

CURRICULAUM VITAE *FORMAT*

1. Post Applying for Post: -

Senior Assistant Secretary (Administration)
Ministry of Labour and Foreign Employment

2. Particulars about the applicant

- I. Name: -Pathirage Don Chandana Pathirage.
- II. National Identity Card No: -851921206V
- III. Age: - 38 y
- IV. Residential Address: - 176, Kirigampamunuwa, Polgasovita.
- V. Contact No: - M 0713373538
- VI. Email: -pstchandana@gmail.com
- VII. Grade of the Service: -SLAS II
- VIII. Date of appointment to the service: - 02/01/2012
- IX. Designation: - Senior Assistant Secretary (Administration)
- X. Date of appointment to the present post: -15/12/2022
- XI. Ministry: - Ministry of Labour and Foreign Employment

3. Particulars about the service in the present grade

- I. No pay/ half pay leave: - No

From	To	Total Duration (Years/ Months/ Days)	Purpose
NA			

II. Efficiency bars

Efficiency bar	Due date of completion	Date of completion	No. and date of the letter granting concession/ exemption, if any
Frist EB	02/01/2015	27/04/2013	NA
Second EB	02/01/2018	18/01/2014	

III. In case being subjected to a disciplinary action;

Date and no. of the charge sheet	Disciplinary order (if still pending, please indicate)	Effective date of punishment/s, if any (i.e., date of commission of the offence)	Any period of service left out when calculating satisfactory service in terms of public Service Commission Procedural Rule 236 (ii)
NA			

4. Experience

4.1 Past service since date of appointment to the service

	Ministry/ Department/ Institute	Duration		Brief description of nature of responsibilities
		From	To	
SLAS Cadet	SLIDA	02/01/2012	07/10/2012	To complete Diploma in Public administration
Assistant Divisional Secretary	Divisional Secretariat - Mahakubukkadawala	08/10/2012	08/05/2013	<ul style="list-style-type: none"> • Fulfilling responsibilities and powers vested in various acts such as Land, Social Security, Samurdhi etc • Administration & HR functions • Implement various projects decided by the government • Filed activities and coordinate divisional level
Assistant District Secretary	Divisional Secretariat -Puttalam	09/05/2013	18/03/2015	<ul style="list-style-type: none"> • Administration & HR functions • Coordination with all institutions horizontally as well as vertically • Filed activities and development monitoring • Procurement related activities
Assistant Secretary to the President	Presidential Secretariat	19/03/2015	23/01/2020	<ul style="list-style-type: none"> • Coordinate & Monitoring Development projects in ministry wise • Convery the Meeting chaired by HE the president and his sectary regarding special issues • Administration duties in PCMD Branch in President Office

Assistant Secretary	Prime Minister's Office	24/01/2020	08/07/2020	<ul style="list-style-type: none"> • Convery the Meeting chaired by PM and his sectary regarding special issues • Duties related Corona Prevention Presidential task force sub-Committee and Poverty Prevention Presidential task force sub-Committee. • Administration duties in Special affairs Branch in PM office.
Assistant Secretary	Ministry of Labour	09/07/2020	10/03/2022	<ul style="list-style-type: none"> • All the activities related in Establishment matters & HR issues in the Ministry and other institutions under the ministry • Cabinet paper and legal policy development • Procurement related activities • Public grievances handling regarding labour issues
National Archives Director (Administration)	Department of National Archives	11/03/2022	14/12/2022	<ul style="list-style-type: none"> • All the activities related in Establishment matters & HR issues • Administration duties • Development and implement projects regarding archives • Duties related Event management
Senior Assistant Secretary (Administration)	Ministry of Labour and Foreign Employment	15/12/2022	Up to date	<ul style="list-style-type: none"> • Administration duties • Procurement duties • Establishment duties • HR matters • Duties related Event management

4.2 Experience in the relevant subject (**Certified copies of letters of duty assignment must be attached.**)

	Ministry/ Department/ Institute	Duration		Brief description of nature of responsibilities
		From	To	
Assistant Divisional Secretary	Divisional Secretariat - Mahakubukkadawala	08/10/2012	08/05/2013	<ul style="list-style-type: none"> • Fulfilling responsibilities and powers vested in various acts such as Land, Social Security, Samurdhi etc • Administration & HR functions • Implement various projects decided by the government • Filed activities and coordinate divisional level
Assistant District Secretary	Divisional Secretariat -Puttalam	09/05/2013	18/03/2015	<ul style="list-style-type: none"> • Administration & HR functions • Coordination with all institutions horizontally as well as vertically • Filed activities and development monitoring • Procurement related activities
Assistant Secretary to the President	Presidential Secretariat	19/03/2015	23/01/2020	<ul style="list-style-type: none"> • Coordinate & Monitoring Development projects in ministry wise • Convery the Meeting chaired by HE the president and his sectary regarding special issues • Administration duties in PCMD Branch in President Office
Assistant Secretary	Prime Minister's Office	24/01/2020	08/07/2020	<ul style="list-style-type: none"> • Convery the Meeting chaired by PM and his sectary regarding special issues • Duties related Corona Prevention

				Presidential task force sub-Committee and Poverty Prevention Presidential task force sub-Committee. <ul style="list-style-type: none"> • Administration duties in Special affairs Branch in PM office.
Assistant Secretary	Ministry of Labour	09/07/2020	10/03/2022	<ul style="list-style-type: none"> • All the activities related in Establishment matters & HR issues in the Ministry and other institutions under the ministry • Cabinet paper and legal policy development • Procurement related activities • Public grievances handling regarding labour issues
National Archives Director (Administration)	Department of National Archives	11/03/2022	14/12/2022	<ul style="list-style-type: none"> • All the activities related in Establishment matters & HR issues • Administration duties • Development and implement projects regarding archives • Duties related Event management
Senior Assistant Secretary (Administration)	Ministry of Labour and Foreign Employment	15/12/2022	Up to date	<ul style="list-style-type: none"> • Administration duties • Procurement duties • Establishment duties • HR matters • Duties related Event management

4.3. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in the subject/ field relevant to Public Administration. (Max 150 words)

Pls refer the attachment annex 01

5. Professional qualifications (**Certified copies of the certificates must be attached.**)

5.1 Postgraduate qualifications

Postgraduate qualifications	Subject	University/Institute	Effective date
Master of Human Resource Management	Principles and practice of Management Human Resource Management Business Economics Performance and Companion management Labor law & industrial Relations OB HRIS HRD IHRM Executive- Report	University of Colombo	01/01/2021
Bachelor of Law (LLB)	Constitutional Law Principles of Equity Legal Methods Law of contracts Criminal law Family law Administration law Land law Environmental law Labor law Commercial law Law of delict Jurisprudent Public international law	Open University of Sri Lanka	01/04/2020
Bachelor of Science	Chemistry Physics Polymer Science & Technology	University of Sri Jayawardanapura	13/07/2010

5.2 Training

Training	Institute/ Organization	Duration
Diploma in Public Management -	SLIDA	
the training course on Bid Evaluations -	SLIDA	3 Days
followed the training program on Land Management-	Ministry of Land & Land development	3 Days
training program on E-Government	SLIDA	3 Days
Training Program on Water Resources Management	Asian Institute of technology, Thailand	5 days,
Seminar on Talent Reserve for International Organization for Developing Countries	AIBO China	One week
4th TEMASEK Foundation Governance and Public Administration program	Civil service College, Singapore, 2015	10 days
Seminar on Talent Reserve for International Origination for developing Countries	Ministry of Commerce ,People’s Republic of China 2017.	10 Days

5.3 Language competency

Language	Qualification/Institute/ Organization	Effective date

5.4 (If applicable) Research, Innovation and inventions

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I do certify that the above particulars are true and accurate to the best of my knowledge

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Signature of applicant

Certificate of the Head of Department*

Option I – I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant, that, as at present, no disciplinary action has been contemplated against applicant* and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post/ with replacement/ without replacement.

Option II - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/ without replacement. I further state that, as at present, a preliminary investigation concerning the applicant is in progress/ about to be initiated and the nature of allegations against/suspected acts of misconduct of the applicant are as follows.

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* strike off the inapplicable statement

Signature of Head of Department