



# ක්‍රීඩා හා යෞවන කටයුතු අමාත්‍යාංශය

விளையாட்டுத்துறை மற்றும் இளைஞர் விவகார அமைச்சு

Ministry of Sports and Youth Affairs

නො.09, පිලිප් ගුනවර්ධන මාවත, කොළඹ 07.

இல. 09, பிலிப் குணவர்த்தன மாவத்தை, கொழும்பு 07.

No.09, Philip Gunawardana Mawatha, Colombo 07.

මගේ අංකය  
எனது இலக்கம்  
My No.

MOYS/ADM/3/1/5

ඔබේ අංකය  
உமது இலக்கம்  
Your No.

දිනය  
திகதி  
Date

2023.03. 27

සියලුම අමාත්‍යාංශ ලේකම්වරුන්  
පළාත් ප්‍රධාන ලේකම්වරුන්  
දෙපාර්තමේන්තු ප්‍රධානීන්  
දිස්ත්‍රික් ලේකම්වරුන්

ක්‍රීඩා හා යෞවන කටයුතු අමාත්‍යාංශයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ - I ශ්‍රේණියේ පුරප්පාඩු තනතුරු සඳහා අයදුම්පත් කැඳවීම

මෙම අමාත්‍යාංශයේ පහත සඳහන් පුරප්පාඩු තනතුරු සඳහා ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

තනතුර	අංශය	පුරප්පාඩු සංඛ්‍යාව
අධ්‍යක්ෂ (ක්‍රමසම්පාදන)	සැලසුම් අංශය	02

02. ඒ අනුව, ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් අදාළ තනතුර සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශ සහිතව 2023.04.10 දිනට හෝ ඊට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

ඩබ්.එම්.එස්.එන්. වාන්දනී  
අතිරේක ලේකම් (පාලන හා ප්‍රසම්පාදන)

අත්/කළේ: කේ. මහේසන්  
ලේකම්

දුරකථන  
தொலைபேசி  
Telephones

0112697934

ෆැක්ස්  
தொலைநகல்  
Fax

0112688836

විද්‍යුත් තැපෑල  
மின்னஞ்சல்  
E-mail

secretary@moys.gov.lk

වෙබ්  
இணையதளம்  
Web

www.moys.gov.lk



# ශ්‍රී ලංකා යෞවන කටයුතු අමාත්‍යාංශය

வினையாட்டுத்துறை மற்றும் இளைஞர் விவகார அமைச்சு

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නො.09, පිලිප් ගුනවර්ධන මාවත, කොළඹ 07.

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உமது இலக்கம்  
Your No.

දිනය  
திகதி  
Date

27.03.2023.

All Secretaries of Ministries  
Chief Secretaries of Provinces  
Head of Departments  
District Secretaries

## Calling applications for posts in the Sri Lanka Planning Service - Grade I which have fallen vacant in the Ministry of Sports and Youth Affairs

Applications are called from the officers of the Sri Lanka Planning Service for the following posts which have fallen vacant in this Ministry.

Post	Division	No of Vacancies
Director (Planning)	Planning Division	02

02. Accordingly, please inform the officers in your institution who have satisfied the required qualifications in this regard, and if they wish to apply for the respective posts, to prepare the application form attached hereto and submit the same along with the recommendation of Head of the Institution on or before 10/04/2023.

W.M.S.N. Chandani

Additional Secretary (Administration & Procurement)

Sign by : K. Mahesan  
Secretary

**Post of Director (Planning) of Grade I of Sri Lanka Planning Service in the  
Ministry of Sports and Youth Affairs**

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 **02**.

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 Sports and Youth Affairs, No 09, Philip Gunawardana Mawatha, Colombo - 07 or [secretary@moys.gov.lk](mailto:secretary@moys.gov.lk) through the head of department to reach on or before 10 /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 *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. Visionary
- ii. Efficient

**2.3. behavioural competencies**

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

- i. Delivering at pace
- ii. Working together
- iii. Changing and improving

**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> Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum vitae (CV)
<b>Experience in development planning</b>  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>  <b>(1) Postgraduate/professional qualifications in any of the fields specified in Appendix (e) of the Service Minute*</b>  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  <b>(2) Training in planning in development planning *</b>  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  <b>(3) Proficiency in English*</b>  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	10	

# Annexure I

<p><b>b. Certificate in English obtained from a recognized university or government training institute – 01 Mark</b></p> <p>* Marks will be awarded only for the highest qualification</p>		
<p><b>Strengths</b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10**	Interview
<p><b>Behavioural competencies</b> 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

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 Sports and Youth Affairs

27/03/2023

**K. Mahesan**

Secretary

Ministry of Sports and Youth Affairs

No.09, Philip Gunawardhana Mawatha,

Colombo 7

### 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 (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 allegations against /suspected acts of misconduct of the applicant are as follows.

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

*\* Strike off the inapplicable statement*

Signature of Head of Department