



**ජාතික ප්‍රජා ජල සැපයුම් දෙපාර්තමේන්තුව**  
**தேசிய சமூக நீர் வழங்கல் திணைக்களம்**  
**Department of National Community Water Supply**

නො. 1114, පන්නිපිටිය පාර, තලවතුගොඩ. இல.1114, பன்னிபிட்டி வீதி, தலவத்துகொட்டை. No. 1114, Pannipitiya Road, Thalawathugoda.  
 General No. : 011-2775861 Fax : 011-2774489 E-mail : dncws2014@gmail.com Web : www.nacowa.lk  
 Director General: 011-2074250 Director (Admin): 011-2774470 Director (Planning): 011-2774481 Chief Accountant: 011-2074116

මගේ අංකය:   
எனது இல   
My No: DNCWS/AD/03/02/16

ඔබේ අංකය:   
உமது இல.   
Your No:

දිනය:   
திகதி.   
Date: 2023.06.06

All Secretaries of Ministries,  
 Chief Secretaries,  
 Department Heads,  
 District Secretaries,

**Calling Applications for the posts of Director (Planning & Development) and Director (Monitoring and Evaluation) - Sri Lanka Planning Service Grade -I**

With references to the circular no. 02/2022 issued by the public service commission on 2022.09.15.

02. This is to inform you that applications have been called for the posts of Director (Planning & Development) and Director (Monitoring and Evaluation) - Sri Lanka Planning Service Grade -I of the Department of National Community Water Supply.

03. Accordingly, please aware the suitable officers in your institution and if there are interested individuals. Please fill the application attached herewith and send with recommendation of the head of department to this department on or before 2023.06.23.

Address: Director General  
 Department of National Community Water Supply  
 No. 1114, Pannipitiya Road,  
 Thalawathugoda.

  
 H.M. Jayathilaka Herath  
 Director General  
 Department of National Community Water Supply  
 No. 1114, Pannipitiya Road,  
 Thalawathugoda.



**ජාතික ප්‍රජා ජල සැපයුම් දෙපාර්තමේන්තුව**  
**தேசிய சமூக நீர் வழங்கல் திணைக்களம்**  
**Department of National Community Water Supply**

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 General No. : 011-2775861 Fax : 011-2774489 E-mail : [dncws2014@gmail.com](mailto:dncws2014@gmail.com) Web : [www.nacowa.lk](http://www.nacowa.lk)  
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මගේ අංකය:  
 எனது இல  
 My No: DNCWS/AD/03/02/16

ඔබේ අංකය:  
 உமது இல.  
 Your No:

දිනය:  
 திகதி.  
 Date: 2023.06.06

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

රාජ්‍ය සේවා කොමිෂන් සභාව පත්වීම් බලධරයා වන දීප ව්‍යාප්ත සේවාවල හා අමාත්‍යාංශ/ දෙපාර්තමේන්තුවල විධායක සේවා ගණවල I ශ්‍රේණියේ තනතුරු සඳහා නිලධාරීන් තෝරා ගැනීමේ පටිපාටිය (පූර්ණකාලීන පදනම මත රාජකාරී ඉටු කිරීමේ පත් කිරීම් සඳහා ද ඇතුළුව)

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

02. මෙම දෙපාර්තමේන්තුවේ පුරප්පාඩුවී පවතින ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ තනතුරු 02 ක් සඳහා ඉහත චක්‍රලේඛ විධිවිධාන අනුව අයදුම්පත් කැඳවීමට තීරණය කර ඇත.

03. මෙම තනතුරු සඳහා අයදුම් කිරීමට කැමැත්තක් දක්වන ඔබ ආයතනයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ නිලධාරීන් ඇත්නම් මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණකර ආයතන ප්‍රධානියාගේ නිර්දේශ සහිතව 2023.06.23 දින හෝ ඊට පෙර ජාතික ප්‍රජා ජල සැපයුම් දෙපාර්තමේන්තුව වෙත ලැබෙන සේ යොමු කරන ලෙස ඔවුන් දැනුවත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

  
**එච්. එම්. ප්‍රසාද්**  
 අධ්‍යක්ෂ ජනරාල්  
 ජාතික ප්‍රජා ජල සැපයුම් දෙපාර්තමේන්තුව  
 අංක. 1114, පන්නිපිටිය පාර,  
 තලවතුගොඩ

එච්.එම්. ප්‍රසාද්  
 අධ්‍යක්ෂ ජනරාල්

**Post of Director (Development & Planning) of Grade 1 of Sri Lanka Planning Service of  
Department of National Community Water Supply**

Applications are called from suitably qualified officers of Grade 1 of **Sri Lanka Planning Service** to be appointed to the above post. Number of vacancies is **one (01)**

In the absence of applicants of grade 1 of the service category, officers of Grade II of the Service with active and satisfactory service of **Ten (10)** 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 121.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto to Director General, Department of National Community Water Supply** through the head of department to reach on or before **23.06.2023**.

Late application, 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

- **Preparation of all annual plans and Reports in the Departments/Ministries**
- **Preparation of project proposals**
- **Implementation of development projects islandwide**
- **Reviewing proposals submitted from various agencies and parties and obtaining local and foreign funds for such proposals**
- **Coordination, monitoring and reviewing of project related work**

**(Experience in the field of water supply is considered as an added qualification.)**

ii. Postgraduate qualification in a **subject area stipulated in the Service Minute of the Sri Lanka Planning Service.**

iii. Proficiency in English

### **2.2 Strengths**

- i. **Improver** – Should be a person who looks for better ways of doing things and coming up with new and original ideas
- ii. **Communicating Skills** – Should be a person who can effectively communicate thoughts and ideas in writing and verbally.
- iii. **Networker** – Should be person who proactively create and maintain positive and professional working relationship with a wide range of people within and outside the organization.



## 2.3 Behavioral Competencies

- i. Ability to Demonstrate and promote communicating with integrity, impartiality and objectivity. Ensure to support varied communication methods which are cost effective and keep up with advances in digital technology.
- ii. Ability to translate strategic priorities into clear outcome-focused objectives. Promote resilience and responsiveness in the organization.
- iii. Ability to provide clarity about the action required to achieve results and address unexpected developments.

## 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.

## 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) /Interviews
Experience in <ul style="list-style-type: none"> <li>• Preparation of all annual plans and Reports in the Departments/Ministries</li> <li>• Preparation of project proposals</li> <li>• Implementation of development projects islandwide</li> <li>• Reviewing proposals submitted from various agencies and parties and obtaining local and foreign funds for such proposals</li> <li>• Coordination, monitoring and reviewing of project related work</li> </ul> (Experience in the field of water supply is considered as an added qualification.)  In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery of the subject in the <b>above fields</b> gained through involvement in or exposure to it will be assessed  Experience need not to be strictly confined to the field under which the vacant post comes. Wherever possible, the list of fields where an officer may have gained transferable experience.	20	
Professional Qualifications\Research & Innovations 1). Postgraduate Qualifications in the field of a <b>subject area stipulated in the Service Minute of the Sri Lanka Planning Service.</b>	10	
a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6marks c. Postgraduate diploma – 4marks d. Graduate /postgraduate certificate – 2 marks		

<p>(2) Training in the field of Water Supply</p> <p>a. Of duration of 3 Months or More – 1 Marks</p> <p>b. Of Duration of 10 days or more - 0.5 Marks</p> <p>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 TOEFL – PBT or above - <b>2 Marks</b></p> <p>b. Certificate in English Obtained from a recognized university or Government training institute – <b>1 Mark</b></p> <p>Marks Will be awarded Only for the highest qualification.</p>		
<p><b><u>Strengths</u></b></p> <p>Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.</p>	10	Interview
<p><b><u>Behavioral competencies</u></b></p> <p>Actions and activities that are needed to be done effectively as specified in section 2.3 above</p>	10	

**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 from a University recognized by the university Grants Commission of Sri Lanka and Such Qualifications Obtained from other degree awarding institutes should have the recognition of that commission.

**H. M. Jayathilaka Herath**  
 Director General  
 Department of National Community Water Supply  
 No. 1114, Pannipitiya Road,  
 Thalawakumbura.

  
**Director General**  
**Department of National Community Water Supply**

Date 29/05/2023



**Post of Director (Monitoring & Evaluation) of Grade 1 of Sri Lanka Planning Service of  
Department of National Community Water Supply**

Applications are called from suitably qualified officers of Grade 1 of **Sri Lanka Planning Service** to be appointed to the above post. Number of vacancies is **one (01)**

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- **Coordination, monitoring and reviewing of project related work**

**(Experience in the field of water supply is considered as an added qualification.)**

ii. Postgraduate qualification in a **subject area stipulated in the Service Minute of the Sri Lanka Planning Service.**

iii. Proficiency in English

### **2.2 Strengths**

- i. **Improver – Should be a person who looks for better ways of doing things and coming up with new and original ideas**
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### **2.3 Behavioral Competencies**

- i. **Ability to Demonstrate and promote communicating with integrity, impartiality and objectivity. Ensure to support varied communication methods which are cost effective and keep up with advances in digital technology.**
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(2) Training in the field of Water Supply <ul style="list-style-type: none"> <li>a. Of duration of 3 Months or More – 1Marks</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>		
(3) proficiency in English <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 TOEFL – PBT or above - <b>2 Marks</b></li> <li>b. Certificate in English Obtained from a recognized university or Government training institute –</li> </ul>		

<b>1 Mark</b>		
Marks Will be awarded Only for the highest qualification.		
<b><u>Strengths</u></b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.	10	Interview
<b><u>Behavioral competencies</u></b> Actions and activities that are needed to be done effectively as specified in section 2.3 above	10	

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**H. M. Jayathilaka Herath**  
 Director General  
 Department of National Community Water Supply  
 No. 1114, Pannipitiya Road,  
 Thalawathugoda.

**Director General**  
**Department of National Community Water Supply**

Date 29/05/2023



## 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/Month/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)	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 development planning (Max.150 words)or;

Please describe an instance where you used your creativity and innovation in dealing with a case in development 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 allegation against/ suspected acts of misconduct of the applicant are as follows.

.....

.....

.....

.....

\* Strike off the inapplicable statement

Signature of Head of Department