

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 } 2023.06.02
Date }

සියළුම අමාත්‍යාංශ ලේකම්වරුන්
පළාත් ප්‍රධාන ලේකම්වරුන්
දෙපාර්තමේන්තු ප්‍රධානීන්
දිස්ත්‍රික් ලේකම්වරුන්

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

විශ්‍රාම වැටුප් දෙපාර්තමේන්තුවේ අනුමත කාර්ය මණ්ඩලයට අයත් ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ I ශ්‍රේණියේ ප්‍රධාන අභ්‍යන්තර විගණක තනතුරෙහි පුරප්පාඩුව සඳහා ශ්‍රී ලංකා ගණකාධිකාරී 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 2023.06.16 දින හෝ ඊට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වමි.

ඒ.චන්ද්‍ර ඩී. ඩයස්

විශ්‍රාම වැටුප් අධ්‍යක්ෂ ජනරාල්

දුරකථන අංකය - 011-5921659/ 011-2431433/ 011-2326930

ෆැක්ස් අංකය - 011-2441823

විද්‍යුත් ලිපිනය - admin@pensions.gov.lk
ad.hr.pensions@gmail.com



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

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி } 02/06/2023
Date }

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

Calling applications for posts in the Sri Lanka Accountants' Service Grade I
Which have fallen vacant in the Department of Pensions

Applications are called from the officers of the Sri Lanka Accountants' Service for the post of Chief Internal Auditor which has fallen vacant.

02. Accordingly, please inform the qualified officers in your institution in this regard, and if they wish to apply for the respective post, perfect the application form attached hereto and submit the same along with the recommendation of the head of the institution before 16.06.2023.

A. Jagath D. Dias
Director General of Pensions

Telephone - 011-59216590/ 011-2431433/ 011-2326930
Fax - 011-2441823
Email - admin@pensions.gov.lk
- ad.hr.pensions@gmail.com

Post of Chief Internal Auditor of Grade I of Sri Lanka Accountants' Service in

Department of Pensions

Applications are called from suitably qualified officers of Grade I of Sri Lanka Accountants' Service (including those eligible to be promoted to Grade I as at the closing date of applications) to be appointed to the above post. Number of vacancies is **01**.

In the absence of applicants of Grade I of the service, officers of Grade II of the Service with active and satisfactory service of 03 years in that grade 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.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** to Director General of Pensions through the head of department to reach on or before **16.06.2023**

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 *internal auditing*
- ii. Postgraduate/Professional qualification in **any of the fields specified in Appendix 5 to the Minute of Sri Lanka Accountants' Service (hereinafter referred to as "the Service Minute")**
- iii. Training in internal auditing will be an added advantage
- 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. Team leader
- ii. Analytical
- iii. Problem solver

2.3. behavioural competencies

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

- i. Leadership
- ii. Interpersonal skills

3.0. Method of selection

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 the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for the criterion for short listing of applicants.

3.1. Marking scheme

Heading	Maximum Marks	Method of assessment
Seniority Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum vitae (CV)
Experience in internal auditing and/or public financial management In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery in the above fields gained through involvement in or exposure to it will be assessed	20**	
Professional qualifications (1) Postgraduate/Professional qualifications in any of the fields specified in Appendix 05 to the service minute or auditing* a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 5 marks d. Graduate/Postgraduate certificate – 4 marks e. Diploma in internal auditing/auditing – 3 marks (2) Training in Internal auditing/Auditing* a. Of duration of 3 months or more – 1 mark b. Of duration of 10 days or more – 0.5 marks c. Of duration of 3 days or more – 0.2 marks (3) Proficiency in English* 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 550 or above – 02 Marks b. Certificate in English obtained from a recognized university or government training institute – 01 Mark * Marks will be awarded only for the highest qualification	10	



Annexure I

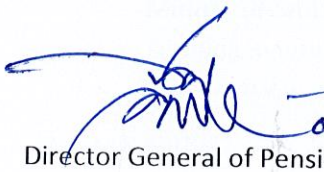
Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10**	Interview
Behavioural competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10**	

**Please refer to Appendix II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for question forms and rating scales

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 either;

- from a university recognized by the University Grants Commission of Sri Lanka (such qualifications obtained from other degree awarding institutes should have the recognition of that commission) or
- from a government training institute or government recognized foreign institute

 02/10/2023
Director General of Pensions

A. Jagath D. Dias
Director General
Department of Pensions
Colombo 10.

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

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 (If still pending, please indicate)	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	

This image shows a full page of a notebook or worksheet template. It consists of approximately 20 horizontal rows. Each row is defined by two short, parallel dashed lines, one above and one below the intended writing space. The lines are evenly spaced across the entire page, providing a guide for handwriting practice or structured note-taking. There is no text, handwriting, or other markings on the page.

5.1 Postgraduate qualifications

Postgraduate qualification	Subject	University/Institute	Effective date

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:.....