

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
 රාජ්‍ය ඇමති හා පරීක්ෂණ සේවා  
 இலங்கைப் பரீட்சைத் திணைக்களம்  
 தேசிய மதிப்பீடு மற்றும் பரீட்சைத் திணைக்களம்  
**Department of Examinations, Sri Lanka**  
 NATIONAL EVALUATION AND TESTING SERVICE  
 පැලවත්ත, බත්තරමුල්ල.  
 பெலவத்தளை பத்தரமுல்ல.  
**Pelawatta, Battaramulla.**



මගේ අංකය } 01/09/J/13  
 எனது இல }  
 My No. }  
 ඔබේ අංකය }  
 உமது இல }  
 Your No. }  
 දිනය } 2023.08.14  
 திகதி }  
 Date }  
 අන්තර්ජාල ලිපිනය }  
 இணையதள முகவரி } www.doenets.lk  
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සියලුම අමාත්‍යාංශ ලේකම්වරු,  
 පළාත් ප්‍රධාන ලේකම්වරු,  
 දිස්ත්‍රික් ලේකම්වරු,  
 දෙපාර්තමේන්තු ප්‍රධානීන්,  
 සියලුම ගණකාධිකාරීවරුන්,

**ප්‍රධාන අභ්‍යන්තර විගණක තනතුරට බඳවා ගැනීම සඳහා අයදුම්පත් කැඳවීම**  
**ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව**

උත්ත කරුණ සම්බන්ධයෙන් රාජ්‍ය සේවා කොමිෂන් සභාවේ අංක 02/2022(i) හා 2023.02.02 දිනැති විභූලේඛය හා බැඳේ.

02. මෙම දෙපාර්තමේන්තුවේ අනුමත කාර්ය මණ්ඩලය තුළ පුරප්පාඩුව පවතින ප්‍රධාන අභ්‍යන්තර විගණක තනතුර (ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ I ශ්‍රේණිය) සඳහා අයදුම් කරන්නේ තම මේ සමග අමුණා ඇති ආකෘතිපත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සමග **2023.08.31 දින හෝ එම දිනට ප්‍රථම "විභාග කොමසාරිස් ජනරාල්, ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව, පැලවත්ත, බත්තරමුල්ල"** සහ ලිපිනයට ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වමි.

03. අයදුම්පත්‍ර බහාලන කවරයේ වම්පස ඉහළ කෙළවර **"ප්‍රධාන අභ්‍යන්තර විගණක තනතුර සඳහා අයදුම් කිරීම"** ලෙස සඳහන් කරන මෙන් වැඩිදුරටත් කාරුණිකව දන්වමි.

**එච්.ජේ.එම්.සී. අමිත් ජයසුන්දර**  
 විභාග කොමසාරිස් ජනරාල්

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
ජාතික ඇවැසි හා පරීක්ෂණ සේවාව  
இலங்கைப் பரீட்சைத் திணைக்களம்  
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**Department of Examinations, Sri Lanka**  
NATIONAL EVALUATION AND TESTING SERVICE



පැලවත්ත, බත්තරමුල්ල.  
பெலவத்தறை, பத்தரமுல்ல.  
**Pelawatta, Battaramulla.**

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P.O. Box 1503 Colombo

මගේ අංකය  
எனது இல  
My No. } 01/09/J/13

මගේ අංකය  
எனது இல  
Year No. }

දිනය  
திகதி  
Date } 14.08.2023

අන්තර්ජාල ලිපිනය  
இணையதள முகவரி  
Web Address } www.doenets.lk  
www.results.exams.gov.lk  
E-mail: exams@doenets.lk

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

**Calling applications for the recruitment to the post of Chief Internal Auditor**  
**Department of Examinations, Sri Lanka.**

This refers to the Circular No.02/2022(i) dated 02.02.2023 of the Public Service Commission regarding the above subject.

02. The interested applicants for the vacant post of Chief Internal Auditor (Sri Lanka Accountants' Service - Grade I) in the approved carder of this Department are kindly invited to send their applications in the attached form with the recommendations of the respective head of institution to reach at "Commissioner General of Examinations, Department of Examinations Sri Lanka, Pelawatta, Battaramulla" on or before 31.08.2023.

03. Please indicate "Application for the post of Chief Internal Auditor" on the top left hand corner of the envelope containing the application.

**H.J.M.C. Amith Jayasundara**  
Commissioner General of Examinations

## Post of Chief Internal Auditor of Grade I of Sri Lanka Accountants' Service of Department of Examinations

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 1.

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 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 141.

Applicants must forward their duly filled curriculum vitae *in the format attached hereto* "Commissioner General, Department of Examinations, Pelawatta, Battaramulla." (Email Address: exams@doenets.lk) through the head of department to reach on or before 31.08.2023

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 *Grade I of Sri Lanka Accountants' Service*.
- 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") or Internal Auditing
- iii. Proficiency in English
- iv. Training in Internal Auditing will be an added advantage.

#### 2.2. Strengths;

- i. Be self-aware and true to yourself in all situations, even when under pressure.
- ii. Ability to seek and analyse information to inform decisions based on the best available evidence.
- iii. Ability to think ahead to anticipate, identify and address any risk or problems before they occur.

#### 2.3. Behavioural competencies;

- i. Ability to see the big picture
- ii. Working together
- iii. Communication

### 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 application.

#### 3.1. Marking scheme

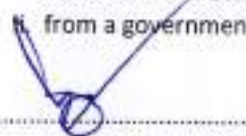
Heading	Maximum Marks	Method of assessment
<b>Seniority</b> Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum vitae (CV)
<b>Experience in Grade I of Sri Lanka Accountants' Service **</b> In addition to the length of service in the field/exposure to the	20	

subject, the depth of knowledge or mastery in the above fields gained through involvement in or exposure to it will be assessed		
<b>Professional qualifications</b> <b>(1) Postgraduate/Professional qualifications in any of the fields specified in Appendix 05 to the service minute/auditing/internal auditing.</b> a. Research based postgraduate degree - 7 marks b. Taught postgraduate degree/ membership in any of the professional bodies specified in Appendix 5.1 of the Service minute - 6 marks c. Postgraduate diploma - 5 marks d. Graduate/Postgraduate certificate - 4 marks e. Diploma - 3  <b>(2) Training in Financial Management or Internal Auditing (Maximum up to 1.0 mark)</b> 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  <b>(3) Proficiency in English*</b> 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	
<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	
** Please refer to Annexure II of the Public Service Commission Circular No. 02/2022 for the question formats 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;

- i. 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

  
.....  
H.J.M.C. Amith Jayasundara  
Commissioner General  
Department of Examinations  
Pelawatta  
Battaramulla.  
Date - 07.08.2023

**H.J.M.C. Amith Jayasundara**  
Commissioner General of Examinations  
Department of Examinations,  
Pelawatta Battaramulla  
Sri Lanka

### 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	

4.3. Please describe briefly your proposals to enhance the effectiveness of management audit in government ministries and departments (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

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