

විශ්‍රාම වැටුප්  
දෙපාර්තමේන්තුව



ஓய்வூதியத் திணைக்களம்  
DEPARTMENT OF PENSIONS



පරපුරක අභිමානය

தலைமுறையொன்றின் பெருமிதம்

Pride of a Generation

මගේ අංකය  
எனது இல. } විව/පා05/මා.නි./පොදු (II)  
My No. }

ඔබේ අංකය  
உமது இல. }  
Your No. }

දිනය  
திகதி } 2023.03.15  
Date }

සියළුම අමාත්‍යාංශ ලේකම්වරුන්  
පළාත් ප්‍රධාන ලේකම්වරුන්  
දෙපාර්තමේන්තු ප්‍රධානීන්  
දිස්ත්‍රික් ලේකම්වරුන්

විශ්‍රාම වැටුප් දෙපාර්තමේන්තුවේ පවතින ශ්‍රී ලංකා පරිපාලන සේවයේ I වන ශ්‍රේණියේ පුරප්පාඩු තනතුරු සඳහා අයදුම්පත් කැඳවීම

විශ්‍රාම වැටුප් දෙපාර්තමේන්තුවේ අනුමත කාර්ය මණ්ඩලයට අයත් ශ්‍රී ලංකා පරිපාලන සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (පාලන) තනතුරෙහි පුරප්පාඩුව සඳහා ශ්‍රී ලංකා පරිපාලන සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

02. ඒ අනුව ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් මෙම තනතුර සඳහා අයදුම් කරන්නේ නම් මේ සමඟ ඇති අයදුම් පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.03.31 දිනට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

ඩී.එම්.ආර්.දිසානායක  
අධ්‍යක්ෂ (පාලන) - වැ.බ.

අත්./ කලේ:- ඒ.ජගත් ඩී. ඩයස්  
විශ්‍රාම වැටුප් අධ්‍යක්ෂ ජනරාල්

දුරකථන අංකය - 011-5921659 / 011-2431433/ 011-2326930  
ෆැක්ස් අංකය - 011-2441823  
විද්‍යුත් ලිපිනය - [admin@pensions.gov.lk](mailto:admin@pensions.gov.lk)  
[ad.hr.pensions@gmail.com](mailto:ad.hr.pensions@gmail.com)





මගේ අංකය } PEN/AD05/S.O/Gen(II)  
எனது இல. }  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය } 15.03.2023  
திகதி }  
Date }

All Secretaries of Ministries,  
Chief Secretaries of Provinces,  
Heads of Departments,  
District Secretaries.

**Calling applications for posts in the Sri Lanka Administrative Service Grade I  
which have fallen vacant in the Department of Pensions**

Applications are called from the officers of the Sri Lanka Administrative Service for the post of Director (Administration) which has fallen vacant in the Department of Pensions.

02. Accordingly, please inform the officers in your institution who have Qualifications in this regard, and if they wish to apply for the respective posts, please inform them to perfect the application form attached hereto and submit the same along with the recommendation of the head of the institution before 31.03.2023.

D.M.R. Dissanayake  
Director (Administration) acting

Sdg – A.Jagath D. Dias  
Director General of Pensions

Telephone - 011-5921659 / 011-2431433/ 011-2326930  
Fax - 011-2441823  
Email - [admin@pensions.gov.lk](mailto:admin@pensions.gov.lk)  
[ad.hr.pensions@gmail.com](mailto:ad.hr.pensions@gmail.com)

## Posts of Grade I of Sri Lanka Administrative Service of Department of Pensions

Applications are called from suitably qualified officers of grade I of SLAS to be appointed to the following post. Number of Vacancies are 01.

In the absence of applicants of Grade I of SLAS category, officers of Grade II of the SLAS category with active and satisfactory service of 07\* years will be considered for appointment to attending to duties on full-time basis in the post.

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.

Applicant must forward their duly filled curriculum vitae **in the format attached hereto** to Director General of Pensions through head of the department to reach on or before 31/03/2023.

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

### 2.0 Candidate Profile

Post	Professional Qualifications	Experience	Strength	Behavioral Competencies
Director (Administration)	<ul style="list-style-type: none"><li>- Master's Degree in HRM/ Public administration/ Business Administration or Any Master's Degree approved by SLAS service minute and recognized by the UGC.</li></ul> <p><b>English Qualification:</b></p> <ul style="list-style-type: none"><li>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</li><li>b. Certificate in English obtained from a recognized university or government training institute</li></ul>	<ul style="list-style-type: none"><li>- Class I officer in SLAS or</li></ul> <p>In absence of applicant from Gr I officer in SLAS :</p> <ul style="list-style-type: none"><li>- *Class II officer in SLAS with cumulative 3 year work experience in Administration/ HR. (Satisfactory service period will be considered)</li></ul>	<ul style="list-style-type: none"><li>Change Agent</li><li>Negotiator</li><li>Improver</li><li>Team leader</li></ul>	<ul style="list-style-type: none"><li>Leadership</li><li>Conflict management and resolution</li><li>Interpersonal skills</li></ul>

## 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

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	

[illegible]

### 5.1 Postgraduate qualifications

## 5.2 Training

Training	Institute/Organization	duration

### 5.3 Language competency

Language	Qualification/Institute/Organization	Effective date

### 5.4 Research, Innovation & inventions

.....  
.....

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

.....

Date: .....

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

Date: .....