



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය  
 பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
 Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව.  
 சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை.  
 Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය  
 எனது இல  
 My No

PL/4/11

ඔබේ අංකය  
 உமது இல  
 Your No

දිනය  
 திகதி  
 Date

2023.08. 09

සියලුම අමාත්‍යාංශ ලේකම්වරුන්,  
 පළාත් ප්‍රධාන ලේකම්වරුන්,  
 දෙපාර්තමේන්තු ප්‍රධානීන්,  
 දිස්ත්‍රික් ලේකම්වරුන්,

රාජ්‍ය සේවා කොමිෂන් සභාව පත්වීම් බලධරයා වන දීපව්‍යාජන සේවාචල හා අමාත්‍යාංශ/දෙපාර්තමේන්තුවල විධායක සේවා ගණවල 1 ශ්‍රේණියේ තනතුරු සඳහා නිලධාරීන් තෝරා ගැනීමේ පටිපාටිය

මෙම අමාත්‍යාංශයේ පළාත් සභා හා පළාත් පාලන අංශයේ පවතින ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ 1 ශ්‍රේණියේ තනතුරක් වන අධ්‍යක්ෂ (ක්‍රමසම්පාදන) තනතුර පුරප්පාඩුව පවතී.

02. එම තනතුර සඳහා රාජ්‍ය සේවා කොමිෂන් සභා වක්‍රලේඛ අංක 02/2022 ප්‍රකාරව ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ සුදුසු නිලධාරියෙකු පත් කර ගැනීමට එම පුරප්පාඩුව සම්බන්ධ තොරතුරු ඇමුණුම 01 මඟින් වෙබ් අඩවියෙහි පල කර ඇත.

03. ඒ අනුව එම අධ්‍යක්ෂ (ක්‍රමසම්පාදන) තනතුර සඳහා අනුයුක්ත වීමට මනාපය පල කරනු ලබන ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ නිලධාරීන් වේ නම් 2023.08.25 දිනට පෙර වෙබ් අඩවියෙහි සඳහන් අනුමත ආකෘතිය සම්පූර්ණ කර එහි සඳහන් පරිදි මා වෙත යොමු කිරීමට කටයුතු කරන මෙන් කාරුණිකව දන්වා සිටිමි.

රී.එස්.ඒ.එදිරිසිංහ  
 අතිරේක ලේකම් (පාලන හා පුහුණු)  
 පළාත් සභා හා පළාත් පාලන අංශය  
 රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශයේ  
 ලේකම් වෙනුවට

දුරකථන : 0112347528  
 ෆැක්ස් : 0112347529  
 විද්‍යුත් තැපැල් ලිපිනය : admin.div@pclg.gov.lk



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය  
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Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව.  
சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை.  
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය }  
எனது இல }  
My No }

PL/4/11

ඔබේ අංකය }  
உமது இல }  
Your No }

දිනය }  
திகதி }  
Date }

09.08.2023

All Secretaries to Ministry,  
Chief Secretaries of Provincial Councils,  
Head of Departments,  
District Secretaries,

**Selection procedure for the officers in the posts in Grade 1 of All-Island Services and Executive service categories of Ministries/Departments on which the Public Service Commission is the appointing authority**

The post of Director (Planning) which is post in Grade 1 of Sri Lanka Planning Service prevailing in the Provincial Council and Local Government Division of this Ministry is presently vacant.

02. The information in relation to that vacancy had been published in the website by Annexure 1 for appointing a suitable officer in Grade 1 of Sri Lanka Planning Service in terms of the Circular No. 02/2022 of Public Service Commission for that post.

03. Accordingly, it is kindly informed that if the officers who are in Grade 1 of Sri Lanka Planning Service and prefer to attach to such Director (Planning) post, take necessary arrangement to forward the approved format indicated in the website to me before 25.08.2023 in the manner indicated in that website.

**E.S.G. Edirisinghe**

Additional Secretary (Admin. and Training)  
Provincial Councils and Local Government Division  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

Telephone : 0112347528  
Fax : 0112347529  
E-mail : admin.div@pclg.gov.lk

**Post of Director of Grade I of Sri Lanka Planning Service in the Ministry of Public Administration,  
Home Affairs, Provincial Councils and Local Government**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Planning Service to be appointed to the above post. Number of vacancies is **01**.

In the absence of applicants of Grade I of the service, officers of Grade II of the Service with active and satisfactory service of 03years in that grade will be considered for appointment to attending to duties on full-time basis in the post.

Attending to duties appointments will be done for a maximum period of one year with the possibility of further extensions afterwards subject to provisions of Public Commission Procedural Rule 141.

Applicants must forward their duly filled curriculum vitae *in the format attached hereto* to **Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government (Provincial Provincial Councils & Local Government Division), No.330, Union Place, Colombo 02** through the head of department by Registered Post and send it via E-mail also to [addrsec.admin@pclg.gov.lk](mailto:addrsec.admin@pclg.gov.lk) to reach on or before **25<sup>th</sup> August 2023**.

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

## **2.0. Candidate Profile**

### **2.1. Experience&Professional Qualifications;**

- i. Preferably at least 03 years of experience in *Grade I of Sri Lanka Planning Service*
- ii. Postgraduate qualification in **any of the fields specified in Appendix (e) of the Minute of Sri Lanka Planning Service**
- iii. Proficiency in English

### **2.2. Strengths;**

*(Things have to be done effectively and which should motivate the applicant)*

- i. Organizer
- ii. Enabler
- iii. Strategic

### **2.3. behavioural competencies**

*(Actions and activities that are needed to be done effectively)*

- i. Seeing the big picture
- ii. Developing self and others
- iii. Managing a quality service

## **3.0. Method of selection**

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. Only a shortlisted number of applicants will be called for the interview. Please refer to section 6 (b) of the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for the criterion for short listing of applicants.

### 3.1. Marking scheme

Heading	Maximum Marks	Method of assessment
<p><b>Seniority</b> Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.</p>	50	Curriculum vitae (CV)
<p><b>Experience in development planning</b></p> <p>In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery in the above fields gained through involvement in or exposure to it will be assessed</p>	20**	
<p><b>Professional qualifications</b></p> <p><b>(1) Postgraduate/professional qualifications in any of the fields specified in Appendix (e) of the Service Minute*</b></p> <ul style="list-style-type: none"> <li>a. Research based postgraduate degree – 7 marks</li> <li>b. Taught postgraduate degree – 6 marks</li> <li>c. Postgraduate diploma – 5 marks</li> <li>d. Graduate/Postgraduate certificate/Higher National Diploma – 4 marks</li> <li>e. Diploma - 3</li> </ul> <p><b>(2) Training in development planning (Maximum up to 1.0 mark)</b></p> <ul style="list-style-type: none"> <li>a. Of duration of 3 months or more – 1 mark</li> <li>b. Of duration of 10 days or more – 0.5 marks</li> <li>c. Of duration of 3 days or more – 0.2 marks</li> </ul> <p><b>(3) Proficiency in English*</b></p> <ul style="list-style-type: none"> <li>a. Diploma in English obtained from a recognized university or government training institute/IELTS Academic overall score 6.5 or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above, or TOEFL-PBT 550 or above – 02 Marks</li> <li>b. Certificate in English obtained from a recognized university or government training institute – 01 Mark</li> </ul> <p>* Marks will be awarded only for the highest qualification</p>	10	

<b>Strengths</b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10**	Interview
<b>Behavioural competencies</b> Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10**	
**For question formats and rating scales, please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022		

Note 1: The term “recognized university” in the above marking scheme means a university recognized by the University Grants Commission of Sri Lanka

Note2: All postgraduate/professional qualifications indicated in the marking scheme above should have been obtained either;

- i. from a university recognized by the University Grants Commission of Sri Lanka (such qualifications obtained from other degree awarding institutes should have the recognition of that commission) or
- ii. from a government training institute or government recognized foreign institute



**K.D.N.Ranjith Asoka**

Secretary

Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government

Date.....23/8/22.....

## CURRICULUM VITAE FORMAT

1. Post applying for
2. Particulars about the applicant
  - I. Name
  - II. National Identity Card No.
  - III. Age
  - IV. Residential Address
  - V. Contact Nos.
  - VI. Email
  - VII. Grade of the service
  - VIII. Date of appointment to the service
  - IX. Date of promotion to the present grade of the service
  - X. Designation
  - XI. Date of appointment to the present post
  - XII. Ministry
  - XIII. Department

3. Particulars about the service in the present grade

- I. No pay/half pay leave

From	To	Total duration (Years/Months/Days)	Purpose

- II. Efficiency bars

Efficiency bar	Due date of completion	Date of completion	No. and date of the letter granting concession/exemption, if any

III. In case being subjected to a disciplinary action;

Date and no. of the charge sheet	Disciplinary order ( <i>If still pending, please indicate</i> )	Effective date of punishment/s, if any (i.e., date of commission of the offence)	Any period of service left out when calculating satisfactory service in terms of Public Service Commission Procedural Rule 186 (ii)

4. Experience

4.1 Past service since date of appointment to the service

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

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

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

4.3. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained in project planning particular in relation to cadre and remuneration planning (Max. 150 words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case in project planning particular in relation to cadre and remuneration planning (Max. 150 words)

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

5.1 Postgraduate qualifications

Postgraduate qualification	Subject	University/Institute	Effective date

5.2 Training

Training	Institute/Organization	duration

5.3 Language competency

Language	Qualification/Institute/Organization	Effective date

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

.....

Signature of the applicant



**Certificate of the Head of Department\***

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

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

.....  
.....  
.....  
.....

\* *Strike off the inapplicable statement*

Signature of Head of Department