

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

Currently vacant and to be vacant Divisional Secretary Grade I posts of Sri Lanka Administrative Service exist under the Ministry Public Administration, Provincial Councils and Local Government, as mentioned below. It is expected to invite applications from Grade I and Grade II officers of the Sri Lanka Administrative Service for the said Divisional Secretary posts and to appoint suitable officers to the said posts.

02. Accordingly, in accordance with the approval granted by the Public Service Commission by letter No. PSC/APP/21/5/1/2024 dated 12.08.2024, officers in Grade I and Grade II of the Sri Lanka Administrative Service, who were recruited before 2016 and intend to apply for the below-mentioned vacant Divisional Secretary posts, are requested to submit duly completed applications in the format provided in Annexure I. Applications must be forwarded through the respective Head of Department to the address given below before 01.03.2026 with the consent to be released from the present post by mentioning the priority of preference for the said Divisional Secretary post(s). In addition, a copy of the duly completed application should be sent to **adivisional9@gmail.com** before the respective deadline.

Secretary,  
Ministry of Public Administration, Provincial  
Councils and Local Government,  
“Nila Medura”,  
Elvitigala Mawatha,  
Colombo 05.

No.	District	Currently vacant and to be vacant Divisional Secretariats
1	Ampara	Uhana
2	Monaragala	Sewanagala
3	Trincomalee	PadaviSripura
4	Puttalam	Kalpitiya
5		Mahakumukkadawala
6		Pallama
7		Wanathawilluwa

Sgd/ S. Alokabandara  
Secretary,  
Ministry of Public Administration, Provincial  
Councils and Local Government  
Telephone: +94112050364  
Fax: +94112369832  
Email: divadmin@moha.gov.lk  
17.02.2026

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

**1. Details of the applicant**

I. Name in full (In Sinhala):

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

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III. National Identity Card Number:

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IV. Gender: .....

V. Age: .....

VI. Present resident address: .....

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

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VIII. Email address: .....

IX. Date of appointment to Sri Lanka Administrative Service:

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X. Present Grade: .....

XI. Date of promotion to the present Grade: .....

XII. Present post : .....

XIII. Date of appointment to the present post:

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XIV. The ministry applicable to the present post :

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XV. Department :

.....

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

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

2. Information related to the service

I. Service Experience

Service description from the date of appointment to Sri Lanka Administrative Service (As at 01.03.2026)

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

II. Duration related to the promoted grade of the officers (As at 01.03.2026)

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

III. Fill this section only if you have been subjected to any disciplinary action

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

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

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

**3. Educational/professional qualifications**

i. Educational and professional qualifications

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

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

Training	Relevant Institute/organisation offered by	Duration

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

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

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

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*Signature of the applicant*

**Attestation of the Head of Department**

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

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.....  
.....

(Delete inappropriate words)

.....  
**Signature of the Head of Department**

**Official Stamp**