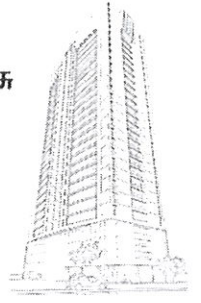




කම්කරු හා විදේශ රැකියා අමාත්‍යාංශය  
தொழில் மற்றும் வெளிநாட்டு வேலைவாய்ப்பு அமைச்சு

Ministry of Labour and Foreign Employment

හයවන මහල, "මෙහෙවර පියෙස", නාරාහේන්පිට, කොළඹ 05, ශ්‍රී ලංකාව.  
6 ஆவது தளம், "மேஹேவர பியேச", நாரஹேன்பிட்டி, கொழும்பு 05, இலங்கை.  
6th Floor, "Mehewara Piyesa", Narahenpita, Colombo 05, Sri Lanka.



මගේ අංකය }  
எனது இல }  
My No. }

MFE/ADM/4/2/1/2

ඔබේ අංකය }  
உமது இல }  
Your No. }

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திகதி }  
Date }

2023.05.30

All Secretaries of Ministries  
Chief Secretaries  
Department Heads  
District Secretaries

**Calling Applications for the post of Director- Sri Lanka Planning Service (Grade I)**

This is to inform you that applications have been called for the post of Director (Sri Lanka Planning Service - Grade I) for the Foreign Employment Division at the Ministry of Labour and Foreign Employment.

| Post     | Ministry/Department/Division | No. of Vacancies available |
|----------|------------------------------|----------------------------|
| Director | Foreign Employment Division  | 01                         |

02. Accordingly, please aware the suitable officers in your institution and if there are interested individuals, please fill the application attached herewith and send to this Ministry on or before 13.06.2023.

R.P.A. Wimalaweera  
Secretary

**Division of Foreign Employment of Ministry of Labour and Foreign Employment**

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 Procedural Rule 141.

Applicants must forward their duly filled curriculum vitae ***in the format attached hereto*** to. Secretary, Ministry of Labour & Foreign Employment, 06<sup>th</sup> Floor, Mehewara Piyasa, Narahenpita through the head of department to reach on or before **13.06.2023**

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. Innovator
- i. Problem Solver
- ii. Team Player

**2.3. behavioural competencies**

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

- i. Changing and Improving
- ii. Working Together
- 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  |
|---|---------------|-----------------------|
| <b>Seniority</b><br>Maximum marks will be awarded to the seniormost applicant and other applicants will receive marks for seniority proportionately.  | 50            | Curriculum vitae (CV) |
| <b>Experience in development planning</b><br><br>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  | 20**          |                       |
| <b>Professional qualifications</b><br><br><b>(1) Postgraduate qualifications in any of the fields specified in Appendix (e) of the Service Minute*</b> <ol 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> </ol><br><b>(2) Training in development planning (Maximum up to 1.0 mark)</b> <ol 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> </ol><br><b>(3) Proficiency in English*</b> <ol 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> </ol> | 10            |                       |

|  |      |           |
|--|------|-----------|
| * Marks will be awarded only for the highest qualification   |      |           |
| <b>Strengths</b><br>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><br>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;

- 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 Labour & Foreign Employment

Date.....30.05.2023

## **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<br>(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<br>/Institute | Duration |    | Brief description of nature of<br>responsibilities |
|------|-----------------------------------|----------|----|--|
|      |                                   | From     | To |  |
|      |                                   |          |    |  |
|      |                                   |          |    |  |
|      |                                   |          |    |  |
|      |                                   |          |    |  |
|      |                                   |          |    |  |

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

| Post | Ministry/Department<br>/Institute | Duration |    | Brief description of nature of<br>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 allegations against /suspected acts of misconduct of the applicant are as follows.

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

*\* Strike off the inapplicable statement*

Signature of Head of Department