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 E-mail)
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 Website)



මගේ අංකය)
 எனது இல) MIM/AD/01/25
 My No.)
 ඔබේ අංකය)
 உமது இல)
 Your No.)
 දිනය)
 திகதி) 2023.03. 29
 Date)

සෞඛ්‍ය අමාත්‍යාංශය
சுகாதார அமைச்சு
Ministry of Health

දේශීය වෛද්‍ය අංශය

சமீபக கைத்திய பிரிவு

Indigenous Medicine Sector

සියළුම අමාත්‍යාංශ ලේකම්වරුන්
 පළාත් ප්‍රධාන ලේකම්වරුන්
 දෙපාර්තමේන්තු ප්‍රධානීන්
 දිස්ත්‍රික් ලේකම්වරුන්

සෞඛ්‍ය අමාත්‍යාංශයේ දේශීය වෛද්‍ය අංශයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ පුරප්පාඩුව පවතින අධ්‍යක්ෂ තනතුර සඳහා අයදුම්පත් කැඳවීම

සෞඛ්‍ය අමාත්‍යාංශයේ දේශීය වෛද්‍ය අංශයේ පුරප්පාඩුව පවතින අධ්‍යක්ෂ තනතුර සඳහා ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

තනතුර	අමාත්‍යාංශය/ දෙපාර්තමේන්තුව/අංශය	පුරප්පාඩු සංඛ්‍යාව
අධ්‍යක්ෂ	සෞඛ්‍ය අමාත්‍යාංශය - දේශීය වෛද්‍ය අංශය	01

02. ඒ අනුව ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් ඉහත තනතුර සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර 2023.04.18 හෝ එදිනට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.


 අරුණි සෝමරත්න

ජ්‍යෙෂ්ඨ සහකාර ලේකම්

අත්.කලේ / එස්. ජනක ශ්‍රී වන්දනුප්පන

ලේකම්

අරුණි සෝමරත්න
 ජ්‍යෙෂ්ඨ සහකාර ලේකම් (පාලන)
 දේශීය වෛද්‍ය අංශය
 සෞඛ්‍ය අමාත්‍යාංශය

**Post of Director (Planning) of Grade I of Sri Lanka Planning Service of
Indigenous Medicine Sector, Ministry of Health**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Planning Service to be appointed to the above post. (As per PSC Circular No. 02/2022).

In the absence of applicants of Grade I of the service, officers of Grade II of the service with active and satisfactory service of 12 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 be forward their duly filled curriculum vitae *in the format attached hereto* to Secretary, Ministry of Health, No. 26, 3rd Floor, Sri Sangaraja Mawatha, Colombo 10 through the head of department to reach (Additional secretary (Administration), Indigenous Medicine Sector) on or before 18.04.2023

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 *field of planning*
- II. Postgraduate qualification Specified in appendix “” in Sri Lanka Planning Service Minute
- III. Proficiency in English

2.2 Strengths

- I. Must be able to adapt to variations in work or environment with an effectiveness not impacted by change. Be flexible and versatile and act as an advocate for change.
- II. Must be an innovator who tries new approaches.
- III. Must be able to convert resources into results.

2.3 Behavioural competence / competencies

- I. Ability to seek out opportunities change and suggest innovative ideas for improvement.
- II. Ability to deliver service objectives with professional excellence.
- III. Ability to take responsibility for delivering timely and quality results with focus and drive.

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 Mark	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 Planning</p> <p>in addition to the length of service in the field /exposure to the subject, the depth of knowledge or mastery of the subject of /in the field of planning gained through involvement in or exposure to it will be assessed.</p> <p><i>(Experience need not to be strictly confined to the field under which the vacant post comes. Wherever possible, the list of fields must include such other fields where an officer may have gained transferable experience. (e.g., An officer who has worked in fields like rural development, small industries development, social services etc., may have gained experience transferable to regional administration.)</i></p>	20	
<p>Professional qualifications</p> <p>(1) Postgraduate qualifications in the fields specified in appendix “9” in Sri Lanka Planning Service minute. *</p> <ol style="list-style-type: none"> a. Research based postgraduate degree – 7 marks. b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 4 marks d. Graduate/ postgraduate certificate -2 marks <p>(2) Training in the field of Planning*</p> <ol style="list-style-type: none"> a. Of duration of 3 months or more – 1 mark 	10	

<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 above, TOEFL-CBT 213 or above, or TOEFL-PBT or above -02 Marks</p> <p>b. Certificate in English obtained from a recognized university of 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 Activities that are needed to be done effectively as specified in section 2.3 above.</p>	10	
<p>Marks will be granted for “Experience “Strengths ” and “Behavioral Competencies” pert Annexure II of PSC Circular No. 02/2022</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 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.

As per directed by the PSC.

Secretary
Ministry of Health

Date 29.03.2023

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

(Add any other necessary additional information)

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 (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 o 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 the subject / field relevant to scope of the planning Director/Deputy Director/Assistant Director of the Ministry you have work so far.

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

5.1 Post graduate qualifications

Post graduate qualification	Subject	University /Organization	duration

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 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, his/her can/cannot be released from he/she 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 follows.

.....
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*Strike off the inapplicable statement

Signature of Head of Department