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உமது இல. }  
Your No. }

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திகதி }  
Date }

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  
No. 1200/9, Rajamalwatta Road, Battaramulla

2023 මැයි මස 31 වැනි දින

රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ අංක : 02/2022 (II)

සියලුම 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 (පුරුණකාරීතා පදනම මත රාජකාරී ඉටුකිරීමේ පත්කිරීම් සඳහා ද ඇතුළුව)

රාජ්‍ය සේවා කොමිෂන් සභාව විසින් 2022.09.15 දිනැතිව නිකුත් කර ඇති අංක 02/2022 දරන රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛය පහත පරිදි සංශෝධනය කිරීමට එම කොමිෂන් සභාව තීරණය කර ඇත.

- I. ඉහත සඳහන් චක්‍රලේඛයෙහි ඇමුණුම I - අයදුම්පත් කැඳවීමේ නිවේදන ආකෘතිය හා එහි අංක 3.1 යටතේ දැක්වෙන සම්මුඛ පරීක්ෂණ ලකුණු පටිපාටිය වෙනුවට **2024.01.01** සිට ක්‍රියාත්මක වන පරිදි මෙහි ඇමුණුම I හා එහි ඇතුළත් ලකුණු පටිපාටිය ආදේශ කිරීමට.
- II. එම චක්‍රලේඛයේ 5 වගන්තිය වෙනුවට **2023.06.01** දින සිට ක්‍රියාත්මක වන පරිදි පහත වගන්තිය ආදේශ කිරීමට.  
 "5. තනතුරෙහි පරිපාලන බලධරයා විසින් පහත දැක්වෙන සංයුතියේ සම්මුඛ පරීක්ෂණ මණ්ඩලයක් පත් කළ යුතුය.
  - i. අදාළ අමාත්‍යාංශයේ ලේකම්/දෙපාර්තමේන්තු ප්‍රධාන හෝ අදාළ අමාත්‍යාංශයේ ලේකම්/දෙපාර්තමේන්තු ප්‍රධාන විසින් නම් කරනු ලබන දීප - සභාපති ව්‍යාප්ත සේවාචක විශේෂ ශ්‍රේණියේ\*/ජ්‍යෙෂ්ඨ විධායක සේවා ගණයේ නිලධරයකු\*\*
  - ii. දීප ව්‍යාප්ත සේවාචක/විධායක සේවා ගණයක I ශ්‍රේණිය හේ ඊට ඉහළ ශ්‍රේණියක නිලධරයකු - සාමාජික
  - iii. තනතුර/තනතුර පවතින දෙපාර්තමේන්තුව අයත් අමාත්‍යාංශයේ තනතුරක් නොදරන දීප ව්‍යාප්ත සේවාචක I ශ්‍රේණිය හේ ඊට ඉහළ ශ්‍රේණියක නිලධරයකු - සාමාජික

සම්මුඛ පරීක්ෂණ මණ්ඩලයට අවම වශයෙන් එක් නිලධාරිනියක හා පුරප්පාඩු තනතුරෙහි රාජකාරී හා වගකීම්වල ස්වභාවය පිළිබඳ මනා දැනුමක් ඇති එක් නිලධරයකු ඇතුළත් විය යුතුය.

\* මෙහි දීප ව්‍යාප්ත සේවාවක් යන්නෙන්, රාජ්‍ය සේවා කොමිෂන් සභා කාර්ය පටිපාටික රීතිවල XXII ඡේදයේ අර්ථ නිරූපණය කර ඇති එවැනි සේවා අදහස් වේ.

\*\* දෙපාර්තමේන්තුගත සේවාචල තනතුරු සඳහා පත් කරනු ලබන සම්මුඛ පරීක්ෂණ මණ්ඩල සඳහා"

තනුජා මුරුගේසන්  
වැඩ බලන ලේකම්  
රාජ්‍ය සේවා කොමිෂන් සභාව

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දිනය }  
 திகதி } 31.05.2023  
 Date }

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  
 No. 1200/9, Rajamalwatta Road, Battaramulla

அரசாங்க சேவை ஆணைக்குழு சுற்றறிக்கை இலக்கம் : 02/2022 (II)

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 உள்பட)**

அரசாங்க சேவை ஆணைக்குழுவின் 2022.09.15 ஆம் திகதி வெளியிடப்பட்டுள்ள 02/2022 ஆம் இலக்க அரசாங்க சேவை ஆணைக்குழு சுற்றறிக்கையைப் பின்வருமாறு திருத்தியமைப்பதற்கு அந்த ஆணைக்குழு தீர்மானித்துள்ளது.

I. மேற்குறித்த சுற்றறிக்கையின் இணைப்பு I - விண்ணப்பங்கள் கோரப்படும் அறிவித்தல் மாதிரி மற்றும் அதன் இலக்கம் 3.1 இன் கீழ் குறிப்பிடப்பட்டுள்ள நேர்முகப் பரீட்சையின் புள்ளிகள் வழங்கும் திட்டத்திற்குப் பதிலாக 2024.01.01 ஆம் திகதி முதல் செயல்படும் வண்ணம் இங்கு காணப்படும் இணைப்பு I மற்றும் அதில் உள்ளடங்கியுள்ள புள்ளிகள் வழங்கும் திட்டத்தைப் பதிலீடு செய்வதற்கு.

II. குறித்த சுற்றறிக்கையின் 5 ஆம் பிரிவின்குப் பதிலாக 2023.06.01 ஆம் திகதி முதல் செயல்படும் வண்ணம் பின்வரும் பிரிவைப் பதிலீடு செய்வதற்கு.

“5. ஏற்புடைய நிருவாக அதிகாரியினால் பின்வரும் அமைப்பினைக் கொண்ட நேர்முகப் பரீட்சை சபையொன்று நியமிக்கப்படல் வேண்டும்.

- ஏற்புடைய அமைச்சின் செயலாளர்/திணைக்களத் தலைவர் அல்லது ஏற்புடைய அமைச்சின் செயலாளர்/திணைக்களத் தலைவரினால் - தலைவர் குறித்தளிக்கப்படும் நாடளாவிய சேவையொன்றின் விசேட தரத்தின்\*/சிரேஷ்ட நிறைவேற்றுநர் சேவை வகுதியின் உத்தியோகத்தரொருவர்\*\*
- நாடளாவிய சேவையொன்றின்/நிறைவேற்றுநர் சேவை வகுதியின் தரம் I அல்லது அதனிலும் உயர்ந்த தரத்தின் உத்தியோகத்தரொருவர் - உறுப்பினர்
- பதவி/பதவி காணப்படும் திணைக்களம் உள்ளடங்கும் அமைச்சில் பதவி வகிக்காத நாடளாவிய சேவையொன்றின் தரம் I அல்லது அதனிலும் உயர்ந்த தரத்தின் உத்தியோகத்தரொருவர் - உறுப்பினர்

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நர்முகப் பரீட்சை சபையில் ஆகக் குறைந்தது ஒரு பெண் உத்தியோகத்தர் மற்றும் வெற்றிடமாகக் காணப்படும் பதவியின் கடமைகளினதும் பொறுப்புக்களினதும் தன்மை குறித்த சிறந்த அறிவைக் கொண்ட உத்தியோகத்தரொருவர் உள்ளடங்குதல் வேண்டும்.

\* இங்கு நாடளாவிய சேவை என்பதன் மூலம் அரசாங்க சேவை ஆணைக்குழு நடைமுறைவிதிகளின் XXII ஆம் பந்தியில் பொருள்கோடப்பட்டுள்ள அத்தகைய சேவைகள் கருதப்படும்.

\*\* திணைக்களம்சார் சேவைகளின் பதவிகளுக்கு நியமிக்கப்படும் நேர்முகப் பரீட்சை சபைகளுக்கு”



தனுஜா முருகேசன்

பதில் செயலாளர்

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OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල  
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No. 1200/9, Rajamalwatta Road, Battaramulla

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

ඔබේ අංකය  
உமது இல.  
Your No. }

දිනය  
திகதி  
Date } 31.05.2023

Public Service Commission Circular No. 02/2022 (II)

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 and 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 decided to effect the following amendments to the Public Service Commission Circular No. 02/2022 dated 15.09.2022.

- I. to substitute the **Annexure I** of this circular and the marking scheme of the interview therein for the format of the notification calling applications styled as Annexure I to the original circular and the marking scheme of the interview set out under section 3.1 therein to be effective from **01.01.2024**, and
- II. to substitute the following section for the section 5 of the original circular to be effective from **01.06.2023**.  
"5. The relevant Administrative Authority should appoint an interview panel of the following composition.

- i. Secretary to the Ministry/Head of Department or an officer of the Special Grade of an All Island Service\*/Senior Executive Service Category\*\* nominated by the Secretary to the Ministry/Head of Department - Chairperson
- ii. An officer of Grade I or above of an All Island Service/Executive Service Category - Member
- iii. An officer of Grade I or above of an All Island Service from outside the relevant Ministry - Member

The interview panel must include at least one member who is fully conversant with the nature of duties and responsibilities of the post and at least one female member.

\* The term All Island Services in this section means those services so defined in Chapter XXII of the Public Service Commission Procedural Rules.

\*\* In interview panels for posts of Departmental Services."

Thanuja Murugeson  
Acting 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 in that grade 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 preferably in(*Insert subject/field*),
- iii. Proficiency in the Other Official Language
- iv. 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. ....

## 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. Please refer to section 6 (b) of Public Service Commission Circular No. 02/2022 dated 15.09.2022 for the criterion for short listing of applicants.

(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 <ol style="list-style-type: none"> <li>Length of service in the field/exposure to subject – 05 marks               <table border="1" data-bbox="507 1126 826 1267"> <thead> <tr> <th>Length of service</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>3 ≤ 5 years</td> <td>02</td> </tr> <tr> <td>5 ≤ 6 years</td> <td>04</td> </tr> <tr> <td>6 years ≤</td> <td>05</td> </tr> </tbody> </table> </li> <li>The depth of knowledge or mastery of the subject of/in the field of..... gained through involvement in or exposure to it – 10 marks**  <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> </li> </ol>	Length of service		Marks	3 ≤ 5 years	02	5 ≤ 6 years	04	6 years ≤	05	15
Length of service	Marks									
3 ≤ 5 years	02									
5 ≤ 6 years	04									
6 years ≤	05									
<b>Professional qualifications/Research &amp; Innovations</b>  <b>(1) Postgraduate qualifications in the field of.....*</b> <i>(Select relevant fields from among the fields/subjects specified in the relevant service minute/scheme of recruitment)</i>	15									

<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 – 5 Marks</p> <p>c. Research paper in the relevant field published in a recognized academic journal – 4 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/s of.....(Up to maximum 1.0 mark)</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 the Other Official Language*</b></p> <p>a. 80 to 100 marks at the National Language Qualification Test of the Department of Official Language (NLQ Test) – <b>04 marks</b></p> <p>b. 65 to 79 marks at the NLQ Test /Diploma in the Language from a recognized university /Department of Official Languages or any other government training institute – <b>03 marks</b></p> <p>c. 50 to 64 marks at the NLQ Test /Certificate in the Language from a recognized university/Department of Official Languages or any other government training institute or a pass in the Language at GCE (O/L) Examination – <b>02 marks</b></p>		
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Annexure I

<p>(Note: Validity of NLQ Test results should be maintained by passing the test in 5 years' intervals as required by section 5.1.2 of Public Administration Circular No. 18/2020 dated 16.10.2020.)</p> <p><b>(5) 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 500 or above – 03 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>		
<p><b>Strengths**</b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10	Interview
<p><b>Behavioural competencies**</b> Actions and activities that are needed to be done effectively as specified in section 2.3. above.</p>	10	
<p>** Please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for question formats and rating scales.</p>		

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/professional 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.

(Secretary to the Ministry/Head of Department)

Date.....