



ආගමන හා විගමන දෙපාර්තමේන්තුව
குடிவரவு மற்றும் குடியகல்வுத் திணைக்களம்
DEPARTMENT OF IMMIGRATION & EMIGRATION



“සුහුරුපාය” ශ්‍රී සුභතිපුර පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව.
 “சுஹுரூபாயா”, ஸ்ரீ சுபுத்திபுர வீதி, பத்தரமுல்லை, இலங்கை.
 “Suhurupaya”, Sri Subhuthipura Road, Battaramulla, Sri Lanka.
 E-mail: controller@immigration.gov.lk

මගේ අංකය : DIE/E/01/ගණ.සේ.පොදු.	ඔබේ අංකය:	දිනය : 2023.07.25
எனது இல :	உமது இல :	திகதி :
My No. :	Your No. :	Date :

සියලුම අමාත්‍යාංශ ලේකම්වරුන්
 පළාත් ප්‍රධාන ලේකම්වරුන්
 දෙපාර්තමේන්තු ප්‍රධානීන්
 දිස්ත්‍රික් ලේකම්වරුන්

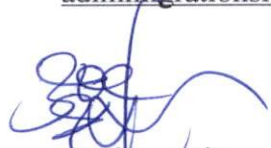
ආගමන හා විගමන දෙපාර්තමේන්තුවේ ප්‍රධාන අභ්‍යන්තර විගණක තනතුර සඳහා අයදුම්පත් කැඳවීම.

ආගමන හා විගමන දෙපාර්තමේන්තුවේ ප්‍රධාන අභ්‍යන්තර විගණක තනතුර සඳහා ශ්‍රී ලංකා ගණකාධිකාරී සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ. අයදුම්පත් කැඳවීමේ නිවේදනය හා අයදුම්පත්‍රය මේ සමඟ අමුණා ඇත.

02. ඒ අනුව ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් එම තනතුර සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.08.07 දිනට පෙර පහත ලිපිනයට යොමු කරන ලෙස කාරුණිකව දන්වමි.

පාලක ජනරාල්
 ආගමන හා විගමන දෙපාර්තමේන්තුව
 “සුහුරුපාය”
 බත්තරමුල්ල

❖ සම්පූර්ණ කරන ලද අයදුම්පතේ පිටපතක් 2023.08.07 දිනට හෝ ඊට ප්‍රථම adimmigrationsl@gmail.com යන ඊ තැපෑල වෙත යොමු කල යුතුය.


 ම.ආ.ප්‍ර.ඉමල්ගුණවර්ධන
 ආගමන හා විගමන පාලක ජනරාල් (වැ.බ.)

දුරකථන - 0112101550
 ෆැක්ස් - 0112879090
 විද්‍යුත්ලිපිනය - adimmigrationsl@gmail.com

දුරකථන / தொலைபேசி / Telephone

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 பக்ஸ்
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(+94) 11-2885358

Post of Chief Internal Auditor of Grade I of Sri Lanka Accountants' Service of Department of Immigration and Emigration.

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 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 135.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** Controller General, Department of Immigration and Emigration through the head of department to reach on or before 07/08/2023

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

Candidate Profile

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.

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

Behavioural competencies

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

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.

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 Grade I of Sri Lanka Accountants' Service ** 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. <ol style="list-style-type: none"> 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 in internal auditing/auditing - 3 (2) Training in Financial Management or Internal Auditing (Maximum up to 1.0 mark) <ol style="list-style-type: none"> 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* <ol style="list-style-type: none"> 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	
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 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

Note2: All postgraduate 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
- ii. from a government training institute or government recognized foreign institute


 Controller General (Actg)

Department of Immigration and Emigration

Date... 05/07/2023

M.A.P. IMAL GUNAWARDANA
 Additional Controller General
 Department of Immigration & Emigration
 "Suhurupaya",
 Battaramulla.

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

Past service since date of appointment to the service

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

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.***)
 Postgraduate qualifications

Postgraduate qualification	Subject	University/Institute	Effective date

Training

Training	Institute/Organization	duration

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