

Grade I post in the Sri Lanka Accountancy Service of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

Applications are invited from qualified Sri Lanka Accountancy Service Grade I officers for the above post. The number of vacancies is 09. (Including the posts scheduled to become vacant on 12.04.2023) In the cases where there are no qualified Grade I officers, the officers who have completed a satisfactory and active service period more than 06 years in Sri Lanka Accountancy service grade II offices will be considered for appointment to said vacancies for attending to duties on full time basis.

The officers who are appointed for attending duties on a full time basis will be appointed to the post for a maximum period of one year, and the extension of that period will be done as per rule 121 of the public service commission procedural rules.

Applicants should submit their applications prepared only according to the prescribed format attached hereto before 17.03.2023 to the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Nila Madura, Alvitigala Mawatha, Colombo 05 via their respective head of their department. Should be forwarded to the Secretary of the Ministry of Administration, Home Affairs, Provincial Councils and Local Government. A copy of the completed application should be forwarded to **distaddivisionnew@gmail.com** before the prescribed date.

As per the provisions of the Public Service Commission Circular 02/2022, marks will be given and the appointment will be made and the evaluation of each criterion in the scoring procedure will be done as per Annexure II of the circular.

Late applications, incomplete application, and the applications not submitted in the prescribed format shall be rejected without any notice

2.0 Eligibility

2.1 Experience and Professional Qualifications

- i. Having minimum 03 years of experience in District/ Divisional Secretariats will be given more consideration.
- ii. Having post graduate degree in Accounting / Management or other disciplines.
- iii. Proficiency in English

2.2 Strengths

- i. Analytical skills
- ii. Interpersonal skills
- iii. Decision making skills

2.3 Behavioral Skills

- i. Communication skills
- ii. Leadership qualities
- iii. Team work skills

3.0 Selection Method

The information mentioned in the application submitted in the prescribed format and the seniority and merit in the interview will be evaluated and the suitable applicants will be selected. Only a shortlisted number of applicants will be called for interview.

3.1 Marking Scheme

Head	Maximum Marks	Evaluation Method
Seniority Maximum marks will be awarded to the most senior qualified applicant and marks will be awarded in proportion to the seniority of other applicants. Here only the “satisfactory service period” of each applicant will be considered.	50	Application Information/Interview
Service Experience Having served in a Grade I position in Sri Lanka Accountancy Service (04 marks per year maximum 20 marks upto 05 years)	20	
Educational/Professional Qualification Post-Graduation/ CIMA/ Chartered Membership as per Appendix V of Service Constitution) (Maximum 08 Marks) • Maximum 08 marks out of 04 marks per qualification. English Language Proficiency (Maximum 02 Marks) A. Diploma obtained from a recognized University/ Government Training Institute/ IELTS(Academic) aggregate score of 6.5 or above, TOEFL – IBT 79	10	

<p>B. or above, TOEFL – CBT 213 or above, or TOEFL – PBT 550 or above – 02 marks</p> <p>C. Certificate in English Language from a recognized University or Government Training Institute – 01 Marks</p> <p>*Marks are awarded only for the highest qualification under the marked headings.</p>		
<p>strengths</p> <ul style="list-style-type: none"> - Analytical skills - Interpersonal skills - Decision Making Skills 	10	The interview
<p>Behavioral skills</p> <ul style="list-style-type: none"> - Communication skills - Leadership qualities - Team work skill 	10	

Note 1 - In the above scoring procedure, “recognized university” means a university recognized by the University Grants Commission of Sri Lanka.

Note 2- All postgraduate qualifications mentioned in the above scoring procedure must be qualifications obtained from universities recognized by the University Grants Commission of Sri Lanka and such qualifications obtained from non-university degree awarding institutions must have been accepted by the said commission.

Sgd/ Neil Bandara hpuhinna
Secretary,
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government.

Date: 20th February 2023

Sample application

1. post applied for :

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2. Details of the applicant

I. Name:

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II. Full Name of Applicant (BOCK LETTERS in English):

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III. National Identity Card Number:

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IV . Age:

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V. Residential Address:

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VI. Phone numbers:

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VII. E-mail Address :

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VIII. Grade of Service :

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IX. Date of appointment :

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X. Date of Promotion to Present Grade :

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XI. Designation:

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XII. Date of appointment to present post :

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XIII. Ministry :

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XIV. the Department of:

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3. Details of service in present grade

I. Leave without Pay/ Half Pay

From	to	Full time (year/month/day) from to	fact of leave taken

II. Efficiency bar examinations

Efficiency bar	Date prescribed to complete	Date compelled	Number and date at letter grantee a grace period

III. If subject to disciplinary action

Number and date of charge sheet	Disciplinary order (If no disciplinary order has been issued so far mention it.)	Effective date of punishment (i.e. date of commission of offence)	Excluded in computation of satisfactory service as per Public Service Commission Rules of Procedure 186 (II) the time

4. Experience

4.1 Experience from date of appointment

Designation	Ministry/Department/Institution	Duration		Brief nature of duties and responsibilities of the post
		from	to	

4.2 Experience in relevant subject (Attach certify copies of official assignment letters.)

Designation	Ministry/Department/Institution	Duration		Brief nature of duties and responsibilities of the post
		to	from	

4.3 Briefly submit your comments / suggestions subject to a maximum of 150 words under the following topic.

What legal and/or institutional changes would you suggest to improve the effectiveness/efficiency of service delivery in the relevant area? (150 words maximum)

5. Professional Qualifications (Attach attested copies of certificates of relevant certificates.)

5.1 Postgraduate qualifications

Post Graduate Eligibility	Subject	University/Institute	Eligibility Validity Date

5.2 training

Training	Institution/ Organization	Duration

5.3 Language Proficiency

Language	Qualification/ Institute/ Organization	Date of Validity

5.4 (if applicable) research, innovation or new inventions

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I certify that all the above information is true and accurate to the best of my knowledge.

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Applicant's signature

Certificate from Head of Department *

I. Certifies that the information mentioned in Section 3 above is true as per the updated records in the applicant's personal file and that no disciplinary action is currently contemplated against the applicant and that the applicant cannot be relieved from the present position if selected for the above position I inform that it can be released with/without replacement

II. I certify that the information mentioned in section 3 above is true as per the updated records in the applicant's personal file and inform that if selected for the above position, the applicant can/cannot be released from the present position/with/without a replacement . Further, it is hereby informed that a preliminary investigation is underway/ intended to be conducted in relation to the applicant and the suspected misconducts against him/her are briefly as follows.

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*Cut out unnecessary parts.

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Head of Department

Grade 1 Vacancy in Sri Lanka Accountancy Service in the District Secretariat Offices of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government (2023.04.12)

No	District	No. of Vacancies for the Post of Chief Accountant	No. of Vacancies for the Post of Chief Internal Auditor
1	Colombo		1 (Retired from 03.02.2023.) 1 (Vacancy)
2	Kalutara		1 (expected to retire on 12.04.2023)
3	Kandy	1 (expected to retire on 01.04.2023)	
4	Matale	1 (Retired from 31.12.2022) 1 (Vacancy)	
5	Vavuniya	1 (Retired with effect from 31.12.2022.) (Vacancy)	
6	Batticaloa	1 (Expected to retire on 21.03.2023)	
7	Kurunegala	1 (Retired from 31.12.2022.) (Vacancy)	
8	Monaragala	1 (Retired from 31.12.2022.)(Vacant)	
9	Ratnapura	1 (Retired from 31.12.2022.) (Vacancy)	

