

රාජා පරිපාලන, පළාත් සභා සහ පළාත් පාලන අමාතාහාංශය பொது நிருவாக, மாகாண சபைகள் மற்றும் உள்ளுராட்சி அமைச்சு

Ministry of Public Administration, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය තිදහස් වතුරගය කොළඹ 07. ශී ලංකාව இணைந்த சேவைகள் பிரிவு

Combined Services Division

නිදහස් චතුරශුය, කොළඔ 07, ශී ලංකාව. சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை. Independence Square, Colombo 07, Sri Lanka

දුරකතනය නොගෙයෙනි: 011- 2694560 ருன்ස் தொலைநகல்: 011- 2692254 ඊ- මේල් மின்னஞ்சல்: dgcs@pubad.gov.lk E-mail වෙබ් අඩවිය இணைத்தளம்: www.pubad.gov.lk

Web Site

මගේ අංකය எனது இல My No

Telephone

CS/REC/VACANCIES (I)

මබේ අංකය உமது இல Your No දිනය ඉණි. Date 2025.01.28

சகல அமைச்சின் செயலாளர்கள் / ஆணைக்குழு செயலாளர்கள் திணைக்களத் தலைவர்கள் / மாவட்ட செயலாளர்கள்

<u>முகாமைத்துவ சேவை உத்தியோகத்தர் சேவையின் தரம் III / II / I / அதிவிசேட தரத்தின் வெற்றிடங்களை</u> சேகரித்தல்

31.12.2024 இல் முகாமைத்துவ சேவை உத்தியோகத்தர் சேவையில் நிலவும்/ நிலவுவதற்கு சாத்தியமுள்ள வெற்றிடங்கள் தொடர்பான தகவல்கள் இதனுடன் இணைக்கப்பட்டுள்ள படிவத்தின் படி (இணைப்பு 01) பிழையின்றி Microsoft Excel விரிதாளாக தயாரித்து 15.02.2025 ஆந் திகதிக்கு முன்னர் csrec.pubad@gmail.com என்ற மின்னஞ்சல் முகவரிக்கு மின்னஞ்சலில் அனுப்புமாறு தயவுடன் அறியத்தருகின்றேன்.

- 02. படிவத்தைப் பூர்த்தி செய்வதற்குத் தேவையான வழிமுறைகள் கீழே இணைப்பு 02 இல் கொடுக்கப்பட்டுள்ளன, மேலும் படிவத்தை பூர்த்தி செய்வது தொடர்பான மேலதிக தகவல் தேவைப்பட்டால் 011-2682499 என்ற எண்ணில் இணைந்த சேவைகள் உதவிப் பணிப்பாளர் வை.ஆர்.எல். விஷ்வ சதுரங்க அவர்களை அல்லது 011-2696211 மற்றும் நீட்சி இலக்கம் 606 மூலம் ஆட்சேர்ப்பு மற்றும் பரீட்சை கிளையை தொடர்பு கொள்ளவும்.
- 03. அதேபோல் 2024.12.31 ஆந் திகதிக்கு சகல இணைந்த சேவைக்குறிய வெற்றிடம் தொடர்பான தகவல்கள் PACIS மென்பொருளின் ஊடாக இற்றைப்படுத்த நடவடிக்கை எடுக்கும்படியும் மேலும் கேட்டிக்கொள்கின்றேன்
- 04. குறித்த திகதியில் வெற்றிடங்களை இற்றைப்படுத்தி ஆவணங்களை அனுப்பாத நிறுவனங்களில் வெற்றிடம் எதுவும் இல்லை எனும் எடுகோளின் படி நடவடிக்கை எடுக்க வேண்டியேற்படும் எனவே இது தொடர்பாக உங்களின் தனிப்பட்ட கவனத்தை செலுத்தும்படியும் கேட்டுக்கொள்வதுடன் இது தொடர்பாக உங்களின் ஆதரவை நான் மெச்சுகின்றேன்.

ஒப்பம் / என்.யூ. நிஷான் மெண்டிஸ் இணைந்த சேவை பணிப்பாளர் நாயகம்

N.T	C	. 1	•	
Name	OT.	the	institution	•
1 141110	01	uii	IIIoutuation	•

Address

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

Name of the officer

Post

Telephone number :

Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 31.12.2024 in your institution in accordance with the following format. The number of officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies.

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

			ed to Grade III/II and I Officers' Service as at		Particu	lars relate	-	Grade of the vice as at 31.12	Management Service (2.2024	Officers'
Serial number	Approved number of officers	Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers		Acting in posts		Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
1										

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

Serial			District	Part Manager	Particulars related to Supra Grade of the Management Service Officers' Service as at 31.12.2024								
	Name of the office/ sub-office	Town where the office is	where the	Approved	Actual	Number of officers		Approved		al number o	of officers	Number of officers	Number
number		located	office is located		number of officers	who have obtained leave as per Circular No. 14/2022	Number of vacancies		Substant	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of
1													
2													
3													
4													
5													
			Total	0	0	0	0	0	0	0	0	0	0

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



https://drive.google.com/drive/folders/1Pgw_2FDQoKnkQSb3ErXVdshDNV4C0NQa?usp=drive_link

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

Example 01

NT	Sala indicata Commission to Toursday		D-11	·									nnex - 01
Address	f the institution : Commission to Investigate A : 36 Malalasekara Mawatha, Colombo	_	Bribery or C	orrupuon									
	ars of an officer who can be contacted for obtai es in your institution	the Name of the officer Post Telephone number			: A.B.C. Perera : Administrative Officer : 011-2345678								
	accurately the number of vacancies in the Mar uber of officers who have obtained leave as per						stitution in a	ccordance	with the f	ollowing f	ormat.		
Table A	- If there are sub-offices functioning under yo	ur institution, i	ndicate all th	e vacancies	that exist u	ınder your institution i	n this table,	including t	he vacano	ies in thos	e sub-offices.		
		Particulars related to Grade III/II and I of the Management Service Officers' Service as at 31.12.2024					Particulars related to Supra Grade of the Management Service Officers' Service as at 31.12.2024						
Serial number	Name of the institution				Actual	Number of officers		Approved	Actual number of officers			Number of officers	Number
		number of officers	number of	who have obtained leave as per Circular No. 14/2022	Number of vacancies	number of officers	Substant ive	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	of vacancies		
1	Commission to Investigate Allegations of	Bribery or Co	nuption	10	6	0	4	3	1	1	0	0	2
Table B	- If there are sub-offices functioning under you	Parti	his table acc iculars relat nent Service	of the			Management Service O	Officers'					
	Name of the office/ sub-office	Town where the office is located	District where the office is located	the is Approved	l	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers	Actual number of officers			Number of officers	
Serial	Name of the office/ sub-office				number of				Substant ive	Acting in posts	On contract basis	who have obtained leave as per Circular No. 14/2022	Number of vacancies
Serial number			Colombo	10	6	0	4	3	1	1	0	0	2
	Head Office	Colombo 07	Сотошьо										
number	Head Office	Colombo 07	Colombo										
number	Head Office	Colombo 07	Colombo										
number	Head Office	Colombo 07	Cotombo										

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

Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2025 Annex - 01 Name of the institution : Department of Agrarian Development : 24 Sir Marcus Fernando Mawatha, Colombo 07 : A.B.C. Perera Name of the officer Particulars of an officer who can be contacted for obtaining information regarding the : Administrative Officer Post vacancies in your institution Telephone number : 011-2345678 Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 31.12.2024 in your institution in accordance with the following format $The \ number \ of \ of ficers \ who \ have \ obtained \ leave \ as \ per \ Circular \ No. \ 14/2022 \ should \ not \ be \ considered \ vacancies.$ If there are sub-offices functioning under your institution, indicate all the cluding the vacancies in those sub-office Particulars related to Supra Grade of the Management Service Officers' Particulars related to Grade III/II and I of the Service as at 31.12.2024 Management Service Officers' Service as at 31.12.2024 Serial numbe Name of the institution Number of officers Actual number of officers Number of officers Approv who have obtained Acting in leave as per Circul No. 14/2022 ave as per Circula No. 14/2022 of officer officers f office posts Department of Agrarian Development 125 90 3 35 6 3 0 0 3 Table B - If there are sub-offices functioning under your institution/ head office, indicate in this table accurately how the vacancies in those offices exist in each sub-office. Particulars related to Supra Grade of the Management Service Officers' Service as at 31.12.2024 Particulars related to Grade III/II and I of the Actual number of officers Number of officers who have obtained Serial Number of officers Name of the office/ sub-office located eave as per Circu No. 14/2022 ave as per Circula No. 14/2022 of officers officers f officer vacancie 15 Head Office 75 60 0 2 Colombo 07 Colombo 0 District office of Agrarian Development Sampaha Agrarian Development Center - Maho Maho A'pura 20 15 0 0 125 90

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

Example 03

	Calling particul	lars of vaca	ancies in t	he Man	agement	Service Officers	' Service	of the C	ombine	d Servi	ce - 2025	A	nnex - 0
Name of	the institution : District Secretariat - Colomb : Narahenpita Rd, Colombo 05	bo											
Particula	us of an officer who can be contacted for obtains in your institution	on regarding	the Name of the officer Post Telephone number			: A.B.C. Pe : Administ : 011-2345	rative Off						
	accurately the number of vacancies in the Man aber of officers who have obtained leave as per						stitution in a	ccordance	with the f	ollowing f	ormat.		
Γable A	- If there are sub-offices functioning under you	ır institution, ir	ndicate all the	e vacancies	s that exist u	ınder your institution i	n this table,	including	he vacano	ies in thos	e sub-offices.		
Serial number				ed to Grade III/II and I Officers' Service as at		Particulars related to Supra Grade of the Management Service O Service as at 31.12.2024							
	Name of the institution				Actual number of officers	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers		Acting in posts		Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacance
1	District Secretariat - Colombo			78	59	0	19	5	3	1	0	0	2
Table B	- If there are sub-offices functioning under you	r institution/ h		Part	iculars relat	curately how the vacan ed to Grade III/II and I	of the			d to Supra		Management Service O	Officers'
Serial		Town where the office is located	District where the office is located				1		Actual number of officers				
number	Name of the office/ sub-office			Approved number of officers	number of	Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies	Approved number of officers				Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacance
1	District Secretariat - Colombo	Colombo 05	Colombo	30	20	0	10	3	2	1	0	0	1
2	Divisional Secretariat - Seethawaka	Hanwella	Colombo	25	18	0	7	1	0	0	0	0	1
3	Divisional Secretariat - Padukka	Padukka	Colombo	23	21	0	2	1	1	0	0	0	0
4													
5													
			Total	78	59	0	19	5	3	1	0	0	2

• Please rename the accurately completed Microsoft Excel sheet by the name of your institution and email it to **csrec.pubad@gmail.com before 15.02.2025**.