



කළමනාකරණ සේවා දෙපාර්තමේන්තුව
முகாமைத்துவ சேவைகள் திணைக்களம்
DEPARTMENT OF MANAGEMENT SERVICES

මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය
நிதி, பொருளாதார உறுதிப்பாடு மற்றும் தேசியக் கொள்கைகள் அமைச்சு
MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES

මහා කාණ්ඩාගාරය, කොළඹ 01.

பொது திறைசேரி, கொழும்பு 01.

General Treasury, Colombo 01.

මගේ අංකය
எனது இல.
My No.

DMS/A4/47

ඔබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

19.04.2023

Secretaries to all Ministries,
Provincial Chief Secretaries,
Heads of Departments,
District Secretaries,

Inviting applications to fill vacant post belonging to Sri Lanka Planning Service - Grade 1 in the Department of Management Services

Applications are invited from the officers in Sri Lanka Planning Service to fill 01 vacant post of Director (Sri Lanka Planning Service – Grade 1) in this Department.

02. 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 with the recommendation from the Head of the respective Institution to reach this Department on or before

03.05.2023.

Yours faithfully,

M.K.S. Jayasena
Additional Director General
For Director General

Post of Director of Grade I of Sri Lanka Planning Service in the
Department of Management Services of
Ministry of Finance, Economic Stabilization and National Policies

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 03 years 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 Procedure Rule 141

Applicants must forward their duly filled curriculum vitae *in the format attached hereto* to **Director General of Department of Management Services, General Treasury, Colombo 1** or Email to **dgms@msd.treasury.gov.lk** through the head of department to reach on or before 02.05.2023

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. Team work
- II. Problem solver
- III. Analytical skills

2.3. Behavioral competencies

(Action and activities that are needed to be done effectively)

- I. Managing quality service
- II. Delivering at pace
- III. Communicating and influencing

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
Seniority Maximum marks will be awarded to the senior – most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum vitae (CV)
Experience in development planning In addition to the length of service in the field/exposure to the subject, the depth of knowledge of mastery in the above fields gained through involvement in or exposure to it will be assessed.	20**	
Professional qualifications 1. Postgraduate / professional qualifications in any of the fields specified in Appendix (e) of the Service Minute* 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 2. Training in development planning* a. Of duration of 3 months or more – 1 mark b. Of duration of 10 days of more – 0.5 mark c. Of duration of 3 days of more – 0.2 mark	10	

<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 550 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 Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10**	Interview
<p>Behavioral competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above</p>	10**	
<p>** For question formats and rating scales, please refer to Annexure II of the Public Service Commission Circular No.02/2022 dated 15.09.2022</p>		

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,

- 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
- from a government training institute or government recognized foreign institute



Secretary, Ministry of Finance, Economic Stabilization and National Policies

Date : 18/09/2023

K.M.M. Siriwardana
Secretary to the Treasury and
Secretary to the Ministry of Finance,
Economic Stabilization and National Policies
The Secretariat
Colombo 01.

Curriculum Vitae

01. Applying for the post of Director (.....-Sector-.....) of Grade I of
..... Service of Department of Management Services.

- I.
II.
III.

(If you wish to apply for more than one post, please mention it above)

02. I. Name :
II. National Identity Card No :
III. Age :
IV. Residential Address :
V. Contact Numbers :
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 :

03. 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 (if still pending, please indicate)	Efficiency 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)

04. Experience

4.1. Past service since date of appointment to the service

[illegible]

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

[illegible]

4.3. For All-Island Services only

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
(Max. 150 words)

05. 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

5.4. (If applicable) Research, Innovation and Inventions

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

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*

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.

.....
Signature of Head of Department