

Appointment of officers in Grade I of Sri Lanka Accountants' Service to the posts in Grade I as per Public Service Commission Circular: 04/2023 - 2025

In terms of the provisions in Public Service Commission Circular 04/2023, applications are called from **the officers in Grade I of Sri Lanka Accountants' Service, who do not hold posts in Grade I, for 47 posts in Grade I of Sri Lanka Accountants' Service**, which are predicted to be fallen vacant on 31.12.2025. (Officers who are formally appointed to the posts in Grade I at present are not required to apply for these posts)

02. Officers who apply should perfect and send the application in Annex I to Secretary, Ministry of Public Administration, Provincial Councils and Local Government, Independence Square, Colombo 07 along with the recommendations of the Head of the Institution before 30.06.2025. **“Appointment of officers in Grade I of Sri Lanka Accountants' Service to the posts - 2025”** should be indicated on the top left-hand corner of the envelop which contains the application.

03. The late applications shall not be accepted and the incorrect and the incomplete applications shall be rejected.

04. Selection of officers to call for the interview

4.1 All the applicants who satisfy the qualifications as at the closing date of applications shall be called for the interview.

4.2 In case where the number of applicants is less than the number of existing vacancies, all the officers in Grade I who have submitted applications shall be appointed to the Pool of Officers.

05. Conducting the interview

5.1 Marks are allocated to the applicants, who are called for the interview, under the following sections.

Title	Maximum marks
01. Main/ core competencies	500
02. Experience	400
03. Language proficiency	100
Total marks	1000

5.2 Merit shall be determined by conducting the structured interview as per the guidelines indicated in Annex 01 of Public Service Commission Circular 04/2023 by a Board of Interview appointed by the Public Service Commission.

06. Pool of Officers consisting of the applicants who are eligible to be appointed

6.1 In accordance with the order of merit of the marks secured at the structured test, 52 eligible applicants are to be selected for the Pool of Officers as per Section 5.1 of Public Service Commission Circular 04/2023.

6.2 “The Pool of Officers” is the pool consisting of officers who are selected based on the highest marks secured at the interview conducted as indicated in Public Service Commission Circular 04/2023.

07. Appointment to the post

- 7.1 Action will be taken to obtain the order of preference of all the selected officers for all the posts which have fallen vacant and the respective heads of the institutions may select the most suitable officer for the posts that remain vacant at their institutions considering the preference of the said officers.
- 7.2 Even though, the preference of the officers is obtained when appointing officers to the posts of Chief Internal Auditor, the concurrence of the Head of the Institution will not be obtained, given the nature of the said post.
- 7.3 Officers are required to express their preference for all the vacancies presented on the day of the interview and in case where an officer fails to express the preference in the said manner, the officer concerned will be able to remain in the pool only until he/ she is selected for a post which may fall vacant during the year.
- 7.4 If an appointment granted to an officer is canceled on the request of the said officer, he/ she can remain in the pool only until he/ she is selected to be appointed to another post, which falls vacant during the year.

Date: 06.06.2025

Sgd/. S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local Government

Application for the appointment of officers in Grade I of Sri Lanka Accountants' Service to the Posts

For Office Use Only

Application Number

F

Part (A) - Should be perfected by the officer.

1. 1.1 Name with initials: Miss/.Mrs/Mr :.....
- 1.2 Full name: Miss/.Mrs/Mr :.....
2. National Identity Card Number :.....
3. Date of Birth :.....
4. Personal address :
5. Telephone Number 5.1 Residence: 5.2 Mobile:.....
6. E-mail address :.....
7. Post held at present :
8. Ministry/ Department :.....
9. Office address :.....
10. 10.1 Office telephone number :
- 10.2 Office fax number :.....
11. Places of work at which the officer has served from the date of appointment to Sri Lanka Accountants' Service up to the closing date of applications (Certified copies of the letters of assuming duties should be submitted)

Institution	Post	Period of service

12. Date of promotion to Grade I of S.L.Ac.S.
(Certified copy of the letter of promotion to Grade I should be attached)

13. Disciplinary action:

13.1 Has the officer been subjected to any disciplinary punishment during the past period of service? Yes/ No

13.2 If the answer to 13.1 is "yes", indicate the number and date of the letter of issuing the disciplinary order.

Number: Date:

Note: Cross off the words inapplicable

I hereby certify that the particulars from No: 01 to 13 above are accurate.

Date:

.....

Signature and designation of the applicant

Part (B) - Should be perfected by the Head of the Department

Secretary, Ministry of

1. Action is being taken to commence disciplinary action/ a disciplinary inquiry is being/ not being conducted with regard to the officer.....

1.1 If the above answer is "is being conducted", its current status:

.....

2. I hereby certify that the particulars from: 11 to 13 above are accurate.
3. I hereby recommend/ do not recommend the application of the officer

Date:

.....
Signature, designation and official
stamp of the Head of the Department/
Institution

Note: Cross off the words inapplicable

Part (C) - Should be completed by the Secretary of the respective Ministry/ Provincial Chief Secretary

Secretary,

Ministry Public Administration, Provincial Councils and Local Government

1. I hereby recommend/ do not recommend the appointment of Mr/Mrs/Miss/..... in Grade I of Sri Lanka Accountants' Service to a post in Grade I of Sri Lanka Accountants' Service.*

(*If it is not recommended, indicate the reason in brief)

.....

Date:

.....
Secretary,
Ministry of
Official Stamp

Note: Cross off the words inapplicable