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රාජ්‍ය සේවා කොමිෂන් සභා කාර්යාලය  
 அரசாங்க சேவை ஆணைக்குழு அலுவலகம்  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල  
 இல. 1200/9, இரஜமல்வத்தை வீதி, பத்தரமுல்லை  
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2022 සැප්තැම්බර් මස 15 දින

රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ අංක : 02/2022

සියළුම අමාත්‍යාංශ ලේකම්වරුන් හා දෙපාර්තමේන්තු ප්‍රධානීන්,

රාජ්‍ය සේවා කොමිෂන් සභාව පත්කිරීම් බලධරයා වන දීපව්‍යාප්ත සේවාචල හා අමාත්‍යාංශ/ දෙපාර්තමේන්තුවල විධායක සේවා ගණවල I ශ්‍රේණියේ තනතුරු සඳහා නිලධාරීන් තෝරාගැනීමේ පටිපාටිය (පුරුණකාරින පදනම මත රාජකාරී ඉටුකිරීමේ පත්කිරීම් සඳහා ද ඇතුළුව)

දීපව්‍යාප්ත සේවාචල හා අමාත්‍යාංශ/ දෙපාර්තමේන්තුවල විධායක සේවා ගණවල I ශ්‍රේණියේ තනතුරුවලට පත්කිරීමට නිලධාරීන් තෝරාගැනීම සඳහා නිසි ක්‍රමවේදයක් නොමැති වීමෙන් එම තනතුරුවලට වඩාත්ම සුදුසු නිලධාරීන් තෝරාගැනීමට නොහැකිවන මෙන්ම එම තනතුරු සඳහා අයදුම්කිරීමට සුදුසුකම්ලත් නිලධාරීන්ට සාධාරණ අවස්ථාවක් නොලැබෙන අවස්ථා තීර්ක්ෂණය කර ඇති රාජ්‍ය සේවා කොමිෂන් සභාව, එම කොමිෂන් සභාව පත්කිරීම් බලධරයා වන දීප ව්‍යාප්ත සේවාචල හා අමාත්‍යාංශ/ දෙපාර්තමේන්තුවල විධායක සේවා ගණවල I ශ්‍රේණියේ තනතුරුවලට පත්කිරීම සඳහා නිලධාරීන් තෝරාගැනීම මෙම චක්‍රලේඛයේ සඳහන් පටිපාටිය අනුව සිදුවිය යුතු බවට තීරණය කර ඇත. කෙසේ වෙතත් එවැනි තනතුරු සඳහා,

- i. නිශ්චිත තෝරාගැනීමේ පටිපාටියක් අදාළ සේවා ව්‍යවස්ථාවේ හෝ බඳවාගැනීමේ පටිපාටියේ සඳහන් වන හෝ,
- ii. රාජ්‍ය සේවා කොමිෂන් සභාව විසින් වෙනත් තෝරාගැනීමේ පටිපාටියක් අනුමත කරනු ලැබ ඇති හෝ,
- iii. සේවා ව්‍යවස්ථාවේ හෝ බඳවාගැනීමේ පටිපාටියේ විධිවිධාන පරිදි තෝරාගැනීම ජ්‍යෙෂ්ඨත්වය මත පමණක්ම පදනම් වන හෝ,
- iv. පත්කිරීම, අනුමත ස්ථානමාරු පටිපාටිය යටතේ හෝ සුහද මාරු පදනමින් හෝ විනය කරුණක් හේතුවෙන් සිදුවන වන ස්ථාන මාරු නියෝගයක් මගින් සිදුවන හෝ,
- v. අදාළ සේවයේ/ සේවා ගණයේ I ශ්‍රේණියේම නිලධාරියකු තම නිත්‍ය තනතුරහි රාජකාරීවලට අමතරව වැඩබැලීමට පත්කරනු ලබන

අවස්ථාවලදී මෙම චක්‍රලේඛයේ විධිවිධාන අදාළ නොවිය යුතු ය.

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2. අයදුම්පත් කැඳවීම - පත්කිරීමක් සිදු කිරීමට අපේක්ෂිත ඉහත සඳහන් සේවා වල/ සේවා ගණවල 1 ශ්‍රේණියේ තනතුරු සඳහා වන අයදුම්පත් කැඳවීමේ නිවේදනය :

- i. අදාළ පරිපාලන බලධරයාගේ සහ
- ii. පුරප්පාඩුව පවතින අමාත්‍යාංශයේ / දෙපාර්තමේන්තුවේ

නිල වෙබ් අඩවියේ පළ කළ යුතුය.

3. අදාළ පරිපාලන බලධරයා විසින් අයදුම්පත් කැඳවීමේ නිවේදනය සඳහා රාජ්‍ය සේවා කොමිෂන් සභාවේ පූර්ව අනුමැතිය ලබාගත යුතු අතර, එය මෙහි ඇමුණුම I දක්වා ඇති ආදර්ශ නිවේදනයට සරානුකූල විය යුතුය. (එක් තනතුරකට වැඩි ගණනකට අයදුම්පත් කැඳවනු ලබන අවස්ථාවක දී අයදුම්කරුවන්ට එම තනතුරුවලට තම මනාප අනුපිළිවෙල සටහන් කළ හැකි වන පරිදි මෙම ආකෘතිය සුදුසු පරිදි වෙනස් කර ගත යුතු වේ.)

4. අයදුම්පත් භාර ගැනීම - සුදුසුකම්ලත් නිලධාරීන්ට අයදුම්පත් ඉදිරිපත් කිරීම සඳහා අවම වශයෙන් සති දෙකක කාලයක් ලබා දිය යුතුය. නියමිත අයදුම්පත් ආකෘතිය අනුව ඉදිරිපත් වන අයදුම්පත් පුරප්පාඩුව පවතින අමාත්‍යාංශයේ ලේකම්වරයා විසින් හෝ දෙපාර්තමේන්තුවේ දෙපාර්තමේන්තු ප්‍රධානී විසින් භාරගත යුතුය. ලැබෙන සෑම අයදුම්පතක්ම අනුක්‍රමිකව අංකනය කර උපලේඛනගත කළ යුතුය.

5. සම්මුඛ පරීක්ෂණ මණ්ඩලය පත්කිරීම - රාජ්‍ය සේවා කොමිෂන් සභා පටිපාටික රීති 70 ට අනුකූලව රාජ්‍ය සේවා කොමිෂන් සභාව විසින් සම්මුඛ පරීක්ෂණ මණ්ඩලයක් පත් කරනු ඇත. සම්මුඛ පරීක්ෂණ මණ්ඩලයට සාමාජිකයින් නම් කිරීමේදී ඊට පුරප්පාඩු තනතුරෙහි රාජකාරී පිළිබඳව මනා දැනුමක් ඇති සාමාජිකයකු හා අවම වශයෙන් එක් නිලධාරිනියක ඇතුළත්වන බව අදාළ පරිපාලන බලධරයා/ අමාත්‍යාංශ ලේකම්වරයා/ දෙපාර්තමේන්තු ප්‍රධාන විසින් තහවුරු කර ගත යුතුය.

6. තෝරා ගැනීම - දීප ව්‍යාප්ත සේවා - දීප ව්‍යාප්ත සේවා වල 1 ශ්‍රේණියේ තනතුරුවලට නිලධාරීන් තෝරාගැනීම පහත දැක්වෙන අදියර දෙකකින් යුක්ත පටිපාටිය අනුව සිදු කළ යුතුය.

(අ) තෝරා ගැනීමේ පළමු අදියර - ඇමුණුම 11 හි දැක්වෙන මාර්ගෝපදේශ අනුව සම්මුඛ පරීක්ෂණ මණ්ඩලය විසින් අයදුම්කරුවන් විසින් නියමිත ආකෘතිය අනුව යොමු කර ඇති අයදුම්පත්වල ඉදිරිපත් කර ඇති තොරතුරු පදනම්ව ලකුණු ලබාදීමේ පටිපාටියේ පහත ශීර්ෂ යටතේ එක් එක් අයදුම්කරුට ලකුණු ලබා දිය යුතුය.

- (i) ජ්‍යෙෂ්ඨත්වය
- (ii) අදාළ විෂයයෙහි/ ක්ෂේත්‍රයේ පළපුරුද්ද
- (iii) වෘත්තීය සුදුසුකම්

(ආ) කෙටි ලැයිස්තුගත කිරීම -

- i. තනතුරට ස්ථිරව පත්කරනු ලැබීමට සුදුසුකම්ලත් අයදුම්කරුවන් සංඛ්‍යාව 10 කට වැඩිවන අවස්ථාවකදී ඉහත ලබාදුන් ලකුණුවල අනුපිළිවෙල අනුව ඉහළම ලකුණු ලබාගත් අයදුම්කරුගේ සිට එම ලකුණුවලට වඩා ලකුණු 20 ක් අඩුවෙන් ලබාගත් අයදුම්කරු දක්වා වූ අයදුම්කරුවන් සංඛ්‍යාව හෝ ප්‍රසිද්ධ කරන ලද පුරප්පාඩු ගණන මෙන් දෙගුණයක සංඛ්‍යාවක් යන සංඛ්‍යා දෙකෙන් වැඩිම සංඛ්‍යාවට සමාන අයදුම්කරුවන් සංඛ්‍යාවක් සම්මුඛ පරීක්ෂණයට කැඳවිය යුතුය.
- ii. තනතුරට ස්ථිරව පත්කරනු ලැබීමට සුදුසුකම්ලත් අයදුම්කරුවන් සංඛ්‍යාව 10 කට නොවැඩි වේ නම් එම සියළු අයදුම්කරුවන් සම්මුඛ පරීක්ෂණයට කැඳවිය යුතුය.
- iii. තනතුරට ස්ථිරව පත්කිරීමට සුදුසුකම් සහිත සේවයේ I ශ්‍රේණියේ අයදුම්කරුවන් නොමැති අවස්ථාවකදී තනතුරහි පූර්ණකාලීනව රාජකාරි ඉටුකිරීම සඳහා සුදුසු නිලධරයකු තෝරාගැනීම සඳහා ඉහත පළමු අදියරහිදී ලබාදුන් ලකුණු අනුපිළිවෙල අනුව අවම වශයෙන් අයදුම්කරුවන් නිදෙනෙකු හෝ එක් පුරප්පාඩුවකට වැඩි සංඛ්‍යාවක් පවතින අවස්ථාවකදී එම පුරප්පාඩු ගණන මෙන් දෙගුණයක සංඛ්‍යාවක් අයදුම්කරුවන් පමණක් සම්මුඛ පරීක්ෂණයට කැඳවීම ප්‍රමාණවත් වේ. කෙසේ වෙතත් අයදුම්කරුවන් ගණන පුරප්පාඩු සංඛ්‍යාවට සමාන හෝ අඩුවන අවස්ථාවකදී සියළුම අයදුම්කරුවන් සම්මුඛ පරීක්ෂණයට කැඳවිය යුතුය.

(ඇ) තෝරා ගැනීමේ දෙවැනි අදියර - සම්මුඛ පරීක්ෂණය -

පළකරන ලද ලකුණු පටිපාටියේ පහත ශීර්ෂ යටතේ ලකුණු ලබා දීම සම්මුඛ පරීක්ෂණ මණ්ඩලය විසින් ඇමුණුම 11 හි දක්වා ඇති මාර්ගෝපදේශ අනුව සම්මුඛ පරීක්ෂණයේ දී සිදු කළ යුතුය.

- (i) ශක්තීන්
- (ii) වර්යාත්මක දක්ෂතා

7. තෝරාගැනීම - දෙපාර්තමේන්තුගත තනතුරු - දෙපාර්තමේන්තුගත සේවා/ තනතුරුවල 1 ශ්‍රේණියට පත්කිරීමට නිලධාරීන් තෝරා ගැනීමේදී, සම්මුඛ පරීක්ෂණ ලකුණු පටිපාටියේ පහත දැක්වෙන සියළු ශීර්ෂ යටතේ අයදුම්කරුවන්ට ලකුණු ලබා දීම ඇමුණුම 11 හි දක්වා ඇති මාර්ගෝපදේශ අනුව සම්මුඛ පරීක්ෂණයේ දීම පමණක් සිදු කළ යුතුය.

- (i) ජ්‍යෙෂ්ඨත්වය
- (ii) විෂයයට / ක්ෂේත්‍රයට අදාළ පළපුරුද්ද
- (iii) වෘත්තීය සුදුසුකම්
- (iv) ශක්තීන්
- (v) වර්යාත්මක දක්ෂතා

3

තනතුරට ස්ථිරව පත්කිරීමට සුදුසුකම් සහිත විධායක සේවා ගණයේ | ශ්‍රේණියේ අයදුම්කරුවන් නොමැති අවස්ථාවකදී තනතුරහි පූර්ණකාලීනව රාජකාරී ඉටුකිරීම සඳහා සුදුසු නිලධරයකු තෝරාගැනීම සඳහා අයදුම්කරුවන් අතුරින් ජ්‍යෙෂ්ඨතාව පදනම් කරගෙන අවම වශයෙන් අයදුම්කරුවන් කිදෙනෙකු හෝ එක් පුරප්පාඩුවකට වඩා වැඩි සංඛ්‍යාවක් පවතින අවස්ථාවකදී එම පුරප්පාඩු ගණන මෙන් දෙගුණයක් වන සංඛ්‍යාවක් පමණක් අයදුම්කරුවන් සම්මුඛ පරීක්ෂණයට කැඳවීම ප්‍රමාණවත් වේ. කෙසේ වෙතත් අයදුම්කරුවන් ගණන පුරප්පාඩු සංඛ්‍යාවට සමාන හෝ අඩුවන අවස්ථාවකදී සියළුම අයදුම්කරුවන් සම්මුඛ පරීක්ෂණයට කැඳවිය යුතුය.

8. ස්ථිර පත්කිරීම් සඳහා නිර්දේශ කොමිෂන් සභාව වෙත ඉදිරිපත් කිරීම - තෝරාගත් අයදුම්කරුවන් තනතුරුවලට ස්ථිරව පත්කිරීම සඳහා වූ නිර්දේශ අදාළ පරිපාලන බලධරයා විසින් EST12 ආකෘතියේ අයදුම්පතක් මගින් රාජ්‍ය සේවා කොමිෂන් සභාවට ඉදිරිපත් කළ යුතුය. අයදුම්පත් සමඟ සම්මුඛ පරීක්ෂණ මණ්ඩලයේ සෑම සාමාජිකයෙකු විසින්ම අත්සන් තබන ලද සම්මුඛ පරීක්ෂණ ප්‍රතිඵල ලේඛනය හා අදාළ අනෙකුත් ලේඛන ද ඉදිරිපත් කළ යුතුවේ.

9. තනතුරෙහි පූර්ණ කාලීනව රාජකාරී ඉටුකිරීමට නිලධරයකු පත්කිරීම- දීප්‍රවාප්ත සේවා- සම්මුඛ පරීක්ෂණ ප්‍රතිඵල අනුව තනතුරෙහි රාජකාරී ඉටුකිරීමට පත්කිරීම සඳහා තෝරාගත් අයදුම්කරුවන් අදාළ පරිපාලන බලධරයා විසින් රාජ්‍ය සේවා කොමිෂන් සභාවේ ආවරණ අනුමැතියට යටත්ව පුරප්පාඩු තනතුරුවල පූර්ණකාලීනව රාජකාරී ඉටු කිරීමට පත් කළ යුතුය. ඒ සඳහා සඳහා කොමිෂන් සභාවේ ආවරණ අනුමැතිය ලබා ගැනීමට EST 4 ආකෘතියේ අයදුම්පත සම්මුඛ පරීක්ෂණ මණ්ඩලයේ සියළු සාමාජිකයින් විසින් අත්සන් තබන ලද සම්මුඛ පරීක්ෂණ ප්‍රතිඵල ලේඛන හා අනෙකුත් අදාළ ලේඛන සමඟ පරිපාලන බලධරයා විසින් නොපමාව කොමිෂන් සභාව වෙත ඉදිරිපත් කළ යුතුය. EST 4 ආකෘතියේ අයදුම්පත පත්වීම ක්‍රියාත්මකවන දින සිට මසක් ඇතුළත රාජ්‍ය සේවා කොමිෂන් සභාව වෙත ඉදිරිපත් කිරීම පරිපාලන බලධරයාගේ වගකීම වේ.

10. තනතුරෙහි පූර්ණකාලීන රාජකාරී ඉටුකිරීමට නිලධරයකු පත්කිරීම- දෙපාර්තමේන්තුගත තනතුරු- සම්මුඛ පරීක්ෂණ ප්‍රතිඵල අනුව තනතුරෙහි රාජකාරී ඉටුකිරීමට පත්කිරීම සඳහා තෝරාගත් අයදුම්කරුවන් තනතුරුවල පූර්ණ කාලීනව වැඩබැලීමට/ රාජකාරී ඉටු කිරීමට පත්කිරීම සඳහා වූ නිර්දේශ අදාළ පරිපාලන බලධරයා විසින් EST 4 ආකෘතියේ අයදුම්පත මගින් රාජ්‍ය සේවා කොමිෂන් සභාව වෙත නොපමාව ඉදිරිපත් කළ යුතුය. EST 4 ආකෘතියේ අයදුම්පත සමඟ සම්මුඛ පරීක්ෂණ මණ්ඩලයේ සියළු සාමාජිකයින් විසින් අත්සන් තබන ලද සම්මුඛ පරීක්ෂණ ප්‍රතිඵල ලේඛනය අදාළ අනෙකුත් ලේඛන ද සමඟ ඉදිරිපත් කළ යුතුය.

11. මෙම වක්‍රලේඛයේ විධිවිධාන 2023.01.01 දින සිට බලපැවැත්වේ.

එම්.ඒ.බී. දයා සෙනරත්  
ලේකම්  
රාජ්‍ය සේවා කොමිෂන් සභාව



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මගේ අංකය } PSC/APP/11/5/7/2022  
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My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය }  
திகதி }  
Date }

රාජ්‍ය සේවා කොමිෂන් සභා කාර්යාලය  
அரசாங்க சேவை ஆணைக்குழு அலுவலகம்  
OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල  
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2022 செப்டெம்பர் மாதம் 15 ஆம் திகதி

அரசாங்க சேவை ஆணைக்குழு சுற்றறிக்கை இலக்கம் : 02/2022

அனைத்து அமைச்சுக்களினதும் செயலாளர்கள் மற்றும் திணைக்களத் தலைவர்கள்,

**அரசாங்க சேவை ஆணைக்குழு நியமிப்புச் செய்யும் அதிகாரியாக செயற்படும் நாடளாவிய சேவைகளின் மற்றும் அமைச்சுக்கள்/திணைக்களங்களின் நிறைவேற்றுநர் சேவை வகுதிகளின் தரம் I பதவிகளுக்கு உத்தியோகத்தர்களைத் தெரிவு செய்யும் நடைமுறை (முழுநேர அடிப்படையில் கடமைகளை மேற்கொள்ளும் நியமனங்களும் உள்ளடங்கலாக)**

நாடளாவிய சேவைகளின் மற்றும் அமைச்சுக்கள்/திணைக்களங்களின் நிறைவேற்றுநர் சேவை வகுதிகளின் தரம் I பதவிகளுக்கு நியமிப்பதற்காக உத்தியோகத்தர்களைத் தெரிவு செய்வதற்கு உரிய முறையொன்று காணப்படாமையினால் குறித்த பதவிகளுக்கு மிகப் பொருத்தமான உத்தியோகத்தர்களைத் தெரிவு செய்ய முடியாமற் போவதோடு, குறித்த பதவிகளுக்கு விண்ணப்பிப்பதற்குத் தகையுடைய உத்தியோகத்தர்களுக்கு நியாயமானதொரு வாய்ப்பு கிடைக்காத சந்தர்ப்பங்கள் குறித்து அவதானித்த அரசாங்க சேவை ஆணைக்குழுவானது, அவ்வாணைக்குழு நியமிப்புச் செய்யும் அதிகாரியாக செயற்படும் நாடளாவிய சேவைகளின் மற்றும் அமைச்சுக்கள்/திணைக்களங்களின் நிறைவேற்றுநர் சேவை வகுதிகளின் தரம் I பதவிகளுக்கான நியமனங்களுக்கு இச்சுற்றறிக்கையில் குறிப்பிடப்பட்டுள்ள நடைமுறைக்கு அமைய உத்தியோகத்தர்கள் தெரிவு செய்யப்படல் வேண்டுமெனத் தீர்மானித்துள்ளது. எவ்வாறாயினும், அத்தகைய பதவிகளுக்கு,

- குறித்துரைக்கப்பட்ட தெரிவு நடைமுறையொன்று ஏற்புடைய சேவைப் பிரமாணக்குறிப்பில் அல்லது ஆட்சேர்ப்புத் திட்டத்தில் குறிப்பிடப்பட்டுள்ள அல்லது,
- அரசாங்க சேவை ஆணைக்குழுவினால் வேறு ஒரு தெரிவு நடைமுறை அங்கீகரிக்கப்பட்டுள்ள அல்லது,
- சேவைப் பிரமாணக்குறிப்பின் அல்லது ஆட்சேர்ப்புத் திட்டத்தின் ஏற்பாடுகளின் பிரகாரம் தெரிவானது சேவைமுப்பை மாத்திரம் அடிப்படையாகக் கொண்ட அல்லது,
- நியமனமானது அங்கீகரிக்கப்பட்ட இடமாற்ற நடைமுறையின் கீழ் அல்லது பரஸ்பர இடமாற்ற அடிப்படையில் அல்லது ஒழுக்காற்று விடயமொன்றின் காரணமாக மேற்கொள்ளப்படும் இடமாற்றக் கட்டளை மூலம் மேற்கொள்ளப்படும் அல்லது
- ஏற்புடைய சேவையின்/சேவை வகுதியின் தரம் I ஐச் சேர்ந்த உத்தியோகத்தரொருவர் தனது நிரந்தரப் பதவியின் கடமைகளுக்கு மேலதிகமாக பதிற்கடமையாற்ற நியமிக்கப்படும்

சந்தர்ப்பங்களில் இச்சுற்றறிக்கையின் ஏற்பாடுகள் ஏற்புடையவையாகக் கொள்ளப்படுதலாகாது.

2. விண்ணப்பங்கள் கோரல் - நியமனமொன்றை செய்ய உத்தேசித்துள்ள மேற்குறித்த சேவைகளின்/சேவை வகுதிகளின் தரம் I இன் பதவிகளுக்கு விண்ணப்பங்களைக் கோரும் அறிவித்தலை :

i. ஏற்புடைய நிருவாக அதிகாரியின் மற்றும்

ii. வெற்றிடங்கள் நிலவும் அமைச்சின்/திணைக்களத்தின்

உத்தியோகபூர்வ இணையத்தளத்தில் பிரசுரித்தல் வேண்டும்.

3. விண்ணப்பங்களைக் கோரும் அறிவித்தலுக்கான முன்னக்காரத்தை ஏற்புடைய நிருவாக அதிகாரி அரசாங்க சேவை ஆணைக்குழுவிடமிருந்து பெற்றுக்கொள்ளல் வேண்டும் என்பதோடு, அவ் அறிவித்தலானது இங்கு இணைப்பு I இல் காட்டப்பட்டுள்ள மாதிரி அறிவித்தலுக்கு அமைவானதாக இருத்தல் வேண்டும். (ஒன்றிற்கு மேற்பட்ட பதவிகளுக்கு விண்ணப்பங்கள் கோரப்படும் சந்தர்ப்பத்தில் விண்ணப்பதாரிகள் அப்பதவிகளுக்குத் தமது விருப்பத்தேர்வு ஒழுங்கினைக் குறிப்பிடக் கூடியவாறு இப்படிவத்தைப் பொருத்தமானவாறு மாற்றம் செய்து கொள்ளல் வேண்டும்.)

4. விண்ணப்பங்களை ஏற்றுக்கொள்ளல் - தகைமையுடைய உத்தியோகத்தர்களுக்கு விண்ணப்பங்களை சமர்ப்பிப்பதற்கு ஆகக் குறைந்தது இரண்டு வார காலம் வழங்கப்படல் வேண்டும். உரிய விண்ணப்பப்படிவ மாதிரிக்கு அமைவானதாக சமர்ப்பிக்கப்படும் விண்ணப்பப்படிவங்களை வெற்றிடங்கள் நிலவும் அமைச்சின் செயலாளர் அல்லது திணைக்களத் தலைவர் பொறுப்பேற்றல் வேண்டும். கிடைக்கப்பெறும் அனைத்து விண்ணப்பப்படிவங்களும் தொடரொழுங்கிற்கு அமைய இலக்கமிடப்பட்டு அட்டவணைப்படுத்தப்படல் வேண்டும்.

5. நேர்முகப் பரீட்சை சபையினை நியமித்தல் - அரசாங்க சேவை ஆணைக்குழு நடைமுறை விதிகள் 70 இற்கு அமைவாக அரசாங்க சேவை ஆணைக்குழுவினால் நேர்முகப் பரீட்சை சபை நியமிக்கப்படும். நேர்முகப் பரீட்சை சபைக்கு உறுப்பினர்களைப் பெயரிடுகையில் வெற்றிடமாகவுள்ள பதவியின் கடமைகள் குறித்த சிறந்த அறிவினைக் கொண்ட உறுப்பினரொருவரும் ஆகக் குறைந்தது ஒரு பெண் உத்தியோகத்தரும் உள்ளடங்குகின்றனர் என்பதை ஏற்புடைய நிருவாக அதிகாரி/அமைச்ச செயலாளர்/திணைக்களத் தலைவர் உறுதி செய்து கொள்ளல் வேண்டும்.

6. தெரிவு செய்தல் - நாடளாவிய சேவைகள் - நாடளாவிய சேவைகளின் தரம் I பதவிகளுக்கு உத்தியோகத்தர்களைத் தெரிவு செய்கையில் பின்வரும் இரண்டு படிமுறைகளுடனான நடைமுறைக்கு அமைய தெரிவு செய்தல் வேண்டும்.

(அ) தெரிவு செய்வதற்கான முதற் படிமுறை - இணைப்பு II இல் தரப்பட்டுள்ள வழிகாட்டல்களுக்கு அமைய நேர்முகப் பரீட்சை சபையானது, விண்ணப்பதாரிகளினால் உரிய படிவத்திற்கமைய சமர்ப்பிக்கப்பட்டுள்ள விண்ணப்பப்படிவங்களில் குறிப்பிடப்பட்டுள்ள தகவல்களை அடிப்படையாகக் கொண்டு புள்ளிகள் வழங்கும் திட்டத்தின் பின்வரும் தலைப்புக்களின் கீழ் ஒவ்வொரு விண்ணப்பதாரிக்கும் புள்ளிகளை வழங்குதல் வேண்டும்.

(i) சேவைமூப்பு

(ii) ஏற்புடைய விடயத்தில்/துறையில் அனுபவம்

(iii) தொழிற் தகைமைகள்

(ஆ) சுருக்கப்பட்டபடிவலில் -

i. பதவிக்கு நிரந்தரமாக நியமிப்பதற்கான தகைமைகளைப் பெற்ற விண்ணப்பதாரிகளின் எண்ணிக்கையானது 10 இற்கு மேற்பட்டதாக இருக்கும் சந்தர்ப்பத்தில், மேற்குறித்தவாறு வழங்கப்பட்ட புள்ளிகளின் ஒழுங்குவரிசைக்கு அமைய ஆகக் கூடிய புள்ளிகளைப் பெற்ற விண்ணப்பதாரி முதல் அப்புள்ளிகளை விட 20 புள்ளிகள் குறைவாகப் பெற்றுக்கொண்ட விண்ணப்பதாரி வரையான விண்ணப்பதாரிகளின் எண்ணிக்கை அல்லது விளம்பரப்படுத்தப்பட்ட வெற்றிடங்களின் எண்ணிக்கையைப் போன்று இரண்டு மடங்கிலான எண்ணிக்கை ஆகிய இரு எண்ணிக்கைகளில் ஆகக் கூடிய எண்ணிக்கைக்கு சமனான எண்ணிக்கையிலான விண்ணப்பதாரிகளை நேர்முகப் பரீட்சைக்கு அழைத்தல் வேண்டும்.

ii. பதவிக்கு நிரந்தரமாக நியமிப்பதற்கான தகைமைகளைப் பெற்ற விண்ணப்பதாரிகளின் எண்ணிக்கையானது 10 இற்கு மேற்படாத சந்தர்ப்பத்தில், அவ் அனைத்து விண்ணப்பதாரிகளையும் நேர்முகப் பரீட்சைக்கு அழைத்தல் வேண்டும்.

iii. பதவிக்கு நிரந்தரமாக நியமிப்பதற்குத் தகைமையுடைய சேவையின் தரம் I ஐச் சேர்ந்த விண்ணப்பதாரிகள் காணப்படாத சந்தர்ப்பத்தில் பதவியின் கடமைகளை முழுநேர அடிப்படையில் மேற்கொள்வதற்குப் பொருத்தமான உத்தியோகத்தரொருவரைத் தெரிவு செய்வதற்கு மேற்குறித்த முதலாவது படிமுறையில் வழங்கப்பட்ட புள்ளிகளின் ஒழுங்குவரிசைப்படி ஆகக் குறைந்தது மூன்று விண்ணப்பதாரிகளை அல்லது ஒன்றிற்கு மேற்பட்ட வெற்றிடங்கள் காணப்படும் சந்தர்ப்பத்தில் அவ்வெற்றிட எண்ணிக்கையைப் போன்று இரண்டு மடங்கு எண்ணிக்கையிலான விண்ணப்பதாரிகளை மாத்திரம் நேர்முகப் பரீட்சைக்கு அழைப்பது போதுமானதாகும். எவ்வாறாயினும் விண்ணப்பதாரிகளின் எண்ணிக்கையானது வெற்றிட எண்ணிக்கைக்கு சமனாகும் அல்லது குறையும் சந்தர்ப்பத்தில் அனைத்து விண்ணப்பதாரிகளையும் நேர்முகப் பரீட்சைக்கு அழைத்தல் வேண்டும்.

(இ) தெரிவு செய்வதற்கான இரண்டாம் படிமுறை - நேர்முகப் பரீட்சை

வெளியிடப்பட்ட புள்ளிகள் வழங்கும் திட்டத்தின் பின்வரும் தலைப்புக்களின் கீழ் இணைப்பு II இல் குறிப்பிடப்பட்டள்ள வழிகாட்டல்களுக்கு அமைவாக நேர்முகப் பரீட்சையின் போது நேர்முகப் பரீட்சை சபையினால் புள்ளிகள் வழங்கப்படல் வேண்டும்.

(i) பலங்கள்

(ii) நடத்தைத் திறன்கள்

7. தெரிவு செய்தல் - திணைக்களம் சார்ந்த பதவிகள் - திணைக்களம் சார்ந்த சேவைகள்/பதவிகளின் தரம். I இற்கு நியமிப்பதற்கு உத்தியோகத்தர்களைத் தெரிவு செய்கையில் நேர்முகப் பரீட்சை புள்ளிகள் வழங்கும் திட்டத்தின் பின்வரும் அனைத்துத் தலைப்புக்களின் கீழ் இணைப்பு II இல் தரப்பட்டுள்ள வழிகாட்டல்களுக்கமைய நேர்முகப் பரீட்சையின் போது மாத்திரம் விண்ணப்பதாரிகளுக்குப் புள்ளிகளை வழங்குதல் வேண்டும்.

(i) சேவைமூப்பு

(ii) விடயத்துடன்/துறையுடன் தொடர்புடைய அனுபவம்

(iii) தொழிற் தகைமைகள்

(iv) பலங்கள்

(v) நடத்தைத் திறன்கள்

பதவிக்கு நிரந்தரமாக நியமிப்பதற்குத் தகைமையுடைய நிறைவேற்றநர் சேவை வகுதியின் தரம் I ஐச் சேர்ந்த விண்ணப்பதாரிகள் காணப்படாத சந்தர்ப்பத்தில் பதவியின் கடமைகளை முழுநேர அடிப்படையில் மேற்கொள்வதற்குப் பொருத்தமான உத்தியோகத்தரொருவரைத் தெரிவு செய்வதற்கு விண்ணப்பதாரிகளுள் சேவைமூப்பை அடிப்படையாகக் கொண்டு ஆகக் குறைந்தது மூன்று விண்ணப்பதாரிகளை அல்லது ஒன்றிற்கு மேற்பட்ட வெற்றிடங்கள் காணப்படும் சந்தர்ப்பத்தில் அவ்வெற்றிட எண்ணிக்கையைப் போன்று இரண்டு மடங்கு எண்ணிக்கையிலான விண்ணப்பதாரிகளை மாத்திரம் நேர்முகப் பரீட்சைக்கு அழைப்பது போதுமானதாகும். எவ்வாறாயினும் விண்ணப்பதாரிகளின் எண்ணிக்கையானது வெற்றிட எண்ணிக்கைக்கு சமனாகும் அல்லது குறையும் சந்தர்ப்பத்தில் அனைத்து விண்ணப்பதாரிகளையும் நேர்முகப் பரீட்சைக்கு அழைத்தல் வேண்டும்.

8. நிரந்தர நியமனங்களுக்கான பரிந்துரைகளை ஆணைக்குழுவிடம் சமர்ப்பித்தல் - தெரிவு செய்யப்பட்ட விண்ணப்பதாரிகளைப் பதவிகளுக்கு நிரந்தரமாக நியமிப்பதற்கான பரிந்துரைகளை ஏற்புடைய நிருவாக அதிகாரி EST 12 விண்ணப்பப்படிவம் மூலம் அரசாங்க சேவை ஆணைக்குழுவிடம் சமர்ப்பித்தல் வேண்டும். விண்ணப்பப்படிவத்துடன் நேர்முகப் பரீட்சை சபையின் அனைத்து உறுப்பினர்களினதும் ஒப்புத்துடனான நேர்முகப் பரீட்சை பெறுபேற்றுக் குறிப்பையும் ஏற்புடைய ஏனைய ஆவணங்களையும் சமர்ப்பித்தல் வேண்டும்.

9. பதவியின் கடமைகளை முழுநேர அடிப்படையில் மேற்கொள்வதற்கு உத்தியோகத்தரொருவரை நியமித்தல்- நாடளாவிய சேவைகள் - நேர்முகப் பரீட்சைப் பெறுபேறுகளுக்கு அமைய பதவியின்

கடமைகளை மேற்கொள்வதற்கான நியமிப்புக்காகத் தெரிவு செய்யப்பட்ட உத்தியோகத்தர்களை ஏற்புடைய நிருவாக அதிகாரி அரசாங்க சேவை ஆணைக்குழுவின் தழுவல் அங்கீகாரத்திற்குட்பட்டு வெற்றிடமாகவுள்ள பதவிகளின் முழுநேர அடிப்படையில் கடமைகளை மேற்கொள்ள நியமித்தல் வேண்டும். அதன் பொருட்டு ஆணைக்குழுவின் தழுவல் அங்கீகாரத்தைப் பெற்றுக்கொள்வதற்கு EST 4 விண்ணப்பப்படிவங்கள், நேர்முகப் பரீட்சை சபையின் அனைத்து உத்தியோகத்தர்களினாலும் ஒப்பமிடப்பட்ட நேர்முகப் பரீட்சை பெறுபேற்று ஆவணம் மற்றும் ஏனைய ஏற்புடைய ஆவணங்களை நிருவாக அதிகாரி உடனடியாக ஆணைக்குழுவிடம் சமர்ப்பித்தல் வேண்டும். EST 4 விண்ணப்பப்படிவங்களை நியமனம் செயல்வலுப்பெறும் தினத்திலிருந்து ஒரு மாத காலப்பகுதிக்குள் அரசாங்க சேவை ஆணைக்குழுவிடம் சமர்ப்பிப்பது நிருவாக அதிகாரியின் பொறுப்பாகும்.

10. பதவியின் கடமைகளை முழுநேர அடிப்படையில் மேற்கொள்ள உத்தியோகத்தரொருவரை நியமித்தல் - திணைக்களம் சார்ந்த பதவிகள் - நேர்முகப் பரீட்சைப் பெறுபேறுகளுக்கமைய பதவியின் கடமைகளை மேற்கொள்வதற்கான நியமிப்புக்காகத் தெரிவு செய்யப்பட்ட விண்ணப்பதாரிகளை பதவிகளின் கடமைகளை முழுநேர அடிப்படையில் பதிற்கடமையாற்ற/கடமைகளை மேற்கொள்ள நிமிப்பதற்கான பரிந்துரைகளை ஏற்புடைய நிருவாக அதிகாரி EST 4 விண்ணப்பப்படிவம் மூலம் அரசாங்க சேவை ஆணைக்குழுவிற்கு உடனடியாக சமர்ப்பித்தல் வேண்டும். EST 4 விண்ணப்பப்படிவங்களுடன் நேர்முகப் பரீட்சை சபையின் அனைத்து உத்தியோகத்தர்களினாலும் ஒப்பமிடப்பட்ட நேர்முகப் பரீட்சை பெறுபேற்று குறிப்பு மற்றும் ஏனைய ஏற்புடைய ஆவணங்களை சமர்ப்பித்தல் வேண்டும்.

11. இச்சுற்றறிக்கையின் ஏற்பாடுகள் 2023.01.01 ஆம் திகதி முதல் செயல்வலுப்பெறும்.

எம்.ஏ.பீ.தயா செனரத்

செயலாளர்

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எனது இல. } PSC/APP/11/5/7/2022  
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உமது இல. }  
Your No. }

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திகதி }  
Date }

15.09.2022

Public Service Commission Circular No. 02/2022

All Secretaries to Ministries and Heads of Departments

**Procedure for Selection of Officers for Posts of Grade I of All-Island Services and Executive Service Categories of Ministries/Departments of Which the Appointing Authority is the Public Service Commission (Including Appointment of Officers to Attend to Duties on Full-Time Basis in Such Posts)**

Public Service Commission has, having observed instances where the absence of a proper procedure to select officers to posts of Grade I of All-Island Services and Executive Service Categories of Ministries and Departments not only rendered it impossible to select the most suitable officers to such posts but also denied an equal opportunity to qualified officers to apply for those posts, decided that the following procedure should be followed here afterwards for selection of officers for appointment to such posts of which the appointing authority is the Public Service Commission except;

- I. where the relevant service minute/scheme of recruitment specifies a selection process for such appointments,
- II. where Public Service Commission has approved a different selection process for such appointments,
- III. where the selection of officers for appointment to posts should be based solely on seniority in accordance with the relevant service minute/scheme of recruitment and,
- IV. for appointments by transfers under the approved transfer schemes, as mutual transfers and by transfers made on disciplinary grounds or,
- V. for appointments to such posts of officers of Grade I of the same service/service category to act, in addition to performance of duties of their substantive posts.

2. **Calling applications** - Every post of Grade I of the service/service category intended to be filled by making a permanent appointment or an appointment to act/attend to duties must be advertised on the official websites of;
  - a. the relevant Administrative Authority and,
  - b. the relevant Ministry/Department
  
3. Prior approval of the Commission must be obtained by the relevant Administrative Authority for the notification calling applications, which must be substantially in the form given in Annexure I. (*If applications are called for more than one post, the format may be modified inserting spaces for indication of order of preference of applicants for different posts*).
  
4. **Entertaining applications** – Application must be open at least for two weeks. The Secretary to the Ministry/Head of Department where the vacancy exists must entertain applications submitted by the applicants using the prescribed curriculum vitae format. Every application received must be serially numbered and entered in a schedule.
  
5. **Appointment of the interview panel** – Public Service Commission will appoint an interview panel in accordance with the Public Service Commission Procedural Rule 70 and when nominating members to such interview panel the relevant Administrative Authority/Secretary to the Ministry/Head of Department must ensure that such nominees include at least one who is fully conversant with the expected role of the selectee in the new post and at least one female officer.
  
6. **Selection – All Island Services**– In the case of an All-Island Services the following *two-stage selection process* must be followed.
  - a. **Stage I of selection** – The interview panel must give marks to applicants under the following headings based on the information furnished in the curriculum vitae following the guidelines given in Annexure II.
    - i. seniority
    - ii. experience in the relevant subject/field
    - iii. professional qualifications

b. **Short listing –**

- i. If the number of candidates qualified to be permanently appointed to the post is more than 10, candidates selected based on marks obtained at Stage I down to the candidate who obtains 20 marks less than the highest marks or equal in number twice the number of vacancies advertised, whichever is higher, must be called for the interview.
- ii. If the number of candidates qualified to be permanently appointed to the post is less than 10, all such candidates must be called for the interview.
- iii. In the absence of candidates of grade I of the service qualified to be permanently appointed to the post, it will be sufficient to call for the interview at least three or if the number of vacancies advertised is more than one, a number equal to twice the number of advertised vacancies of suitable candidates to be selected for appointment to attend to duties on full-time basis in the post based on the marks obtained at the first stage. However, if the number of applicants is equal to or less than the number of advertised vacancies, all applicants must be called for the interview.

c. **The interview (Stage II of selection) –** The interview panel must assess the shortlisted candidates against the following elements of the published selection criteria following the guidelines in Annexure II.

- i. Strengths
- ii. Behavioral competencies

7. **Selection – Departmental Services/Posts** - In the case of departmental services/posts, all qualified applicants must be called for the interview and evaluated under each of the following headings of the marking scheme at the interview itself following the relevant guidelines in Annexure II.

- i. seniority
- ii. experience in the relevant subject/field
- iii. professional qualifications
- iv. Strengths
- v. Behavioral competencies

In the absence of candidates of grade I of the service category qualified to be permanently appointed to the post, it will be sufficient to call for the interview at least three or, if the number of advertised vacancies is more than one, a number equal to twice the number of advertised vacancies of suitable candidates to be selected for appointment to attend to duties on full-time basis in the post based on seniority. However, if the number of applicants is equal to or less than the number of advertised vacancies, all applicants must be called for the interview.

8. **Forwarding recommendations to the Commission for permanent appointments -**  
The application for appointment of the selected candidate/candidates to the post/posts on permanent basis must be forwarded to Public Service Commission by the relevant Administrative Authority with recommendation in the EST 12 form with the schedule of results of the selection process signed by all members of the interview panel along with the supporting documents.
9. **Appointments of the selectees to act/attend to duties on full-time basis—All-Island Services -**The relevant Administrative Authority must appoint the candidates selected based on the results of the selection process to act/attend to duties, on full-time basis, in the vacant post subject to covering approval of the Commission and forthwith send the application for the covering approval of the Commission for such appointment in the EST 4 form along with the schedule of results of the selection process signed by all members of the interview panel and the other required documents. It will be the responsibility of the relevant Administrative Authority to send such application within a month of the effective date of the appointment.
10. **Appointments to act/attend to duties on full-time basis— Departmental Services/Posts-** The relevant Administrative Authority must forthwith send the recommendation for appointment of the selected candidate/candidates to act/attend to duties, on full-time basis, in the vacant post/posts in the EST 4 form along with the schedule of results of the selection process signed by all members of the interview panel and the other required documents.
11. The provisions of this circular will come into effect from 01.01.2023.

Sgd./M.A.B.Daya Senarath  
Secretary  
Public Service Commission

**Post of .....of Grade I of ..... Service/Executive Service Category of  
Ministry/Department of.....**

Applications are called from suitably qualified officers of Grade I of ..... to be appointed to the above post. Number of vacancies is.....

In the absence of applicants of Grade I of the service/service category, officers of Grade II of the Service/service category with active and satisfactory service of .....\* years will be considered for appointment to attending to duties on full-time basis in the post.

*(\*Insert appropriate length of service taking into consideration the service of batches from whom applications are intended to be called.)*

Attending to duties appointments will be done for a maximum period of one year with the possibility of further extensions afterwards subject to provisions of Public Commission Procedural Rule 121.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** to.....through the head of department to reach (*Head of Department where vacancy exists*) on or before.....

Late applications, incomplete applications and those not submitted in the prescribed format will be rejected without any notice.

## **2.0. Candidate Profile**

### **2.1. Experience & Professional Qualifications;**

- i. Preferably at least 03 years of experience in *(Insert subject/field)*
- ii. Postgraduate qualification in *(Insert subject/field)*,
- iii. Proficiency in English

### **2.2. Strengths;**

*(Things have to be done effectively and which should motivate the applicant. Insert maximum of three strengths)*

- i. ....
- ii. ....
- iii. ....

### **2.3. behavioural competencies**

*(Actions and activities that are needed to be done effectively. Insert maximum of three behavioural competencies)*

- i. ....
- ii. ....
- iii. ....

*(The following sources will be helpful in determining the relevant strengths and behavioural competencies)*

- i. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/717274/CS\\_Strengths\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717274/CS_Strengths_2018.pdf)

- ii. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/717275/CS\\_Behaviours\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf)
- iii. [https://www.unicef.org/careers/media/1041/file/UNICEF%27s\\_Competency\\_Framework.pdf](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf)
- iv. <https://www.adb.org/sites/default/files/page/42368/adb-competencies-national-staff-3-4-201908.pdf>

**3.0. Method of selection**

*(All Island Services)*

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. Only a shortlisted number of applicants will be called for the interview.

*(Departmental Services/Posts)*

Selection will be based on assessment of seniority and merit at an interview.

**3.1. Marking scheme**

Heading	Maximum Marks	Method of assessment
<b>Seniority</b> Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum vitae (CV)/Interviews
<b>Experience in the field/s of.....</b> In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery of the subject of/in the field of..... gained through involvement in or exposure to it will be assessed <i>(Experience need not to be strictly confined to the field under which the vacant post comes. Wherever possible, the list of fields must include such other fields where an officer may have gained transferable experience. (e.g., An officer who has worked in fields like rural development, small industries development, social services etc., may have gained experience transferable to regional administration.)</i>	20	
<b>Professional qualifications/Research &amp; Innovations</b> (1) Postgraduate qualifications in the field of.....* <i>(Select relevant fields from among the fields/subjects specified in the relevant service minute/scheme of recruitment)</i>	10	

<p>a. Research based postgraduate degree – 7 marks</p> <p>b. Taught postgraduate degree – 6 marks</p> <p>c. Postgraduate diploma – 4 marks</p> <p>d. Graduate/Postgraduate certificate – 2 marks</p> <p><b>(2) Research &amp; Innovations (Optional. Insert only if applicable)</b></p> <p>a. Patented/copyrighted innovations/inventions in the relevant field – 10 Marks</p> <p>b. Research paper in the relevant field published in an internationally recognized academic journal – 6 Marks</p> <p>c. Research paper in the relevant field published in a recognized academic journal – 5 Marks</p> <p>d. Successfully implemented innovations in the area of work/development of IT solutions – 4 Marks for each innovation/IT solution (Documentary proof must be furnished)</p> <p><b>(3) Training in the field of.....*</b></p> <p>a. Of duration of 3 months or more – 1 mark</p> <p>b. Of duration of 10 days or more – 0.5 marks</p> <p>c. Of duration of 3 days or more – 0.2 marks</p> <p><b>(4) Proficiency in English*</b></p> <p>a. Diploma in English obtained from a recognized university or government training institute/IELTS Academic overall score 6.5 or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above, or TOEFL-PBT or above – 02 Marks</p> <p>b. Certificate in English obtained from a recognized university or government training institute – 01 Mark</p> <p>* Marks will be awarded only for the highest qualification</p>		
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<b>Strengths</b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10	Interview
<b>Behavioural competencies</b> Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10	

Note 1: The term “recognized university” in the above marking scheme means a university recognized by the University Grants Commission of Sri Lanka

Note 2: All postgraduate qualifications indicated in the marking scheme above should have been obtained from a university recognized by the University Grants Commission of Sri Lanka and such qualifications obtained from other degree awarding institutes should have the recognition of that commission.

(Relevant administrative authority)

Date.....



## CURRICULUM VITAE *FORMAT*

1. Post applying for

2. Particulars about the applicant

- I. Name
  - II. National Identity Card No.
  - III. Age
  - IV. Residential Address
  - V. Contact Nos.
  - VI. Email
  - VII. Grade of the service
  - VIII. Date of appointment to the service
  - IX. Date of promotion to the present grade of the service
  - X. Designation
  - XI. Date of appointment to the present post
  - XII. Ministry
  - XIII. Department
- (Add any other necessary additional information)*

3. Particulars about the service in the present grade

I. No pay/half pay leave

From	To	Total duration (Years/Months/Days)	Purpose

II. Efficiency bars

Efficiency bar	Due date of completion	Date of completion	No. and date of the letter granting concession/exemption, if any

III. In case being subjected to a disciplinary action;

Date and no. of the charge sheet	Disciplinary order <i>(If still pending, please indicate)</i>	Effective date of punishment/s, if any (i.e., date of commission of the offence)	Any period of service left out when calculating satisfactory service in terms of Public Service Commission Procedural Rule 186 (ii)

4. Experience

4.1 Past service since date of appointment to the service

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

4.2 Experience in the relevant subject (Certified copies of letters of duty assignment must be attached.)

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

**4.3. For All-Island Services only(Insert a question to assess the in-depth knowledge and mastery in the subject gained through experience.)**

e.g.

*Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in the subject/field relevant to.....(Max. 150 words)*

*Please describe an instance where you used your creativity and innovation in dealing with a case while working in the field of/while in charge of the subject/field relevant to.....(Max. 150 words)*

*Please describe improvements you have brought about in.....while working in the field of/in charge of the subject of.....(Max 150 words)*

*Please describe the regulatory and/or institutional changes you propose to improve the productivity/effectiveness/efficiency of service delivery in the area of.....(Max. 150 words)*

*Please describe changes you propose to the present procedure/process for.....(Max. 150 words)*

*Please describe the present trend in the cases of.....(Max. 150 words)*

*Is there any recent change in the trend of cases.....If so, please give the possible reasons for this change in the trend?.....(Max. 150 words)*

**5. Professional qualifications (Certified copies of the certificates must be attached.)**

**5.1 Postgraduate qualifications**

Postgraduate qualification	Subject	University/Institute	Effective date

**5.2 Training**

Training	Institute/Organization	duration

5.3 Language competency

Language	Qualification/Institute/Organization	Effective date

5.4 (If applicable) Research, Innovation and inventions

.....  
.....

I do certify that the above particulars are true and accurate to the best of my knowledge.

.....

Signature of the applicant

**Certificate of the Head of Department\***

*Option I* - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant, that, as at present, no disciplinary action has been contemplated against applicant\* and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement.

*Option II* - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement. I further state that, at present, a preliminary investigation concerning the applicant is in progress/about to be initiated and the nature of allegations against /suspected acts of misconduct of the applicant are as follows.

.....  
.....  
.....  
.....

\* *Strike off the inapplicable statement*

Signature of Head of Department

**Guidelines for Award of Marks for Experience, Strengths and Behavioural Competencies in Selection of Officers to Posts of Grade I of All-Island Services and Executive Service Categories of Ministries and Departments**

**1. Experience**

1.1. Purpose – Assessment of the applicants experience in a relevant subject/field

1.2. Method of assessment –

*For All Island Services* -Based on information furnished in sections 4.2 and 4.3 of the CV

For Departmental Services/Posts – Based on information furnished in section 4.2 of the CV and responses to questions at the interview intended to assess the depth of knowledge and mastery in the subject/field that has been acquired by the applicant through the exposure to it.

*e.g.*

*Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in the subject of.....*

*Please describe an instance where you used your creativity and innovation in dealing with a case while working in the field of/while in charge of the subject of.....*

*Please describe improvements you have brought about in.....while working in the field of/in charge of the subject of.....*

*Please describe the regulatory and/or institutional changes you propose to improve the productivity/effectiveness/efficiency of service delivery in the area of*

*Please describe changes you propose to the present procedure/process for.....*

*Please describe the present trend in the cases of.....*

*Is there any recent change in the trend of cases of.....What is the reason for this change in the trend?.*

1.3. Procedure

The length of service during which the applicant had been in charge of the subject must be determined based on the copies of letters of duty assignment furnished with the CV.

Marks should be awarded in the following manner.

Duration of exposure to the subject	Marks
3 ≤ 5 years	04
5 ≤ 6 years	08
6 years ≤	10

If the applicant has an exposure to the subject, the depth of knowledge/mastery that has been acquired must be assessed considering the answer to the question 4.3 in the CV format/at the interview.

Marks should be awarded in the following manner.

Assessment	Marks
Despite exposure to subject, no clear evidence of sufficient depth of knowledge or mastery in the subject	01
There is evidence of having acquired a satisfactory level of knowledge/mastery in the subject	05
There is clear evidence of having acquired in-depth knowledge/mastery in the subject	10

## 2. Strengths

2.1. Purpose – To assess the extent to which the strengths of the applicant match with the strengths required to effectively discharge the duties and responsibilities of the post

2.2. Method of assessment – Interview

2.3. Procedure

Strengths of the applicant must be assessed by questions focused on motivation and passion. Instead of structured or detailed responses and they must elicit natural and honest answers around areas of enjoyment and effectiveness.

Examples: “Would you say you are...?” “How do you feel about...?” “How comfortable are you...?”

All strength questions can be followed up by one probing question where required: “Why do you say that?” or “Why do you feel that way?” No further probing is permitted.

Marks should be awarded in the following manner.

Assessment	Marks
Displays little or no engagement and enthusiasm in the required strength/s	01
Displays a moderate level of engagement and enthusiasm in the required strength/s	05
Displays a high level of engagement and enthusiasm in the required strength/s	10

### 3. Behavioural competencies

3.1. Purpose: To assess the extent to which the strengths of the applicant match with the strengths required to effectively discharge the duties and responsibilities of the post

3.2. Method of assessment: Interview

3.3. Behavioural competencies should be assessed using situational interview questions. These questions must be structured around reacting to a certain situation and seek to provide an insight into natural instinct and thought process as well as give an indication on how realistic scenarios within the role would be handled by the applicant.

Examples: "You're working on XX but XX happens...how would you deal with this situation?"

The situations should be made as realistic and as relevant as possible in order to provide true insight into the duties and challenges of the role.

Interview panel should have pre-prepared the best answer and possible satisfactory answers, if any, to the questions.

Marks should be awarded as follows.

Assessment	Marks
Failing to give ≤satisfactory answers to most of the questions	01
Satisfactory answers to most of the questions	05
The expected best answers to all questions	10