

**Post of Director (Planning) of Grade I of Sri Lanka Planning Service of Ministry Of Sports & Youth Affairs – Sports Infrastructure Development Division**

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 one.

In the absence of applicants of Grade I of the SLPS category, officers of Grade II of the SLPS category 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 vita *in the format attached hereto* Secretary, Ministry Of Sports & Youth Affairs – Sports Infrastructure Development Division, 12<sup>th</sup> Floor, West Tower, West Tower, World Trade Center, Colombo 01.

Though the head of department to reach on or before 03<sup>rd</sup> Of April.

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 the field of planning
- ii. Postgraduate qualification specified appendix “ඉ” in Sri Lanka Planning Service minute.
- iii. Proficiency in English

### **2.2. Strengths;**

- i. Ability to work under pressure
- ii. Leadership Skill
- iii. Presentation Skill

### **2.3. Behavioural Competencies**

- i. Behavioural skills proved by Commendation and Censures
- ii. Handle the difficulties in a friendly manner
- iii. Manage personal matters in a minimum leave taken

## **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
<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) / Interview
<b>Experience in the field of planning</b> 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	20	
<b>Professional qualifications</b> (1) postgraduate qualifications in the field Specified in Appendix “ඉ” in Sri Lanka Planning Service minute a. Research based post graduate degree – 7 marks b. Taught postgraduate degree - 6 marks c. Postgraduate diploma - 4 marks d. Graduate/Postgraduate certificate -2 marks (2) <b>Training in the field of Planning &amp; Development</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 (3) <b>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 or above – 02 marks b. Certificate in English obtained from a recognized university or government training institute – 01 Marks ***Marks will be awarded only for the highest qualification	10	
<b>Strengths</b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.	10	
<b>Behavioural competencies</b> Actions and activities that are needed to be done effectively as specified in section 2.3 above	10	Interview
Marks will be granted to Service experience, Strengths & behavioural Competencies as per the annexure II of public Service Commission circular NO.02/2022		

Note 1 : The term “ recognized university” in the above marking scheme a university recognized by the University Grant 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 Grant Commission of Sri Lanka and such qualification obtained from other degree awarding institutes should have the recognition of that commission.

As per Directed by Public Service Commission

  
Secretary, Ministry of Sports & Youth Affairs  
Date : 20.03.2023 (අලුත්)

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## CURRICULUM VITAE FORMAT

1. Post applying for Director (Planning)

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 ( <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 /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 through the experience in general administration (Max. 150 words) or;

Please describe improvement you have brought about in the field while working in the field of/in charge of the planning and monitoring (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.

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Signature of the applicant

**Certificate of the Head of Department\***

*Option 1* - 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.

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*\* Strike off the inapplicable statement*

Signature of Head of Department