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OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



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 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்லை.
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කළමනාකරණ සේවා චක්‍රලේඛ අංක 01/2019 බස්නාහිර පළාතට අදාළ කර ගැනීම.

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01.	Management Services Circular No. 01/2019, 2019-03-05	Cadre and Remuneration Management of Projects

02. එකී චක්‍රලේඛය පරිදි කටයුතු කරන ලෙසත් ඔබ යටතේ සිටින සියළුම දෙපාර්තමේන්තු ප්‍රධානීන්, ආයතන ප්‍රධානීන් හා නිලධාරීන් දැනුවත් කරන ලෙසත් කාරුණිකව ඉල්ලා සිටිමි.

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මුදල් අමාත්‍යාංශය நிதி அமைச்சு MINISTRY OF FINANCE

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Management Services Circular No: 01/2019

Secretaries of Ministries

Chief Secretaries of Provincial Councils

Heads of Departments

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

Cadre and Remuneration Management of Projects

This circular provides broad procedural and implementation guidelines with regard to the cadre and remuneration management of a project. This circular is deemed effective from 01.02.2019. With the implementation of this circular, the Management Services Circulars No. 01/2016 dated 24.03.2016 and 01/2016(i) dated 16.12.2016 will be rescinded.

For the purpose of this circular, a "Project" shall mean a planned set of interrelated tasks to be executed over a fixed period of time and within certain costs and other limitations to achieve a particular objective/s. The cost stipulated in the approval of the Cabinet of Ministers for the Project is considered as the total cost of the project.

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

- 1.1 Every project proposal should be appraised by the Department of National Planning and then the approval of the Cabinet of Ministers should be obtained. Afterwards, 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

[Signature]

1.2 The duration of the Project should be more than one (01) 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 the 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 within the national policy.
- (d) The total cost of the project should not be less than US\$ 5.0 million.

1.4 If the project is funded by domestic financing, the total cost of the project should not be less than US\$ 5.0 million or equivalent to LKR.

1.5 If the total project cost is less than US\$ 5.0 million, an additional project cadre shall not be approved and the activities of such projects should be managed within the existing cadre approved for the Implementing Agency.

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. The Department of Management Services will consider granting approval for the cadre for the Project Management Unit and/or



Project Implementation Unit, where it is essential to recruit a separate cadre to carry out the project activities.

- 2.1.2 The entire staff requirement of a project and the period of service required from those staffs 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, Department of Management Services and the related Donor Agency. Such information should be included in the related Project Appraisal Document/ Project Appraisal Manual.

2.2 Recruitment of the Project Staff

- 2.2.1 To ensure smooth and timely implementation of a project, an identified team consisting of Project Director and other staff subject to Paragraph 2.1.1 may be appointed / recruited prior to the signing of the Loan / Grant Agreement, if the approval has been granted by the 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 the 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 the other essential staff may function soon after the budgetary provisions are approved. The period of service required from each position of the project staff shall be determined at the stage of project appraisal with the concurrence of the Department of Management Services.
- 2.2.3 The relevant Line Ministry/ Provincial Council should take necessary actions to make budgetary provisions to meet the expenditure in respect of project staff.
- 2.2.4 Appointments to all the posts including the post of Project Director and other staff shall be made only after calling applications through a public advertisement or a newspaper advertisement having allocated sufficient time, followed by a structured interview for each and every project.



2.2.5 The composition of the Interview Panels is given in Table 01.

Table 01

Level of Salary & Designation	Composition of the Interview Panel
PS1 - Project Director	- Chairman - A Secretary of a Cabinet Ministry/ a State Secretary of State Ministry nominated by the Secretary to the Treasury - Member - The Secretary to the Line Ministry / Chief Secretary to the relevant Provincial Council - Member - The Head of the Implementing Agency/ a member nominated by the Secretary to the Treasury (whereas the Ministry is the Implementing Agency)
PS2 - Deputy Project Director PS3 - Finance Manager, Procurement Specialist, ICT Specialist, Senior Engineer or other similar officers	- Chairman - The Secretary to the Line Ministry / Chief Secretary to the relevant Provincial Council - Member - The Head of the Implementing Agency/ a member nominated by the Secretary to the Line Ministry (whereas the Ministry is the Implementing Agency) - Member - Project Director
PS4 - Engineer, Project Accountant, Internal Auditor or other similar officers	- Chairman - An Additional Secretary to the Line Ministry nominated by the secretary to line ministry/ A Deputy Chief Secretary of the Provincial Council nominated by the Chief Secretary of the provincial council - Member - The Head of the Implementing Agency/ a member nominated by the Secretary to the Line Ministry (whereas the Ministry is the Implementing Agency) - Member - Project Director
PS5 - Senior Technical Officer, Senior Social Officer, Senior Environment Officer, Senior Procurement Officer, ICT Officer other similar Officers PS6 -Procurement Officer, Project Officer, Technical officer and other similar officers ,Project Secretary Supporting Staff - Management Assistant, Driver, Office Aid and other similar officers	- Chairman - Project Director - Member - A representative of the Secretary to the Line Ministry / Chief Secretary of the Provincial Council - Member - A representative from the Implementing Agency/ a member nominated by the Secretary to the Line Ministry (whereas the Ministry is the Implementing Agency)

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2.2.6 The Appointing Authority and the Disciplinary Authority for the staff of a Project by Level of the Salary/Category are shown in Table 02.

Table 02

Level of the Salary/ Category	Appointing Authority	Disciplinary Authority
PS1	The Secretary to the relevant Line Ministry/ Chief Secretary of the relevant Provincial Council	The Secretary to the relevant Line Ministry/ Chief Secretary of the relevant Provincial Council. (When the officers are released from the public sector, the Disciplinary Authority shall be the relevant administrative and appointing authority of his/her substantive post as appropriate.)
PS2		
PS3		
PS4	Project Director (in consultation with the Secretary to the relevant Line Ministry/ Chief Secretary of the relevant Provincial Council)	
PS5		
PS6		
Supporting Staff		

2.2.7 All appointments should be made on contract basis, initially for a period of three (03) years, renewable annually subject to satisfactory performance. The performance of each employee shall be appraised as specified in Paragraph 7 of this Circular. In case the project duration has to be extended beyond three (03) years as per the project proposal, the relevant salary increments shall be continued up to the termination of the project, subject to satisfactory performance. When the project duration is extended beyond three (03) years in contrast to the project proposal due to the inefficiency of the project staff, increments shall not be continued for the extended period of the project. Authority for the termination of employee contract shall be vested in the respective Appointing Authority.

2.2.8 Secretary to the Line Ministry/ Chief Secretary of the Provincial Council shall ensure not to employ any member for the project staff, who is over 67 years of age. Any person above 64 years of age shall not be considered for recruitment in Projects. However, the maximum age of recruitment shall be decided.

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considering the entire duration of the project, assuming that the said candidate shall be employed at the entire project period when and where necessary.

2.2.9 Educational, professional and vocational qualifications, experiences and competencies required for the Project Director and the remaining Senior Staff are given in Annexure I. Educational, professional and vocational qualifications, experiences and competencies required for the posts which are not mentioned in Table 03, should be similar to the qualifications required for the parallel posts in the Public Service.

2.2.10 The basic qualifications except for the experience mentioned in Annexure I for making recruitments for the technical posts of PS5 & PS6 levels are not applicable for the officers serving in similar posts in the public sector and such recruitments should be made, having considered the experience obtained by the relevant public officer as per Annexure I in this Circular.

2.3 Appointments from the Public Service/ Provincial Public Service including Local Authorities/ Public Corporations/ Statutory Boards and Fully Government Owned 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 Government Owned Companies, if released under paragraph 2.3.3 (a) and 2.3.3 (b) hereof, can serve only in two projects at any given point of time. Emphasis should be given to employ Government Employees in Projects without hindering the duties of the substantive post of the relevant officer.

2.3.2 However, Project Director should always be recruited 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 Government Owned 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 Government Owned 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, subject to the approval of 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 Government Owned 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 no more than five (05) years subject to the approval of the relevant Appointing Authority of the substantive post.

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 Government Owned 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. An officer released under this paragraph cannot serve in more than one project at a given period of the time.

3. Remuneration Management

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

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

The basic salary of the officer's substantive post plus an allowance of 50% of the basic salary of his/her current post in the project not exceeding 150% of the salary given in Table 03.

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

The salary of the officer shall be paid as per Table 03. Salary of the supporting staff of the project should be calculated based on the provisions stipulated in Paragraph 3.2.3

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

Officer shall be paid an allowance of one third (1/3) of the salary of his current post in the project, not exceeding 150% of the salary given in Table 03.

3.2 Salary of the Project Staff

3.2.1 Fixed Salary of the project staff shall be as indicated in Table 03. In addition to the Salaries mentioned in Table 03, only allowances that can be paid are the Cost of Living Allowance and the allowances granted under this circular. When retired officers are employed from the Public Service or Provincial Public Service, only the balance amount of the Cost of Living Allowance shall be paid after deducting the amount paid with the pension. The officers released under Paragraph 2.3.3 (a) are entitled to the allowances paid under the Public Administration Circular No. 28/2011, 23/2013, 18/2015, 18/2015(I), 18/2015(II), 04/2018 and Management Services Circular No. 05/2017 and any other allowances paid under the formal approval obtained from the Ministry of Public Administration / Department of Management Services, provided that such allowances are entitled to the substantive post of the officer. 

Table 03

Level of Salary	Designation	Salary Scale as per the total cost of the Project, Rs.				
		Above US\$ 5 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 Specialist, ICT Specialist, Senior Engineer or other similar officers	100,000- 115,000	125,000- 140,000	140,000 - 155,000	160,000 - 175,000	180,000 - 195,000
PS4 Category A	Engineer, Project Accountant, Internal Auditor or other similar officers	90,000- 105,000	100,000- 115,000	115,000 - 130,000	135,000- 150,000	155,000 - 170,000
PS4 Category B	Engineer	80,000- 90,000	90,000- 100,000	100,000- 110,000	110,000 - 120,000	120,000- 130,000
PS4 Category C	Engineer	75,000- 80,000	75,000- 80,000	75,000- 80,000	75,000 - 80,000	75,000- 80,000
PS4 Category D	Engineer	70,000- 74,000	70,000- 74,000	70,000 - 74,000	70,000 - 74,000	70,000 - 74,000
PS5	Senior Technical Officer, Senior Social Officer, Senior Environment Officer, Senior Procurement Officer, ICT Officer other similar officers	65,000- 71,000	75,000- 81,000	85,000 - 91,000	95,000 - 103,000	105,000 - 113,000



Level of Salary	Designation	Salary Scale as per the total cost of the Project, Rs.				
		Above US\$ 5 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
PS6 Category A	Procurement Officer, Project Officer, Technical officer and other similar officers, Project Secretary	55,000-60,000	58,000-63,000	61,000 - 67,000	64,000 - 69,000	67,000 - 73,000
PS6 Category B	Technical officer	52,000-54,000	53,000-55,000	54,000 - 56,000	55,000-57,000	56,000 - 58,000
PS6 Category C	Technical officer	50,000-51,500	50,000-51,500	50,000 - 51,500	50,000 - 51,500	50,000 - 51,500

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

3.2.3 Salaries for the posts which are not mentioned in Table 03 should be determined based on the initial step of the relevant salary scale at the recruitment level of a similar post in the Public Service and the allowances entitled to such posts plus 50% of the initial salary entitled to the said post. Salary increments to such a 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. 

3.2.5 If a special service is required to be obtained for a Project (not applicable for the consultancy) for a period of less than six months from an officer serving in the public sector (eg:-Soil Testing, Surveying etc.), prior approval shall be obtained from the Department of Management Services and the provisions stipulated in Paragraph 2.3.1 shall not be applicable for them. The Panel for the selection of such an officer shall be headed by the Head of the Implementing Agency and shall consist of a representative from the Line Ministry/ Provincial Council and the Project Director.

3.3 Payment of Tax

3.3.1 Payee Tax or any other applicable taxes that are payable by the project staff are subject to the provisions of prevailing laws / regulations.

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 staff of the Project Management Unit/ Project Implementation Unit 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 made in terms of the relevant laws.

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 the Public Officers released to a Project under Para 2.3.3(a).

3.5 Authorized Recoveries

3.5.1 Authorized recoveries, such as installments of loans and advances taken at the time of serving in the substantive post by the 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 Government Owned Companies, 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 provided for the 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 made 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. Hereto, the Project Director should ensure that only those essential officials will be sent on such visits and 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).
- 4.3.1 Overtime payments to the supporting staff of the project shall be calculated multiplying the rate of the salary paid for an hour by 1.5.
- 4.3.2 An officer of the senior staff who is approved to work on a Saturday, a Sunday or a public holiday in connection with essential and urgent work shall be paid holiday payments subject to the following conditions.
- (i) He/ She should work for not less than eight (08) hours per day.
 - (ii) Prior approval should be obtained from the Secretary of the relevant Line Ministry to work on a holiday
 - (iii) The Secretary of the Line Ministry should decide the number of days for which the holiday payments are made on the basis of urgency of work.
 - (iv) Table 04 shows the eligible payments for a holiday. 

Table 04

Salary Level	Amount (Rs.)
PS1	5,000
PS2	4,500
PS3	4,000
PS4	3,500
PS5	3,000
PS6	2,500

4.3.3 Where a situation of essential continuation of construction work occurs at the night, the Engineers and the relevant Technical Officers, who shall supervise the work performed at night are entitled for an overtime payment of maximum of 25 hours per month for which.

(a) Prior approval should be obtained from the Secretary of the relevant Line Ministry to work at night

(b) Overtime payment shall be calculated multiplying the rate of the salary paid for an hour by 1.5.

4.4 The Project Director will be assigned a vehicle and a driver. He/ she will be entitled to either 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 Government Owned Companies, he/ she will be entitled to a fuel allocation of his/ her substantive post.

4.5 Additional fuel requirement for project visits should be approved by the Secretary of the relevant Line Ministry.

4.6 Transport facilities could be provided to project officials, who are entitled to PS2 & PS3 levels of salary, by the project office, subject to the project requirement and availability of vehicles. However, depending on the project requirement and availability of vehicles for the remaining staff of the project mentioned in Table 03, group transport could be provided by the Project Office on prior approval of the Secretary of the Line Ministry. No allowance is paid in lieu of transport facility for any officer of the Project. ✓

- 4.7 The Officers, who are entitled to PS1 to PS4 levels of salary of the Project are entitled to the Communication Allowance. The following table illustrates the eligible monthly allowance of communication by the salary levels from PS1 to PS4.

Table 05

Salary Level	Amount (Rs.)
PS1	8,000
PS2	7,000
PS3	5,000
PS4	3,000

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 Government Owned Companies in terms of paragraph 2.3.3 (a) and (b) and the staff recruited from outside the Public Service, should be based on the provisions laid down in the Shop and Office Employee Act. In the case of Medical Leave, the rules and regulations of the Implementing Agency shall be applicable.

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

- 6.1 Project staff is allowed for one short-term training of which the 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 made available for such trainings within the project cost.
- 6.2 Selections should be strictly based on project needs ensuring that the project activities are not affected as a result of 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 for ensuring that such Annual Performance Appraisals are carried out prior to granting 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. *R*

8. Recruitment of Consultants

- 8.1 The procedure for recruitment of consultants will be governed by the conditions of the Loan / Grant Agreement of each project and / or 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 shall consist of an officer nominated by the Secretary to the Treasury, an officer nominated by the Secretary to the Ministry to which the National Planning and External Resources Departments are assigned and the 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 06. The project staff is not entitled to this payment.

Table 06

Project value	Above US\$ 05 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
Sitting Allowance	Rs. 2,000	Rs. 3,000	Rs. 4,000

10. General

- 10.1 Any other matters relating to remuneration and cadre of projects not covered by the provisions of this circular shall be referred to the Department of Management Services for ruling.
- 10.2 The Secretary to the Line Ministry / Chief Secretary of the Provincial Council shall be the Chief Accounting Officer and the Project Director shall be the Accounting Officer of

the Project and they shall bear the overall responsibility for timely and successful implementation of the projects falling within the purview of the Ministry / the Provincial Council.

- 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 of overrun, 10% of the salary during the period between 13th to 24th months and 25% of the salary for any time of 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. 011-2484757) for any further clarifications regarding this 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 the Finance Managers/ Accountants to take actions in order to avoid such errors.
12. This Circular is issued as per the decision of the Cabinet of Ministers dated 29.01.2019.



R. H. S. Samaratunga
Secretary to the Treasury and
Secretary to the Ministry of Finance

- 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

Annexure I

Basic Qualifications*

Level and Post	Above US\$ 05 million or its equivalent and less than US\$ 15million	Above US\$ 15 million 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
PS 1 Project Director	(1 or 2 or 3 below) 1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and	(1 or 2 or 3 below) 1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and	(1 or 2 or 3 below) 1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and	(1 or 2 or 3 below) 1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and	(1 or 2 or 3 below) 1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and

	At least 08 years post qualifying experience at Managerial Level, out of which 04 years should be in the Senior Managerial Level. 2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	At least 10 years post qualifying experience at Managerial Level, out of which 05 years should be in the Senior Managerial Level. 2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	At least 12 years post qualifying experience at Managerial Level, out of which 06 years should be in the Senior Managerial Level. 2) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	At least 14 years post qualifying experience at Managerial Level, out of which 07 years should be in the Senior Managerial Level. 2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	At least 16 years post qualifying experience at Managerial Level, out of which 08 years should be in the Senior Managerial Level. 2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field
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	and	and	and	and	and
	Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field	Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field	Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field	Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field	Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field
	with	with	with	with	with
	At least 06 years Post qualifying experience in Managerial Level, out of which 03 years should be in the Senior Managerial Level.	At least 08 years Post qualifying experience in Managerial Level, out of which 04 years should be in the Senior Managerial Level.	At least 10 years Post qualifying experience in Managerial Level, out of which 05 years should be in the Senior Managerial Level.	At least 12 years Post qualifying experience in Managerial Level, out of which 06 years should be in the Senior Managerial Level.	At least 14 years Post qualifying experience in Managerial Level, out of which 07 years should be in the Senior Managerial Level.
	3) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	3) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	3) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	3) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	3) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission
	or	or	or	or	or

	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field with Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field with At least 04 years Post qualifying experience in Managerial Level. Out of which 02 years should be in the Senior Managerial Level.	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field with Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field with At least 06 years Post qualifying experience in Managerial Level. Out of which 03 years should be in the Senior Managerial Level.	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field with Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field with At least 08 years Post qualifying experience in Managerial Level. Out of which 04 years should be in the Senior Managerial Level.	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field And A Postgraduate Degree in the relevant field with Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field with At least 10 years Post qualifying experience in Managerial Level. out of which 05 years should be in the Senior Managerial Level.	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field with Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field with At least 12 years Post qualifying experience in Managerial Level. out of which 06 years should be in the Senior Managerial Level.
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PS2 Deputy Project Director	(1 or 2 or 3 or 4 below)	(1 or 2 or 3 or 4 below)	(1 or 2 or 3 or 4 below)	(1 or 2 or 3 or 4 below)	(1 or 2 or 3 or 4 below)
	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission
	or	or	or	or	or
	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field
	or	or	or	or	or
	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field
	with	with	with	with	with
	At least 07 years post qualifying experience at Managerial Level out of which 03 years should be in the Senior Managerial Level.	At least 09 years post qualifying experience at Managerial Level out of which 04 years should be in the Senior Managerial Level.	At least 11 years post qualifying experience at Managerial Level out of which 05 years should be in the Senior Managerial Level.	At least 13 years post qualifying experience at Managerial Level out of which 06 years should be in the Senior Managerial Level.	At least 15 years post qualifying experience at Managerial Level out of which 07 years should be in the Senior Managerial Level.

	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field with at least 05 years Post qualifying experience in Managerial Level. out of which 02 years should be in the Senior Managerial Level.	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field with at least 07 years Post qualifying experience in Managerial Level. out of which 03 years should be in the Senior Managerial Level.	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field with at least 09 years Post qualifying experience in Managerial Level. out of which 4 years should be in the Senior Managerial Level.	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field with at least 11 years Post qualifying experience in Managerial Level. Out of which 5 years should be in the Senior Managerial Level.	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field or A Postgraduate Degree in the relevant field with at least 13 years Post qualifying experience in Managerial Level. Out of which 6 years should be in the Senior Managerial Level.
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	3)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field	3)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field	3)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field	3)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field	3)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field and A Postgraduate Degree in the relevant field and Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field
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	with at least 03 years Post qualifying experience in Managerial Level. Out of which 01 years should be in the Senior Managerial Level. 4) Grade I officer of a government All Island Services or a similar status in the relevant field. with At least 02 years of experience in a Grade I post	with at least 05 years Post qualifying experience in Managerial Level. Out of which 02 years should be in the Senior Managerial Level. 4) Grade I officer of a government All Island Services or a similar status in the relevant field. with At least 03 years of experience in a Grade I post	with at least 07 years Post qualifying experience in Managerial Level. Out of which 3 years should be in the Senior Managerial Level. 4) Grade I officer of a government All Island Services or a similar status in the relevant field. with At least 04 years of experience in a Grade I post	with at least 09 years Post qualifying experience in Managerial Level. out of which 4 years should be in the Senior Managerial Level. 4) Grade I officer of a government All Island Services or a similar status in the relevant field. with At least 05 years of experience in a Grade I post	with at least 11 years Post qualifying experience in Managerial Level. Out of which 5 years should be in the Senior Managerial Level. 4) Grade I officer of a government All Island Services or a similar status in the relevant field. with At least 06 years of experience in a Grade I post
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PS3 Finance Manager, Procurement Specialists, ICT Specialists, Senior Engineer or other similar officers	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)
	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission
	or	or	or	or	or
	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field
	or	or	or	or	or
	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field
	with	with	with	with	with
	At least 06 years post qualifying experience at Managerial Level	At least 08 years post qualifying experience at Managerial Level	At least 10 years post qualifying experience at Managerial Level	At least 12 years post qualifying experience at Managerial Level	At least 14 years post qualifying experience at Managerial Level

	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and A Postgraduate Degree in the relevant field or Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and A Postgraduate Degree in the relevant field or Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and A Postgraduate Degree in the relevant field or Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and A Postgraduate Degree in the relevant field or Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field	2)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field and A Postgraduate Degree in the relevant field or Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field
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	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 01 years of experience in the Class I post.	with at least 07 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 02 years of experience in the Class I post.	with at least 8 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 03 years of experience in the Class I post.	with at least 9 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 04 years of experience in the Class I post.	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 05 years of experience in the Class I post.
PS4 - Category A Engineer, Project Accountant or other similar officers	(1 or 2 below) 1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or	(1 or 2 below) 1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or	(1 or 2 below) 1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or	(1 or 2 below) 1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or	(1 or 2 below) 1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or

	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field with 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 05 years of experience in Class III/II post	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field with 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 06 years of experience in Class III/II post	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field with 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 of experience in Class III/II post	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field with 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 08 years of experience in Class III/II post	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field with 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 09 years of experience in Class III/II post
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PS4 – Category B Engineer	(1 or 2 below)	(1 or 2 below)	(1 or 2 below)	(1 or 2 below)	(1 or 2 below)
	1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission	1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission
	or	or	or	or	or
	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field
	or	or	or	or	or
	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field
	with	with	with	with	with
	At least 03 years post qualifying experience in the relevant field.	At least 04 years post qualifying experience in the relevant field.	At least 05 years post qualifying experience in the relevant field.	At least 06 years post qualifying experience in the relevant field.	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 03 years of experience in Class III/II post	2)An officer of the Government All Island Services Class III/II or above or similar status in the relevant field. with At least 04 years of experience in Class III/II post	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 of experience in Class III/II post	2) An officer of the Government All Island Services Class III/II or above or similar status in the relevant field. with At least 06 years of experience in Class III/II post	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 of experience in Class III/II post
PS4 – Category C Engineer	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field

	with At least 03 years post qualifying experience in the relevant field.	with At least 03 years post qualifying experience in the relevant field.	with At least 03 years post qualifying experience in the relevant field.	with At least 03 years post qualifying experience in the relevant field.	with At least 03 years post qualifying experience in the relevant field.
PS4 – Category D Engineer	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field Or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission Or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field Or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	1)A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field

PS5 Senior technical officer, Senior Social Officer, Senior Environment Officer, Senior Procurement Officer, ICT Officer and other similar senior officers	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(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.
	or	or	or	or	or
	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field	A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field
	or	or	or	or	or
	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field	An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field
	or	or	or	or	or
	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training	Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training	Having obtained 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 At least 02 years of experience in the required area of specialization 2) Having obtained 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 07 years of experience in the required area of specialization	Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. and At least 03 years of experience in the required area of specialization 2) Having obtained 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 08 years of experience in the required area of specialization	Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. and At least 04 years of experience in the required area of specialization 2) Having obtained 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 09 years of experience in the required area of specialization	Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and At least 05 years of experience in the required area of specialization 2) Having obtained 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 10 years of experience in the required area of specialization	Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field. And At least 06 years of experience in the required area of specialization 2) Having obtained 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 11 years of experience in the required area of specialization
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	3) Having obtained 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 of experience in the required area of specialization.	3) Having obtained 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 13 years of experience in the required area of specialization.	3) Having obtained 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 14 years of experience in the required area of specialization.	3) Having obtained 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 15 years of experience in the required area of specialization.	3) Having obtained 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 16 years of experience in the required area of specialization.
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PS6- Category A	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)
Procurement Officer, Project Officer, Technical officer and other similar officers in Junior Managerial Category	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. or A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field or	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. or A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field or	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. or A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field or	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. or A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field or	1) A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. or A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field or An Associate membership /A similar professional qualification obtained from a recognized professional institution in the relevant field or

	Having obtained 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 obtained 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 obtained 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 obtained 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 obtained 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
		At least 1 years of experience in the required area of specialization.	At least 2 years of experience in the required area of specialization.	At least 3 years of experience in the required area of specialization.	At least 4 years of experience in the required area of specialization.
	2) Having obtained 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.	2) Having obtained 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.	2) Having obtained 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.	2) Having obtained 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.	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 of experience in the required area of specialization. 3) Having obtained 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 06 years of experience in the required area of specialization. 3) Having obtained 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 07 years of experience in the required area of specialization. 3) Having obtained 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 of experience in the required area of specialization. 3) Having obtained 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 of experience in the required area of specialization. 3) Having obtained 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 of experience in the required area of specialization.	and At least 11 years of experience in the required area of specialization.	and At least 12 years of experience in the required area of specialization.	And At least 13 years of experience in the required area of specialization.	and At least 14 years of experience in the required area of specialization.

PS6- Category A Project Secretary	(1 or 2 below)	(1 or 2 below)	(1 or 2 below)	(1 or 2 below)	(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.	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.	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.	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.	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	with	with	with
	A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.	A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.	A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.	A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.	A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.
	with	with	with	With	with
	Minimum 02 years of Experience in relevant field.	Minimum 03 years of Experience in relevant field.	Minimum 04 years of Experience in relevant field.	Minimum 05 years of Experience in relevant field.	Minimum 06 years of Experience in relevant field.
	2) A chartered Secretary with 02 years of experience in relevant field.	2) A chartered Secretary with 02 years of experience in relevant field.	2) A chartered Secretary with 03 years of experience in relevant field.	2) A Chartered Secretary with at least 04 years of experience in relevant field.	2) A Chartered Secretary with at least 05 years of experience in relevant field.

PS6 - Category B Technical Officer	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)
	1) Having obtained 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.	1) Having obtained 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.	1) Having obtained 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.	1) Having obtained 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.	1) Having obtained 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 at least 1 years of experience in the required area of specialization	and at least 1 years of experience in the required area of specialization	and at least 1 years of experience in the required area of specialization	and at least 2 years of experience in the required area of specialization	and at least 3 years of experience in the required area of specialization.
	2) Having obtained 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.	2) Having obtained 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.	2) Having obtained 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.	2) Having obtained 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.	2) Having obtained 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	and	and	and	and
	at least 03 years of experience in the required area of specialization.	at least 04 years of experience in the required area of specialization.	at least 05 years of experience in the required area of specialization.	at least 06 years of experience in the required area of specialization.	at least 07 years of experience in the required area of specialization.
	3) Having obtained 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.	3) Having obtained 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.	3) Having obtained 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.	3) Having obtained 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.	3) Having obtained 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	and	and	and	and
	at least 08 years of experience in the required area of specialization.	at least 09 years of experience in the required area of specialization.	at least 10 years of experience in the required area of specialization.	at least 11 years of experience in the required area of specialization.	at least 12 years of experience in the required area of specialization.

PS6 - Category C Technical officer	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)	(1 or 2 or 3 below)
	1)Having obtained 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.	1)Having obtained 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.	1)Having obtained 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.	1)Having obtained 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.	1)Having obtained 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.
	2)Having obtained 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.	2)Having obtained 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.	2)Having obtained 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.	2)Having obtained 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.	2)Having obtained 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	and	and	and	and

at least 04 years of experience in the required area of specialization.	at least 04 years of experience in the required area of specialization.	at least 04 years of experience in the required area of specialization.	at least 04 years of experience in the required area of specialization.	at least 04 years of experience in the required area of specialization.	at least 04 years of experience in the required area of specialization.
3)Having obtained 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.	3)Having obtained 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.	3)Having obtained 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.	3) Having obtained 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.	3)Having obtained 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.	3)Having obtained 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	and	and	and	and	and
at least 09 years of experience in the required area of specialization.	at least 09 years of experience in the required area of specialization.	at least 09 years of experience in the required area of specialization.	at least 09 years of experience in the required area of specialization.	at least 09 years of experience in the required area of specialization.	at least 09 years of experience in the required area of specialization.

*The Basic Qualifications given above are applicable only for new recruitments.