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Department of Management Services

General Treasury

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Secretaries of Ministries

Chief Secretaries of Provincial Councils

Heads of Departments

Chairmen of Public Corporations, Statutory Boards and Fully Owned Government Companies

Cadre and Remuneration Management of Projects

This circular provides broad procedural and implementation guidelines with regard to the cadre management and remuneration management of a project. With the implementation of this circular Management Services Circulars No.33 dated 05.04.2007 and No.33 (I) dated 20.12.2007 will be rescinded.

For the purpose of this circular a "Project" shall mean as planned set of interrelated tasks to be executed over a fixed period and within certain costs and other limitations to achieve a particular objective/s.

1. Applicability of this circular and procedures to be followed.

1.1 Every project proposal should be appraised by the Department of National Planning firstly and then should obtain approval of the Cabinet of Ministers. Afterward initial clearances from the following departments should be obtained.

Funding (foreign funded projects only)	- Department of External Resources
Budgetary Provisions	- Department of National Budget
Creation of Cadre	- Department of Management Services

1.2 Project period should be more than one year.

1.3 If the project is funded by foreign financing, whether by way of loan or grant the following should be ensured.

(a) The foreign funding component of the project should not be less than 60% of the total project cost. (The cost of foreign consultancy should not be more than 10% of foreign funds.)

(b) The local funding component of the project should not exceed 40% of the total project cost excluding the amount on account of local taxes, duties and land acquisition.

(c) There should have an agreement executed between Government of Sri Lanka and the relevant funding agency with regard to the project, facilitated by the Department of External Resources with a specific name assigned to the project for purposes of easy identification. The project name should reflect a local identity falling with national policy.

1.4 The total cost of the project should not be less than US\$ 5.0 million or equivalent to LKR irrespective of financing source. (Foreign or Local)

2. Cadre Management

2.1 Identification of required cadre

2.1.1 No additional personnel should be recruited for any project of which, the activities can be carried out by deploying the existing staff of the relevant government institutions. Department of Management Services will consider granting approval of cadre for the Project where it is essential to recruit a separate cadre to carry out the project activities. The levels of staff are shown in the Table 01.

2.1.2 The entire staff requirement of a project and the period of service required from those staff etc. should be decided at the preparation / fact finding / pre-appraisal stage of a project by the relevant Line Ministry/ Provincial Council in consultation with the Department of External Resources, the Department of Management Services and related Donor Agency. Such information

should be included into the related Project Appraisal Document/ Project Appraisal Manual.

2.2 Recruitment of project staff

2.2.1 To ensure smooth and timely implementation of a project, a team identified consisting of the Project Director and Other Staff subject to the Paragraph 2.1.1 may be appointed / recruited prior to the signing of the Loan / Grant Agreement if the approval has been granted by Cabinet of Ministers for the project in respect of foreign funded projects and immediately after the approval of the Cabinet of Ministers in respect of local funded projects, as the case may be.

2.2.2 Project Director and other essential Staff for projects assisted through foreign financing may function before the Loan Agreement is signed, in order to undertake preparatory activities. In the case of local funded projects, the Project Directors and other essential Staff may function soon after the budgetary provisions are approved. The period of service required from each position of project staff shall be determined at the project appraisal stage with the concurrence of the Department of Management Services.

2.2.3 The relevant Line Ministry/ Provincial Council should take action to make necessary budgetary provisions to incur the expenditure in respect of Project Staff.

2.2.4 Appointments to all posts including Project Director and Other Staff shall be made only after calling for applications by open advertisements followed by interviews.

2.2.5 Compositions of the interview panels shall be as follows.

- (a) The selection of Project Directors (also referred to as Heads of Projects) for projects of which loan / grant amount is US\$ 50 million or its equivalent and above, shall be made by a panel headed by the Secretary to the Treasury or Deputy Secretary to the Treasury. The other members of the panel shall be the Secretary to the Line Ministry / Chief Secretary of the Provincial Council

and the Head of the Implementing Agency, for the project implemented by a Department/ Statutory Board/ Public Corporation/ Fully Owned Government Companies.

(b) The selection of Project Directors for projects of which loan/ grant amount is less than US\$ 50 million, shall be made by a panel headed by Secretary to the Line Ministry / Chief Secretary of the Provincial Council. The other members of the panel shall be a Head of a Department from the Treasury nominated by the Secretary to the Treasury and the Head of the Implementing Agency, for the project implemented by a Department/ Statutory Board/ Public Corporation/ Fully Owned Government Companies.

(c) The panel for the selection of remaining Senior Staff of the project (Level PS2-PS6 as specified in the Table 01) shall be headed by the Secretary to the Line Ministry / Chief Secretary of the Provincial Council and shall consist of the Project Director and Head of the Implementing Agency, for the project implemented by a Department/ Statutory Board/ Public Corporation/ Fully Owned Government Companies.

(d) The panel for the selection of other staff of the project that is not specified in the Table 01 shall be headed by the Project Director, consisting of representatives from the Line Ministry / Provincial Council and the Implementing Agency, for the project implemented by a Department/ Statutory Board/ Public Corporation/ Fully Owned Government Companies.

2.2.6 The appointing and disciplinary authority for the Project Director and remaining Senior Staff of the project shall be the Secretary to the relevant Line Ministry or the Chief Secretary of the relevant Provincial Council, as appropriate. The Project Director shall be the appointing and disciplinary authority for all other staff.

2.2.7 All appointments should be on contract basis, for a maximum period of three (03) years renewable annually subject to satisfactory performance. For this purpose the performance of each employee shall be appraised as specified in paragraph 7 of this circular. Such contracts may be extended for further term

subject to satisfactory performance, by the appointing authority. Authority for the termination of contract shall be the respective appointing authority.

2.2.8 Secretary to the Line Ministry / Chief Secretary of the Provincial Council should ensure not to recruit any member of project staff, who is over 65 years of age.

2.2.9 Educational, professional and vocational qualifications, experiences and competencies required for the Project Director and remaining Senior Staff are given in Annexure I. Educational, professional and vocational qualifications, experiences and competencies required for posts which are not covered by this circular, should be similar to the qualifications required for the parallel posts in the Public Service.

2.3 Appointments from the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies are as follows;

2.3.1 An officer confirmed in the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies, if released under paragraph 2.3.3 (a) and 2.3.3 (b) hereof, can serve only two projects at any given point of time. However, an officer appointed on acting basis under paragraph 2.3.3 (c) may work only in one project at a given point of time. Emphasis should be given to employ government employees in Project without hindering the duties of the substantive post.

2.3.2 However, Project Director should always be on full time basis in order to ensure effective project management.

2.3.3 An officer confirmed in the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies can be appointed to a project on the basis of one of the following arrangements, subject to fulfilling the requirements specified in Annexure I.

(a) Release on full time basis on the need of government

An officer confirmed in the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies can be temporarily released from the substantive post to serve in a project on the need of the government for not more than five (05) years. However, approval should be obtained from the relevant appointing authority of the substantive post.

Or

(b) Release on full time basis on no-pay leave

An officer confirmed in the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies is temporarily released from the substantive post to serve in a project on a request made by him/ her, he/ she shall be granted no-pay leave for not more than five (05) years. The requirement to serve any obligatory period of service is applicable for such officer.

Or

(c) Release on acting basis

An officer confirmed in the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies while serving in his/her substantive post may be released to serve in a project on acting basis. For any project, the activities can be carried out by deploying the existing staff of the Line Ministry/ Implementing Agency on acting basis.

3. Remuneration Management

3.1 Remuneration of officers released from the Public Service / Provincial Public Service including Local Authorities / Public Corporations / Statutory Boards / Fully Owned Government Companies should be as follows;

(a) On fulltime basis under Paragraph 2.3.3 (a)

The salary of the officer's substantive post plus an allowance of 50% of the salary of his current post in the project not exceeding 150% of the salary given in Table 01.

(b) On no-pay leave under the Paragraph 2.3.3 (b)

Salary shall be decided on the criteria given in the Table 01.

(c) On acting basis under the Paragraph 2.3.3 (c)

Officer shall be paid with one third (1/3) of the salary of his current post in the project.

3.2 Salary of the project staff

3.2.1 Fixed Salary of the project staff shall be as indicated in the Table 01. In addition only the Cost of Living Allowance can be paid.

Table 01

Level	Position	Salary scales as per the cost of the project Rs.				
		Above US\$ 05 million or its equivalent and less than US\$ 15 million	Above US\$ 15 million or its equivalent and less than US\$ 50 million	Above US\$ 50 million or its equivalent and less than US\$ 100 million	Above US\$ 100 million or its equivalent and less than US\$ 250 million	Over US\$ 250 million or its equivalent
PS1	Project Director	120,000 – 140,000	150,000 – 170,000	160,000 – 180,000	180,000 – 200,000	200,000 – 220,000
PS2	Deputy Project Director	105,000 – 120,000	135,000 – 150,000	145,000 – 160,000	165,000 – 185,000	185,000 – 205,000
PS3	Finance Manager, Procurement Specialists, Senior Engineer	100,000 – 115,000	125,000 – 140,000	140,000 – 155,000	160,000 – 175,000	180,000 – 195,000
PS4	ICT Specialists, Engineer, Project Accountant	90,000 – 105,000	100,000 – 115,000	115,000 – 130,000	135,000 – 150,000	155,000 – 170,000
PS5	Senior Technical Officer, Senior Social Officer, Senior Environment Officer, ICT Officer and other similar senior officers	65,000-71,000	75,000 – 81,000	85,000 – 91,000	95,000 – 103,000	105,000 – 113,000
PS6	Procurement Officer, Project Officer, Technical Officer and other similar officers, Project Secretary	46,000 – 51,000	52,000 – 57,000	57,000 – 62,000	62,000 – 67,000	67,000– 73,000

3.2.2 All project staff should be placed at the initial step of the given salary range upon recruitment and based on performance the salary may be increased within the given range. The respective appointing authority shall be responsible for such increase of salary.

3.2.3 Salaries for posts which are not mentioned in the Table 01 should be based on the initial step of salary scales at the recruitment level of similar posts in the Public Service and allowances entitled to such post plus 50% of the initial salary entitle to such post. Salary increments to the such post should be based on the salary increments of similar posts in the Public Service.

3.2.4 Placement of the incumbent officers in the new salary scale shall be done on the basis of performance and the period served by each person. A renewed contract shall be signed for the balance period of the existing agreement.

1st Year - At the initial point of the given salary range

2nd Year - At the mid-point of the given salary range worked out to the nearest Rs. 100

3rd Year - At the maximum point of the given salary range.

3.3 Payment of Tax

3.3.1 PAYE Tax or any other applicable taxes are payable by project staff, based on prevailing laws / regulations.

3.3.2 However, when computing taxes for those officers released from the Public Service, to projects in terms of paragraph 2.3 hereof, such assignment shall not be treated as a second employment and hence the remuneration from the project shall be taxed having added the same to any salary paid on account of the officer's substantive post.

3.4 Employees' Trust Fund (ETF), Employees' Provident Fund (EPF) and Widows' and Orphans' Pension (W&OP) Contribution

3.4.1 EPF and ETF with regard to project staff is payable, based on prevailing laws/regulation.

3.4.2 The Project Management Unit staff recruited from outside the Public Service/ the Provincial Public Service including Local Authorities and staff recruited in terms of paragraph 2.3.3 (b) should contribute to the Employees' Provident Fund (EPF). The employers' contribution to the EPF and ETF shall be in terms of the relevant statutes.

3.4.3 The project staff appointed from the Public Service / the Provincial Public Service including Local Authorities, in terms of paragraph 2.3.3 (a) and (c) should continue to make his or her W&OP contribution.

3.4.4 Employer should pay 25% of the consolidated salary of the substantive post to the Department of Pensions as contribution to pension of Public Officers released to a Project under Para 2.3.3(a).

3.5 Authorized Recoveries

3.5.1 With regard to officers who have been released to projects on no-pay basis, from the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies authorized recoveries such as installments of loans and advances taken by such an officer while serving in the substantive post, should be continued to be recovered in appropriate installments and be remitted suitably to ensure timely recoveries.

4. Other Benefits

4.1 There will be an advanced payment for project staff if they travel outstation on official visit, on reimbursement basis (instead of subsistence allowance). The Project Director should ensure that only those essential officials will be sent on such visits. The reimbursement will be subject to a maximum of Rs. 2,000/- per day, inclusive of meals and accommodation subject to the verification of bills.

4.2 Actual reasonable cost of accommodation and meals will be paid in the event any project staff is called upon to travel outstation along with any official foreign delegation on an official visit. Here too, the Project Director should ensure that

only those essential will be sent on such visits. Such payments shall be brought to the attention of the Project Steering Committee.

4.3 Project Staff will not be entitled to any leave encashment, medical leave encashment, bonus or any other incentive schemes including entitlements applicable for their substantive posts except the project staff appointed from the Public Service / the Provincial Public Service including Local Authorities, in terms of paragraph 2.3.3 (c).

4.4 The Project Director will be assigned a vehicle and a driver. Either he/ she will be entitled to a fuel allocation of 120 liters for a petrol vehicle or 145 liters for a diesel vehicle per month or if he/ she appointed from the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies, he/ she will be entitled to a fuel allocation of his/ her substantive post.

5. Leave

5.1 Leave for project staff appointed/ recruited from the Public Service, Provincial Public Service including Local Authorities, Public Corporations, Statutory Boards and Fully Owned Government Companies in terms of paragraph 2.3.3 (a) and (b) and staff recruited from outside the Public Service, should be based on provision laid down in the Shop and Office Employees Act.

6. Training (applicable only to projects assisted through foreign financing)

6.1 Project staff is allowed for one short-term training of which duration is less than one month. The Project Steering Committee may recommend this training on grounds that it is necessary to carry out duties of the project. However, budgetary provision should be included and available for such training within the project cost.

6.2 Selections should be strictly based on project needs and while ensuring that project activities are not affected consequent to officers being away on training.

7. Performance Appraisal

7.1 All members of the project management staff shall be subjected to annual performance appraisal. The appointing authority is responsible to ensure those Annual Performance Appraisals are carried out prior to granting the annual increments. In the case of projects assisted through foreign financing, the criteria for Annual Performance Appraisal may be developed in consultation with the Foreign Financing Agency.

8. Recruitment of Consultants

8.1 The procedure for the recruitment of consultants will be governed by the conditions of the Loan / Grant Agreement of each project and / or applicable the Procurement Guidelines.

9. Project Steering Committee

9.1 The Secretary to the Line Ministry / Chief Secretary of the Provincial Council should establish a Steering Committee for each Project.

9.2 The Project Steering Committee should be chaired by the Secretary to the Line Ministry / Chief Secretary of the Provincial Council or a senior officer of such Ministry / Provincial Council nominated by the Secretary / Chief Secretary. The Committee Members shall consist of an officer to be nominated by the Secretary to the Treasury, an officer to be nominated by the Secretary to the Ministry to which National Planning and External Resources Departments are assigned and Director General, Department of Project Management and Monitoring or a representative nominated by him/ her.

9.3 The Secretary to the Line Ministry / Chief Secretary of the Provincial Council shall ensure that the Project Steering Committee would meet at least once in two months.

9.4 The payment of allowances to the members of the Steering Committee for the participation in the meetings of the Committee shall be as shown in Table 02. The members of project staff are not entitled to this payment.

Table 02

Project value	Above US\$ 05 million or its equivalent and less than US\$ 50 million	Above US\$ 50 million or its equivalent and less than US\$ 100 million	Over US\$ 100 million or its equivalent
Sitting Allowance	Rs. 2,000/=	Rs. 3,000/=	Rs. 4000/=

10. General

- 10.1 Any other matters relating to salaries and cadre of projects not covered by the provisions of this circular shall be referred to Department of Management Services for a ruling.
- 10.2 It shall be noted that the Secretary to the Line Ministry / Chief Secretary of the Provincial Council as the Chief Accounting Officer, bears the overall responsibility for the timely and successful implementation of the projects falling within the purview of the Ministry / the Provincial Council and as such the Project Director shall be responsible to the Secretary to the Line Ministry / Chief Secretary of the Provincial Council and the project staff shall be responsible to him/her through the Project Director.
- 10.3 The Project Director shall be made liable to be surcharged for any cost of time overrun of projects unless it is established that such overrun is due to reasons beyond control of him. Any possible delays in the implementations should be brought to the notice of Ministry of Finance through the relevant Secretary / Chief Secretary, in writing. In the case of time overrun the surcharge shall be 5% of the salary of the project staff during first 12 months overrun, 10% of the salary during the period between 13th to 24th months and 25% of the salary for any time overrun greater than 24 months. The surcharge in respect of cost overrun has to be determined by the Secretary to

the Line Ministry / Chief Secretary of the Provincial Council in consultation with the Project Steering Committee.

11. Please contact the Department of Management Services (Tel. No. 01124640/0112484951) for any further clarifications regarding the absorption of service levels, positions and salaries approved as per the Management Services Circular No.33, under this new circular. In case of an excess payment made to any person as a result of misinterpretation of these instructions or miscalculations, such person is personally liable to refund the excess amount so paid and the appointing authority should immediately take measures to recover such amount from the persons concerned. It is the responsibility of Finance Managers/ Accountants to take action in order to avoid such errors.

12. This circular will be effective from 01st March 2016.



R.H.S. Samaratunga
Secretary to the Treasury

- Copies:
1. Secretary to the President
 2. Secretary to the Prime Minister
 3. Secretary to the Cabinet of Ministers
 4. Auditor General
 5. Secretary, Public Service Commission
 6. Secretary, National Salaries and Cadres Commission

Annexure I

Basic Qualifications*

Level and Post	Above US\$ 05 million or its equivalent and less than US\$ 15 million	Above US\$ 15 million or its equivalent and less than US\$ 50 million	Above US\$ 50 million or its equivalent and less than US\$ 100 million	Above US\$ 100 million or its equivalent and less than US\$ 250 million	Over US\$ 250 million or its equivalent
(PS1) Project Director	(1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. With	(1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. With	(1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. With	(1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. With	(1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. With
	At least 08 years post qualifying experience at Managerial Level out of which 04 years should be in Senior Managerial Level.	At least 10 years post qualifying experience at Managerial Level out of which 05 years should be in the Senior Managerial Level.	At least 12 years post qualifying experience at Managerial Level out of which 06 years should be in the Senior Managerial Level.	At least 14 years post qualifying experience at a Managerial Level out of which 07 years should be in the Senior Managerial Level.	At least 16 years post qualifying experience at a Managerial Level out of which 08 years should be in Senior Managerial Level.
	2) A Bachelor's Degree which is recognized by the University Grants Commission.	2) A Bachelor's Degree which is recognized by the University Grants Commission.	2) A Bachelor's Degree which is recognized by the University Grants Commission.	2) A Bachelor's Degree which is recognized by the University Grants Commission.	2) A Bachelor's Degree which is recognized by the University Grants Commission.

*The above basic qualifications are applicable only for the new recruitments.

	<p>And A Postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field.</p> <p>With</p> <p>At least 06 years post qualifying experience in Managerial Level.</p>	<p>And A Postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field.</p> <p>With</p> <p>At least 08 years post qualifying experience in Managerial Level.</p>	<p>And A Postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field.</p> <p>With</p> <p>At least 10 years post qualifying experience in Managerial Level.</p>	<p>And A Postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field.</p> <p>With</p> <p>At least 12 years post qualifying experience in Managerial Level.</p>	<p>And A Postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field.</p> <p>With</p> <p>At least 14 years post qualifying experience in Managerial Level.</p>
(PS2) Deputy Project Director	<p>(1 or 2 below)</p> <p>1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.</p> <p>With</p> <p>At least 07 years post qualifying experience at Managerial Level out of which 03 years should be in Senior Managerial Level.</p>	<p>(1 or 2 below)</p> <p>1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.</p> <p>With</p> <p>At least 09 years post qualifying experience at Managerial Level out of which 04 years should be in the Senior Managerial Level.</p>	<p>(1 or 2 below)</p> <p>1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.</p> <p>With</p> <p>At least 11 years post qualifying experience at Managerial Level out of which 05 years should be in the Senior Managerial Level.</p>	<p>(1 or 2 below)</p> <p>1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.</p> <p>With</p> <p>At least 13 years post qualifying experience at a Managerial Level out of which 06 years should be in the Senior Managerial Level.</p>	<p>(1 or 2 below)</p> <p>1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.</p> <p>With</p> <p>At least 15 years post qualifying experience at a Managerial Level out of which 07 years should be in Senior Managerial Level.</p>

<p>2) A Bachelor's Degree which is recognized by the University Grants Commission.</p>	<p>And</p>	<p>A Postgraduate Degree in the relevant field or a membership of a recognized professional institution in the relevant field.</p>	<p>With</p>	<p>At least 05 years post qualifying experience in Managerial Level</p>	<p>3) Class I officer of a Government All Island Services or a similar status in the relevant field.</p>
<p>2) A Bachelor's Degree which is recognized by the University Grants Commission.</p>	<p>And</p>	<p>A Postgraduate Degree in the relevant field or a membership of a recognized professional institution in the relevant field.</p>	<p>With</p>	<p>At least 07 years post qualifying experience in Managerial Level.</p>	<p>3) Class I officer of a Government All Island Services or a similar status in the relevant field.</p>
<p>2) A Bachelor's Degree which is recognized by the University Grants Commission.</p>	<p>And</p>	<p>A Postgraduate Degree in the relevant field or a membership of a recognized professional institution in the relevant field.</p>	<p>With</p>	<p>At least 09 years post qualifying experience in Managerial Level.</p>	<p>3) Class I officer of a Government All Island Services or a similar status in the relevant field.</p>
<p>2) A Bachelor's Degree which is recognized by the University Grants Commission.</p>	<p>And</p>	<p>A Postgraduate Degree in the relevant field or a membership of a recognized professional institution in the relevant field.</p>	<p>With</p>	<p>At least 11 years post qualifying experience in Managerial Level.</p>	<p>3) Class I officer of a Government All Island Services or a similar status in the relevant field.</p>
<p>2) A Bachelor's Degree which is recognized by the University Grants Commission.</p>	<p>And</p>	<p>A Postgraduate Degree in the relevant field or a membership of a recognized professional institution in the relevant field.</p>	<p>With</p>	<p>At least 13 years post qualifying experience in Managerial Level.</p>	<p>3) Class I officer of a Government All Island Services or a similar status in the relevant field.</p>
<p>At least 04 years experience in the Class I post.</p>	<p>With</p>	<p>At least 06 years experience in the Class I post.</p>	<p>With</p>	<p>At least 08 years experience in the Class I post.</p>	<p>At least 10 years experience in the Class I post.</p>
<p>At least 04 years experience in the Class I post.</p>	<p>With</p>	<p>At least 08 years experience in the Class I post.</p>	<p>With</p>	<p>At least 12 years experience in the Class I post.</p>	<p>At least 12 years experience in the Class I post.</p>

	With At least 04 years post qualifying experience in Managerial level. 3) Class I officer of a Government All Island Services or a similar status in the relevant field.	With At least 06 years post qualifying experience in Managerial level. 3) Class I officer of a Government All Island Services or a similar status in the relevant field.	With At least 08 years post qualifying experience in Managerial level. 3) Class I officer of a Government All Island Services or a similar status in the relevant field.	With At least 10 years post qualifying experience in Managerial level. 3) Class I officer of a Government All Island Services or a similar status in the relevant field.	With At least 12 years post qualifying experience in Managerial level. 3) Class I officer of a Government All Island Services or a similar status in the relevant field.
(PS4) ICT Specialists, Engineer, Project Accountant	With At least 03 years experience in the Class I post. (1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field.	With At least 05 years experience in the Class I post. (1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field.	With At least 07 years experience in the Class I post. (1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field.	With At least 09 years experience in the Class I post. (1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field.	With At least 11 years experience in the Class I post. (1 or 2 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field.

	And At least 05 years post qualifying experience in the relevant field. 2) An officer of the Government All Island Services Class III/II or above or similar status in the relevant field. With At least 03 years experience in Class II/III post.	And At least 06 years post qualifying experience in the relevant field. 2) An officer of the Government All Island Services Class III/II or above or similar status in the relevant field. With At least 05 years experience in Class II/III post.	And At least 07 years post qualifying experience in the relevant field. 2) An officer of the Government All Island Services Class III/II or above or similar status in the relevant field. With At least 07 years experience in Class II/III post.	And At least 08 years post qualifying experience in the relevant field. 2) An officer of the Government All Island Services Class III/II or above or similar status in the relevant field. With At least 09 years experience in Class II/III post.	And At least 09 years post qualifying experience in the relevant field. 2) An officer of the Government All Island Services Class III/II or above or similar status in the relevant field. With At least 11 years experience in Class II/III post.
(PS5) Senior Technical Officer, Senior Social Officer, Senior Environment Officer, ICT Officer and other similar senior officers	(1 or 2 or 3 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. Or Having obtain a certificate of proficiency not below the National	(1 or 2 or 3 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. Or Having obtain a certificate of proficiency not below the National	(1 or 2 or 3 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. Or Having obtain a certificate of proficiency not below the National	(1 or 2 or 3 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. Or Having obtain a certificate of proficiency not below the National	(1 or 2 or 3 below) 1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. Or Having obtain a certificate of proficiency not below the National

	<p>Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p> <p>And</p> <p>At least 02 years experience in the required area of specialization</p> <p>2) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p>	<p>Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p> <p>And</p> <p>At least 03 years experience in the required area of specialization</p> <p>2) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p>	<p>Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p> <p>And</p> <p>At least 04 years experience in the required area of specialization</p> <p>2) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p>	<p>Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p> <p>And</p> <p>At least 05 years experience in the required area of specialization</p> <p>2) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p>	<p>Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p> <p>And</p> <p>At least 06 years experience in the required area of specialization</p> <p>2) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.</p>
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And At least 07 years experience in the required area of specialization 3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	And At least 08 years experience in the required area of specialization 3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	And At least 09 years experience in the required area of specialization 3) Having obtain a certificate of Proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted Tertiary and Vocational Education Commission for a post related to Technical field.	And At least 10 years experience in the required area of specialization 3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	And At least 11 years experience in the required area of specialization 3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.
And At least 12 years experience in the required area of specialization.	And At least 13 years experience in the required area of specialization.	And At least 14 years experience in the required area of specialization.	And At least 15 years experience in the required area of specialization.	And At least 16 years experience in the required area of specialization.

(PS6) Procurement Officer, Project Officer, Technical Officer and other similar officers.	(1 or 2 or 3 below)					
	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission.
	Or	Or	Or	Or	Or	Or
	Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.
	And	And	And	And	And	And
	2) Having obtain a certificate of proficiency not below	At least 1 year experience in the required area of specialization.	At least 2 years experience in the required area of specialization.	At least 3 years experience in the required area of specialization.	At least 4 years experience in the required area of specialization.	2) Having obtain a certificate of proficiency not below

than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	And	At least 05 years experience in the required area of specialization.	3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.
than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	And	At least 06 years experience in the required area of specialization.	3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.
than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	And	At least 07 years experience in the required area of specialization.	3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.
than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	And	At least 08 years experience in the required area of specialization.	3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.
than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.	And	At least 09 years experience in the required area of specialization.	3) Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.

	And At least 10 years experience in the required area of specialization.	And At least 11 years experience in the required area of specialization.	And At least 12 years experience in the required area of specialization.	And At least 13 years experience in the required area of specialization.	And At least 14 years experience in the required area of specialization.
(PS6) Project Secretary	(1 or 2 below) 1) Having Passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language. With	(1 or 2 below) 1) Having Passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language. With	(1 or 2 below) 1) Having Passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language. With	(1 or 2 below) 1) Having Passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language. With	(1 or 2 below) 1) Having Passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language. With
	With A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.	With A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.	With A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.	With A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.	With A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.
	With Minimum 02 years Experience in relevant field.	With Minimum 03 years Experience in relevant field.	With Minimum 04 years Experience in relevant field.	With Minimum 05 years Experience in relevant field.	With Minimum 06 years Experience in relevant field.
	2)A Chartered Secretary with at least 01 year experience in relevant field.	2)A Chartered Secretary with 02 years experience in relevant field.	2) A chartered Secretary with 03 years experience in relevant field.	2)A Chartered Secretary with at least 04 years experience in relevant field.	2)A Chartered Secretary with at least 05 years experience in relevant field.