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பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

Combined Services Division

නිදහස් වතුරය, කොළඹ 07, ශ්‍රී ලංකාව.

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எனது இல  
My No

CS/REC/VACANCIES (I)

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி:  
Date

2025.01.28

சகல அமைச்சின் செயலாளர்கள் / ஆணைக்குழு செயலாளர்கள்  
திணைக்களத் தலைவர்கள் / மாவட்ட செயலாளர்கள்

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



**INSTRUCTIONS FOR PREPARING THE PARTICULARS OF VACANCIES**

- 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](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

**Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2025** Annex - 01

Name of the institution : Commission to Investigate Allegations of Bribery or Corruption  
 Address : 36 Malalasekara Mawatha, Colombo 07

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

Name of the officer : A.B.C. Perera  
 Post : Administrative Officer  
 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 officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies.

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

Serial number	Name of the institution	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					
		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	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
						Substantive	Acting in posts	On contract basis			
1	Commission to Investigate Allegations of Bribery or Corruption	10	6	0	4	3	1	1	0	0	2

**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 number	Name of the office/ sub-office	Town where the office is located	District where the office is located	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					
				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	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
								Substantive	Acting in posts	On contract basis			
1	Head Office	Colombo 07	Colombo	10	6	0	4	3	1	1	0	0	2
2													
3													
4													
5													
Total				10	6	0	4	3	1	1	0	0	2

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

## Example 02

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													
Address : 24 Sir Marcus Fernando Mawatha, Colombo 07													
Particulars of an officer who can be contacted for obtaining information regarding the vacancies in your institution						Name of the officer : A.B.C. Perera							
						Post : Administrative Officer							
						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 officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies.													
<b>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.</b>													
Serial number	Name of the institution	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							
		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	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies		
							Substantive	Acting in posts	On contract basis				
1	Department of Agrarian Development	125	90	3	35	6	3	0	0	0	3		
<b>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.</b>													
Serial number	Name of the office/ sub-office	Town where the office is located	District where the office is located	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					
				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	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
									Substantive	Acting in posts	On contract basis		
1	Head Office	Colombo 07	Colombo	75	60	2	15	4	2	0	0	0	2
2	District office of Agrarian Development - Gampaha	Gampaha	Gampaha	30	15	0	15	1	0	0	0	0	1
3	Agrarian Development Center - Maho	Maho	A'pura	20	15	1	5	1	1	0	0	0	0
4													
5													
Total				125	90	3	35	6	3	0	0	0	3

- 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 particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2025												Annex - 01	
Name of the institution : District Secretariat - Colombo													
Address : Narahenpita Rd, Colombo 05													
Particulars of an officer who can be contacted for obtaining information regarding the vacancies in your institution						Name of the officer : A.B.C. Perera							
						Post : Administrative Officer							
						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 officers who have obtained leave as per Circular No. 14/2022 should not be considered vacancies.													
<b>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.</b>													
Serial number	Name of the institution	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							
		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	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies		
							Substantive	Acting in posts	On contract basis				
1	District Secretariat - Colombo	78	59	0	19	5	3	1	0	0	2		
<b>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.</b>													
Serial number	Name of the office/ sub-office	Town where the office is located	District where the office is located	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					
				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	Actual number of officers			Number of officers who have obtained leave as per Circular No. 14/2022	Number of vacancies
									Substantive	Acting in posts	On contract basis		
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](mailto:csrec.pubad@gmail.com) before 15.02.2025.