



කෘෂිකර්ම අමාත්‍යාංශය
கமத்தொழில் அமைச்சு
Ministry of Agriculture

80/5, "ගොවිජන මන්දිරය", රජමල්වත්ත පවුමග, බත්තරමුල්ල, ශ්‍රී ලංකාව.
80/5, "கொவிஜன மந்திரய", ரஜமல்வத்தை ஒழுங்கை, பத்தரமுல்லை, இலங்கை.
80/5, "Govijana Mandiraya", Rajamalwatta Lane, Battaramulla, Sri Lanka.

මගේ අංකය. } 2/1/1/4/1/05 (i)
எனது இல. }
My No. }

ඔබේ අංකය. }
உமது இல. }
Your No. }

දිනය. } 2023.06. 09
திகதி. }
Date. }

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

ශ්‍රී ලංකා පරිපාලන සේවයේ I ශ්‍රේණියේ තනතුරු සඳහා අයදුම්පත් කැඳවීම

උක්ත කරුණු සම්බන්ධයෙන් 2022.09.15 දිනැති රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ අංක 02/2022 හා බැඳේ.

02. මෙම අමාත්‍යාංශයේ පුරප්පාඩුව පවතින ශ්‍රී ලංකා පරිපාලන සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (සංවර්ධන) තනතුර සඳහා ඉහත චක්‍රලේඛ විධිවිධාන අනුව අයදුම්පත් කැඳවීමට තීරණය කර ඇත.

03. ඒ අනුව, ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර ඔවුන් අදාළ තනතුර සඳහා අයදුම් කරන්නේ නම් මේ සමඟ ඇති අයදුම්පත සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශ සහිතව 2023.07.05 දින හෝ ඊට පෙර ලේකම්, කෘෂිකර්ම අමාත්‍යාංශය, අංක 80/5, ගොවිජන මන්දිරය, රජමල්වත්ත පවුමග, බත්තරමුල්ල ලිපිනයට ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

ගුණදාස සමරසිංහ,
ලේකම්,
කෘෂිකර්ම අමාත්‍යාංශය.



කෘෂිකර්ම අමාත්‍යාංශය
கமத்தொழில் அமைச்சு
Ministry of Agriculture

80/5, “ගොවිජන මන්දිරය”, රජමල්වත්ත පවුමග, බත්තරමුල්ල, ශ්‍රී ලංකාව.
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දිනය. } 09.06.2023
திகதி. }
Date. }

All Secretaries Of Ministries,
Chief Secretaries Of Provinces,
Head Of Departments,
District Secretaries,

Calling Applications for Post In The Sri Lanka Administrative Service – Grade I

This has reference to the Public Service Commission Circular 02/2022 and dated 15th September 2022.

02. It has been decided to call for applications for Director (Development) vacant post in the Sri Lanka Administrative Service in this Ministry as per the above circular provisions.

03. Accordingly, you are kindly informed to intimate the eligible officers of your institution in this regard and instruct to apply for the post with duly completed application annexed here, with the recommendation of the Head of the respective institution to reach the following address on or before 05.07.2023.

Secretary,
Ministry Of Agriculture,
No: 80/5, “Govijana Madiraya”,
Rajamalwatta Road,
Battaramulla.

Gunadasa Samarasinghe,
Secretary,
Ministry Of Agriculture.



කෘෂිකර්ම අමාත්‍යාංශය
கமத்தொழில் அமைச்சு
Ministry of Agriculture

80/5, "கோவிஜன மன்றிரய", ரஜமல்வத்தை ஒழுங்கை, பத்தரமுல்லை, இலங்கை.
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எனது இல.
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2/1/1/4/1/05 (i)

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உமது இல.
Your No.

දිනය.
திகதி.
Date.

2023.06. 09

அமைச்சுக்களின் செயலாளர்கள்,
மாகாண பிரதம செயலாளர்கள்,
திணைக்கள தலைவர்கள்,
மாவட்ட செயலாளர்கள்,

இலங்கை நிர்வாக சேவைக்கான தரம் - 1 வெற்றிடத்தை நிரப்புவதற்கு விண்ணப்பங்களை கோருதல்.

மேற்குறிப்பிட்ட விடயம் சம்பந்தமாக பொதுச் சேவை ஆணைக்குழுவின் 02/2022 இலக்க செப்டம்பர் 15, 2022 தேதியிட்ட சுற்றறிக்கை தொடர்பானது.

02. மேற்படி சுற்றறிக்கை விதிகளின்படி இந்த அமைச்சின் இலங்கை நிர்வாக சேவையில் தரம் - 1 பணிப்பாளர் (அபிவிருத்தி) பதவிக்கான விண்ணப்பங்களை கோருவதற்கு தீர்மானிக்கப்பட்டுள்ளது.

03. இது தொடர்பாக தங்கள் நிறுவனத்தில் விண்ணப்பிக்க விரும்புகின்ற இலங்கை நிர்வாக சேவையை சேர்ந்த உத்தியோகத்தர்கள் இணைக்கப்பட்ட விண்ணப்ப படிவத்தை பூர்த்திசெய்து தனது நிறுவனத் தலைவரின் பரிந்துரையுடன் 05.07.2023 ஆம் திகதி அல்லது அதற்கு முன் செயலாளர், கமத்தொழில் அமைச்சு, 80/5, "கொவிஜன மந்திரய", ரஜமல்வத்தை ஒழுங்கை, பத்தரமுல்லை, இலங்கை எனும் முகவரிக்கு கிடைக்கக்கூடிய விதத்தில் அனுப்புமாறு உங்களுக்கு அறியத்தருகிறேன்.

குணதாச சமரசிங்க,
செயலாளர்,
கமத்தொழில் அமைச்சு.

**Post of Director (Development) of Grade I of Sri Lanka Administrative Service in
the Division of Agriculture of Ministry of Agriculture**

Applications are called from suitably qualified officers of Grade 1 of Sri Lanka Administrative Service (including those eligible to be promoted to Grade I as at the closing date of application) to be appointed to the above post. Number of vacancies is 01.

In the absence of applicants of Grade I of the service, officers of Grade II of the Service with active and satisfactory service of 03 years 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 Ministry of Agriculture through the head of department to reach on or before 05th July 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 general administration
- ii. Postgraduate qualification preferably in Public Administration, Management, Public Policies, Human Resource Management, Law, Project Planning and Management, Economics, Development Economics, Social Development, Financial Management or Information Technology
- iii. Training in the field of Information Technology will be an added advantage
- iv. Proficiency in English

2.2. Strengths;

- i. Adaptable
- ii. Courageous
- iii. Focussed

2.3. Behavioural competencies

- i. Communicating and Influencing
- ii. Managing a Quality Service
- iii. Delivering at pace

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 Public Service Commission Circular No. 02/2022 for the criterion for short listing of applicants.

3.1. Marking scheme

Heading	Maximum marks	Method of assessment
<p>Seniority</p> <p>Maximum marks will be awarded to the senior - most applicant and other applicants will receive marks for seniority proportionately.</p>	50	Curriculum vitae (CV)/ Interviews
<p>Experience in the field of general administration and/ or development</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>Professional qualifications</p> <p>(1) Postgraduate qualifications in the field of Administration, Management, Public Policies, Human Resource Management, Law, Project Planning and Management,</p>	10	

<p>Economics, Development Economics, Social Development, Financial Management or Information Technology or Public Procurement*</p> <p>a. Research based postgraduate degree - 7 marks b. Taught postgraduate degree - 6 marks c. Postgraduate diploma - 5 marks d. Graduate / Postgraduate certificate/ Higher National Diploma - 4 marks e. Diploma - 3 marks</p> <p>(2) Training in the field of Public Administration, Management, Public Procurement or Information Technology (Maximum up to 1.0 mark)</p> <p>a. Of duration of 3 months or more - 1 mark b. Of duration of 10 days or more - 0.5 marks c. Of duration of 3 days or more - 0.2 marks</p> <p>(3) Proficiency in English*</p> <p>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 or above - 02 Marks</p> <p>b. Certificate in English obtained from a recognized university or government training institute - 01 Mark</p> <p>*Marks will be awarded only for the highest qualification</p>		
<p>Strengths</p> <p>Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10**	Interview

Behavioural competencies 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.

Note 2: All postgraduate qualifications indicated in the marking scheme above should have been obtained either;

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



Gunadasa Samarasinghe,
Secretary,
Ministry Of Agriculture
Date: 09.06.2023

Gunadasa Samarasinghe
Secretary
Ministry of Agriculture
No.80/5, "Govijana Mandiraya",
Rajamalwatta Avenue, Battaramulla.

CURRICULUM VITAE FORMAT

1. Post applying for

2. Particulars about the applicant

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

3. Particulars about the service in the present grade

I. No pay/half pay leave

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

II. Efficiency bars

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

III. In case being subjected to a disciplinary action;

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

4. Experience

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 through the experience in general administration/development activities (Max. 150 words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case while working in general administration/development activities (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