

Applications for the vacant Divisional Secretary posts in Sri Lanka
Administrative Service

Vacancies for Divisional Secretary Grade I posts of Sri Lanka Administrative Service exist under the Ministry of Justice, Public Administration, Home Affairs, Provincial Councils, Local Government, and Labour as specified in Annexure 01. It is expected to invite applications from Grade I and Grade II officers of the Sri Lanka Administrative Service recruited before 2016 for the said vacant Divisional Secretary posts and to appoint suitable officers to the said posts.

02. Accordingly, if Grade I and Grade II officers of the Sri Lanka Administrative Service recruited before 2016 intend to be appointed for the above vacant Divisional Secretary posts, the duly completed applications in the form given in Annexure II should be submitted through the Head of Department to the following address before 01.11.2024 with the consent to be released from the present post by mentioning the priority of preference for the said Divisional Secretary post(s), and a copy of the letters including the said application should also be forwarded to the email address, divadmin@moha.gov.lk.

Secretary

Ministry of Justice, Public Administration, Home Affairs, Provincial Councils, Local Government and Labour

“Nila Medura”

Elvitigala Mawatha,

Colombo 05.

16.10.2024

Divisional Secretary vacancy list as at 15.10.2024

District	Divisional Secretariat	
Badulla	1	Passara
Matale	2	Galewela
Nuwara Eliya	3	Kotmale West
	4	Walapane
	5	Mathurata
Vavuniya	6	Vengalcheddikulam
Anuradhapura	7	Horowpathana
	8	Nochchiyagama
	9	Nuwaragama Palatha Central
	10	Palugaswewa
Polonnaruwa	11	Hingurakgoda
	12	Thamankaduwa
Puttalam	13	Arachchikattuwa
	14	Kalpitiya
	15	Karuwalagaswewa
	16	Mundalama
Kurunegala	17	Giribawa
Ampara	18	Dehiattakandiya
Trincomalee	19	Gomarankadawala
Hambantota	20	Suriyawewa
	21	Tissamaharamaya
Galle	22	Habaraduwa

Applications for the vacant Divisional Secretary posts in Sri Lanka
Administrative Service

1. Details of the applicant

I. Name in full (In Sinhala):

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II. Full Name of Applicant (BLOCK LETTERS in English)

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III. National Identity Card Number:

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IV. Gender:

V. Age:

VI. Present resident address:

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VII. Telephone Numbers (Pls. also mention the Whatsapp number):

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VIII. Email address:

IX. Date of appointment to Administrative Service:

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X. Present Grade:

XI. Date of promotion to the present Grade:

XII. Present post :

XIII. Date of appointment to the present post:

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XIV. The ministry applicable to the present post :

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XV. Department :

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XVI. Order of preference for applying to the Divisional Secretary post

Order of preference (From 01 to 04)	District	Divisional Secretariat

2. Information related to the service

I. Service Experience

Service description from the date of appointment to Sri Lanka Administrative Service (As at 16.10.2024)

Post	Ministry/ Department/ Institution	Duration (YYYY/MM/DD)		Nature of responsibility
		From	To	

II. Duration related to the promoted grade of the officers (As at 16.10.2024)

Grade	Duration of service in grades (YYYY/MM/DD)	
	From	To
Grade I		
Grade II		
Grade III		

III. Whether subjected to any disciplinary action (Fill only if necessary)

Date and number of the charge sheet	Disciplinary orders (Specify, if in progress)	Effective date for the punishment given	Period of service omitted in calculating satisfactory service period under Public Service Commission Procedural Rules 186(ii)

IV. Special Achievements (Mention the commendations, productivity awards and such qualifications here)

Special Achievements commendations / productivity awards	The relevant institution/person awarded by

3. Educational/professional qualifications

i. Educational and professional qualifications

Post graduate degrees/diplomas/certificate courses and professional qualifications	Field	University/Institute	(Effective Date) (YYYY/MM/DD) (Only If applicable)

ii. Details about the training received (Divisional Administration and applicable)

Training	Relevant Institute/organisation offered by	Duration

III. Language proficiency (in languages other than mother language)

Language	Qualification	(Effective Date) (YYYY/MM/DD)

I hereby certify that the information furnished by me is true and correct to the best of my knowledge.

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Signature of the applicant

Attestation of the Head of Department

- i. I hereby certify that the information furnished by the applicant is correct as per the updated records in the applicant's personal file and if the applicant is selected for this post, he/she can/cannot be released from his/her current post.
- ii. I hereby declare that currently, disciplinary action has been taken/has not been taken, and disciplinary action is intended/not intended to be initiated against the officer.
- iii. Other information:

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(Delete inappropriate words)

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Signature of the Head of Department

Official Stamp