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Ministry of Public Administration, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය

නිදහස් ව්‍යුරුගුය, කොළඹ 07, ශ්‍රී ලංකාව.

දුරක්ෂණය

තොගලපොෂි: 011- 2694560

Telephone

இனைந்த சேவைகள் பிரிவு

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

கை

தொலைநெட: 011- 2692254

Fax

Combined Services Division

Independence Square, Colombo 07, Sri Lanka

ப- மேல்

மின்னஞ்சல்: dges@pubad.gov.lk

E-mail

வெளி அවை

இனைத்தளம்: www.pubad.gov.lk

Web Site

මෙය අංශය
எனது இல
My No

} CS/Rec/Vacancies (I)

இலෙං අංශය
உமது இல
Your No

දිනය
தித்தி:
Date

All Secretaries of Ministries / Secretaries of Commissions

Heads of Departments / District Secretaries

Calling particulars of the vacancies in Grade III/II/I of the Management Service Officers' Service

You are kindly requested to accurately prepare the particulars of the vacancies that exist or may exist as at 01.03.2026 in the Management Service Officers' Service of the Combined Service on a Microsoft Excel sheet in accordance with the following format (Annex 01) attached herewith and send the same to e-mail address csrec.pubad@gmail.com before **15.03.2026**.

02. The necessary instructions for completing the said form are given below as Annex 02, and if any further information is required regarding completing the form, please contact the Assistant Director of Combined Services, Mr. Y.R.L. Vishwa Chathuranga, at 011-2682499 or the Recruitments and Examinations Division at 011-2696211 and extension 606.

03. As the institutions that do not submit the updated document by the due date will be considered as having no vacancies, consequently, necessary steps will be taken to suspend the appointment or transfer of new recruitment officers. You are kindly requested to pay personal attention to this matter, and your cooperation in this regard is highly appreciated.

04. Following the receipt of this information, it is should be noted that the percentage of vacancies prevailing in each institution will be duly taken into consideration when filling such vacancies.

Sgd. by \ N.U. Nishan Mendis

Director General of Combined Services

Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2026

Name of the institution :

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 01.03.2026 in your institution in accordance with the following format.

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 01.03.2026		
		Approved number of officers	Actual number of officers	Number of vacancies
1		0	0	0

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 01.03.2026		
				Approved number of officers	Actual number of officers	Number of vacancies
1						0
2						0
3						0
4						0
5						0
Total				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://docs.google.com/spreadsheets/d/1UXccvnW11PWAfsyuVQDIQRXaeBzS5-rw/edit?usp=sharing&ouid=107578392198969551715&rtpof=true&sd=true>



- 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 - 2026						Annex - 01
Name of the institution	: National Police Commission					
Address	: Block No. 9, B.M.I.C.H. Premises, Bauddhaloka 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.D. Perera		
			Post	: Administrative Officer		
			Telephone number	: 011-2123456/0712345678		
Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 01.03.2026 in your institution in accordance with the following format.						
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 01.03.2026			Approved number of officers	Actual number of officers
		Approved number of officers	Actual number of officers	Number of vacancies		
1	National Police Commission	25	15	10		
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 01.03.2026		
				Approved number of officers	Actual number of officers	Number of vacancies
1	Head Office	Colombo 07	Colombo	25	15	10
2						
3						
4						
5						
		Total		25	15	10

- 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

Annex - 01

Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2026

Name of the institution : Land Use Policy Planning Department
Address : No.170, kirula Road, Narahenpita, 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.D. Perera
Post : Administrative Officer
Telephone number : 011-2123456/0712345678

Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 01.03.2026 in your institution in accordance with the following format.

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 01.03.2026		
		Approved number of officers	Actual number of officers	Number of vacancies
1	Land Use Policy Planning Department	65	46	19

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 01.03.2026		
				Approved number of officers	Actual number of officers	Number of vacancies
1	Head Office	Colombo 05	Colombo	25	17	8
2	Colombo District Office	Colombo 05	Colombo	10	8	2
3	Kalutara District Office	Kalutara South	Kalutara	8	4	4
4	Gampaha District Office	Yakkala	Gampaha	10	9	1
5	Kandy District Office	Kundasale	Kandy	12	8	4
				Total	65	46
						19

- 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

Annex - 01

Calling particulars of vacancies in the Management Service Officers' Service of the Combined Service - 2026

Name of the institution : Jaffna District Secretariat
Address : Jaffna

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

Name of the officer : A.B.C.D. Perera
Post : Administrative Officer
Telephone number : 011-2123456/0712345678

Indicate accurately the number of vacancies in the Management Service Officers' Service that exist as at 01.03.2026 in your institution in accordance with the following format.

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 01.03.2026		
		Approved number of officers	Actual number of officers	Number of vacancies
1	Jaffna District Secretariat	126	110	16

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 01.03.2026		
				Approved number of officers	Actual number of officers	Number of vacancies
1	District Secretariat - Jaffna	Jaffna	Jaffna	50	49	1
2	Divisional Secretariat - Delft	Delft	Jaffna	14	8	6
3	Divisional Secretariat - Island South (Velanai)	Velanai	Jaffna	22	17	5
4	Divisional Secretariat - Island North (Kayts)	Kayts	Jaffna	20	18	2
5	Divisional Secretariat - Karainagar	Karainagar	Jaffna	20	18	2
				Total	126	110
						16

- Please **rename** the accurately completed Microsoft Excel sheet by the **name of your institution** and email it to **csrec.pubad@gmail.com** before **15.03.2026**.