1	Drafting public policy papers	SL1A-1-T01
		2	Preparing and submitting Cabinet Memorandums	SL1A-1-T02
		3	Government procurement process and its practical application	SL1A-1-T03
		4	Information systems management	SL1A-1-T04
		5	Enhancing office productivity through Information and Communication Technology	SL1A-1-T05
		6	Writing minutes of meetings and reports	SL1A-1-T06
		7	Preliminary investigation process	SL1A-1-T07
		8	Government procurement process	SL1A-1-T08
		9	Sustainable Development Goals	SL1A-1-T09
		10	Preparation of Action Plans and Progress Review Reports	SL1A-1-T10
2	Accountant / Internal Auditor	1	Government procurement process and its practical application	SL1A-2-T01
		2	Sustainable Development Goals	SL1A-2-T02
		3	New Procurement Guidelines	SL1A-2-T03
		4	Preparation of Action Plans and Annual Reports	SL1A-2-T04
		5	Project Management	SL1A-2-T05
Serial No:	Post	Order	Training Programme	Code
2	Accountant / Internal Auditor	6	Procurement process for goods related to Informations Technology	SL1A-2-T06
		7	Informations Technology Project Management	SL1A-2-T07
		8	Enhancing office productivity through Information and Communication Technology	SL1A-2-T08

		9	Developing bargaining and negotiation skills	SL1A-2-T09
		10	Knowledge and skills in planning and progress review	SL1A-2-T10
		11	Ability to analyze and report accounting data	SL1A-2-T11
3	Engineer	1	Enhancing office productivity through Information and Communication Technology	SL1A-3-T01
		2	Knowledge of construction	SL1A-3-T02
		3	Knowledge and skills in Quantity Surveying and methodologies	SL1A-3-T03
		4	Knowledge and skills in maintenance of electrical systems and generators	SL1A-3-T04
		5	Knowledge and skills in maintenance of elevators	SL1A-3-T05
		6	Knowledge and skills in maintenance of Air Conditioners	SL1A-3-T06
		7	Knowledge and skills in maintenance of water distribution systems	SL1A-3-T07
		8	Knowledge and skills in preparing construction and other Engineering estimates	SL1A-3-T08
		9	Sustainable Development Goals	SL1A-3-T09
		10	New Procurement Guidelines	SL1A-3-T10
4	Legal Officer	1	Knowledge of legal research and surveys, data collection, analysis and reporting.	SL1A-4-T01
		2	Knowledge of procurement, purchasing and reporting.	SL1A-4-T02
		3	Review of the Constitution, Establishments Code and Procedural Rules of the Public Service Commission.	SL1A-4-T03
		4	The new National Audit Act and its application.	SL1A-4-T04
		5	Enhancing office productivity through Information and Communication Technology	SL1A-4-T05

		6	Information and Cyber Security Policy for Government Institutions.	SL1A-4-T06
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Serial No:	Post	Order	Training Programme	Code
4	Legal Officer	7	Knowledge of the legal framework for drafting bilateral agreements.	SL1A-4-T07
		8	Knowledge of new legal systems and legal practices.	SL1A-4-T08
		9	Knowledge related to preparation of legal drafts and legal documents.	SL1A-4-T09
		10	Counseling and employee grievance management.	SL1A-4-T10
		11	Formal letter writing for professionals.	SL1A-4-T11
		12	New Procurement Guidelines	SL1A-4-T12
5	Assistant Director (Media)	1	Knowledge and ability in social surveys, data collection, analysis and reporting	SL1A-5-T01
		2	Political and economic knowledge	SL1A-5-T02
		3	Knowledge and ability in graphic designing	SL1A-5-T03
		4	Presentation skills	SL1A-5-T04
		5	Enhancing office productivity through Information and Communication Technology	SL1A-5-T05
		6	Oratory skills	SL1A-5-T06
		7	Customer care and service excellence	SL1A-5-T07

6.4.5 Basic training programmes - Category 12 (SL 1 – Second Category)

Serial No:	Training Programme	Level of Competency	Code
1	Efficient and effective communication	L – 4	SL1B-C01
2	Awareness of the Right to Information Act	L – 4	SL1B-C02
3	Risk management	L – 4	SL1B-C03
4	Analytical thinking	L – 4	SL1B-C04
5	Innovative thinking	L – 4	SL1B-C05
6	Emotional intelligence	L – 4	SL1B-C06
7	Stress management and work-life balance	L – 4	SL1B-C07
8	Clean Sri Lanka concept	L – 4	SL1B-C08
9	Current economic policies of Sri Lanka	L – 4	SL1B-C09
10	Public policy reform	L – 4	SL1B-C10
11	New procurement guidelines	L – 4	SL1B -C11
12	Enhancing the productivity in public sector	L – 4	SL1B -C12
13	Conflict and grievance management	L – 4	SL1B -C13
14	New management concepts and trends	L – 4	SL1B -C14
15	Practical application of public management	L – 4	SL1B -C15
16	Managerial responsibility for high productivity	L – 4	SL1B -C16
17	Responsibility of government officers toward an integrity-driven public service	L - 4	SL1B -C17

18	Soft skills development	L - 4	SL1B -C18
19	New laws and acts in Sri Lanka	L - 4	SL1B -C19
20	Strategic management in the public service	L - 4	SL1B -C20
21	Management of social interest groups	L - 4	SL1B -C21

(L4 - Level 4)

6.4.6 Technological Training Programmes - Category 12 (SL 1 – Second Batch)

Serial No:	Post	Order	Training Programme	Code
1	Senior Assistant Secretary/ Director	1	Drafting public policy papers	SL1B-1-T01
		2	Preparing and submitting Cabinet Memorandums	SL1B-1-T02
		3	Government procurement process and its practical application	SL1B-1-T03
		4	Preparation of Action Plan and Progress Review Reports	SL1B-1-T04
		5	Information Technology Project Management	SL1B-1-T05

		6	Enhancing office productivity through Information and Communication Technology	SL1B-1-T06
		7	Counseling and employee grievance management	SL1B-1-T07
		8	Research methodologies and preparation of research proposals	SL1B-1-T08
		9	Customer care and service excellence	SL1B-1-T09
2	Chief Engineer	1	Customer Care and Service Excellence	SL1B-2-T01
		2	Knowledge of construction	SL1B-2-T02
		3	Knowledge and proficiency in quantity surveying and methodologies	SL1B-2-T03
		4	Knowledge and ability in the maintenance of electrical systems and power generators	SL1B-2-T04
		5	Knowledge and ability in the maintenance of elevators	SL1B-2-T05
		6	Knowledge and ability in the maintenance of air conditioners	SL1B-2-T06
		7	Knowledge and ability in the maintenance of tap lines	SL1B-2-T07
		8	Knowledge and ability in preparing estimates related to engineering tasks	SL1B-2-T08
3	Chief Accountant / Accountant / Chief Internal Auditor	1	Government procurement process and its practical application	SL1B-3-T01
		2	Preparation of Action Plan and Progress Review Reports	SL1B-3-T02
		3	Procurement Process for goods related to Information Technology	SL1B-3-T03

		4	Information Technology Project Management	SL1B-3-T04
Serial No:	Post	Order	Training Programme	Code
3	Chief Accountant / Accountant / Chief Internal Auditor	5	Enhancing office productivity through Information and Communication Technology	SL1B-3-T05
		6	Developing bargaining and negotiation skills	SL1B-3-T06
		7	Knowledge and skills in planning and progress review	SL1B-3-T07
		8	Ability to analyze and report accounting data	SL1B-3-T08

6.4.7 Basic Training Programmes - Category 13 (SL 3 & SL 4)

Serial No:	Training Programme	Level of Competency	Code
1	Efficient and effective communication	L5	SL3/4-C01
2	Analytical thinking	L5	SL3/4-C02
3	Innovative thinking	L5	SL3/4-C03
4	Emotional intelligence	L5	SL3/4-C04
5	Strategic management	L5	SL3/4-C05
6	Conscious leadership	L5	SL3/4-C06

7	Current Economic Policies of Sri Lanka	L5	SL3/4-C07
8	Change Management	L5	SL3/4-C08
9	The responsibility of public officers towards an integrity driven public service	L5	SL3/4-C09
10	Responsibility of Management for high productivity	L5	SL3/4-C10
11	Soft skills development	L - 4	SL3/4-C11

(L5- Level 5)

6.4.8 Technological Training Programmes - Category 13 (SL 3 & SL 4)

Serial No:	Post	Order	Training Programme	Code
1	Secretary / Additional Secretary / Director General / Chief Financial Officer	1	Procurement process for goods related to Information Technology	SL3/4-1-T01
		2	Use of Artificial Intelligence for decision-making in the Public Sector	SL3/4-1-T02
		3	Information and Cyber Security Policy for Government Institutions	SL3/4-1-T03
		4	Counseling and employee grievance management	SL3/4-1-T04
		5	New Procurement Guidelines and the Government Procurement Process	SL3/4-1-T05
		6	Customer Care and Service Excellence	SL3/4-1-T06
		7	Clean Sri Lanka concept	SL3/4-1-T07
		8	Public Policy Reform	SL3/4-1-T08
		9	New Laws and Acts of Sri Lanka	SL3/4-1-T09

7. Human Resource Development Calendar**Human Resource Development Calendar - 2026**

Serial No:	Service Category	Training Programme	2026			
			Q1	Q2	Q3	Q4
1	SL & MN 07	Government Procurement Process (05 days)		✓		
2	SL & MN 07	Tax Policy of Sri Lanka	✓			
3	SL & MN 07	Tax Policy of Sri Lanka		✓		
4	SL & MN 07	Presentation skills			✓	
5	SL & MN 07	Leadership & Team Building Skills Development			✓	
6	SL & MN 07	Strategic Management (02 days)				✓
7	SL & MN 07	Economics Framework for Development (02 days)	✓			
8	SL & MN 07	Good Governance and Anti-Corruption Laws and Practices	✓			
9	SL & MN 07	Project Proposal Writing (05 days)		✓		
10	SL & MN 07	Programmes with timely importance			✓	
Total (SL & MN 07 category)			3	3	3	1
			10			
1	MN 01 – MN 06	Government Procurement Process (05 days)	✓			
2	MN 01 – MN 06	Responsibility of Public Officers with regard to Inventory Items and Government property	✓			
4	MN 01 – MN 06	Financial Regulations and inquiries under F.R. 104		✓		
5	MN 01 – MN 06	Annual Board of Survey and disposal of assets			✓	

6	MN 01 – MN 06	Disciplinary Procedure (04 Days)			✓	
7	MN 01 – MN 06	Skills development				✓
9	MN 01 – MN 06	Time management	✓			
10	MN 01 – MN 06	Programmes with timely importance		✓		✓
Total (Category MN 01 – MN 06)			3	2	2	2
			09			

Serial No:	Service Category	Training Programme	2026			
			Q1	Q2	Q3	Q4
1	PL 01 – PL 03	Discipline and office etiquette for Karyala Karya Sahayaka	✓			
2	PL 01 – PL 03	Vehicle maintenance and emergency procedures during an accident		✓		
3	PL 01 – PL 03	New traffic regulations and driving ethics			✓	
4	PL 01 – PL 03	Journalism and reporting				✓
5	PL 01 – PL 03	Building maintenance and inspection of buildings		✓		

6	PL 01 – PL 03	Two-day residential training program for the professional development of Karyala Karya Sahayaka and Drivers to create a quality work environment - Phase 1		✓		
7	PL 01 – PL 03	Two-day residential training program for the professional development of Karyala Karya Sahayaka and Drivers to create a quality work environment - Phase 1			✓	
8	PL 01 – PL 03	Programmes with timely importance	✓			
Total (Category PL 01 – PL 03)			2	3	2	1
			08			
1	GEN	Knowledge of first aid			✓	
2	GEN	Women's health and the importance of health screenings (Women's Day)	✓			
3	GEN	Right to Information Act - (02 Days)		✓		
4	GEN	Rasogaya	✓			
5	GEN	Music appreciation program			✓	
6	GEN	Parental Skills (Children's Day)			✓	
7	GEN	Mental health development				✓
8	GEN	Counseling for public officers		✓		

Serial No:	Service Category	Training Programme	2026			
			Q1	Q2	Q3	Q4
9	GEN	Programmes on physical fitness				✓
10	GEN	Information and cyber security policy for public institutions		✓		
11	GEN	Programme on mindfulness	✓			
12	GEN	Stress management			✓	
13	GEN	Productivity and quality work environment (04 days)	✓	✓	✓	✓
14	GEN	Work Place Success through Soft Skill Enhancement		✓		
15	GEN	Administrative Law			✓	
16	GEN	Team Work & Positive Thinking				✓
17	GEN	Attitude Development	✓			
18	GEN	Event Management		✓		
19	GEN	Programmes with timely importance	✓	✓	✓	✓
Total (General Category)			6	7	7	5
			25			