



අග්‍රාමාත්‍ය කාය්‍යාලය  
பிரதம அமைச்சரின் அலுவலகம்  
PRIME MINISTER'S OFFICE

58, ශ්‍රීමත් අර්නස්ට් ද සිල්වා මාවත, කොළඹ 07.  
58, ஸ்ரீமத் ஏர்னஸ்ட் த சில்வா மாவத்தை, கொழும்பு 07.  
58, Sir Ernest de Silva Mawatha, Colombo 07.

මගේ යොමුව  
எனது குறியீடு  
My Ref.

PMO/ADM/01/02/42/01

ඔබේ යොමුව  
உமது குறியீடு  
Your Ref.

දිනය  
திகதி  
Date

2023.05.11

සියලුම අමාත්‍යාංශ ලේකම්වරුන්  
පළාත් ප්‍රධාන ලේකම්වරුන්  
දෙපාර්තමේන්තු ප්‍රධානීන්  
දිස්ත්‍රික් ලේකම්වරුන්

අග්‍රාමාත්‍ය කාර්යාලයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (සැලසුම්) තනතුර  
සඳහා අයදුම්පත් කැඳවීම

අග්‍රාමාත්‍ය කාර්යාලයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ පුරප්පාඩුව පවතින අධ්‍යක්ෂ (සැලසුම්)  
තනතුර සඳහා එම සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

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 එම අයදුම්පත්‍රය ආයතන  
ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.05.26 දිනට පෙර පහත ලිපිනයට යොමු කරන මෙන් කාරුණිකව  
දන්වා සිටිමි.

අග්‍රාමාත්‍ය ලේකම්  
අග්‍රාමාත්‍ය කාර්යාලය  
58, ශ්‍රීමත් අර්නස්ට් ද සිල්වා මාවත  
කොළඹ 07

  
අනුර දිසානායක  
අග්‍රාමාත්‍ය ලේකම්

දුරකථන අංකය: +94 11 2575311  
විද්‍යුත් ලිපිනය : secpm@pmoffice.gov.lk

ෆැක්ස් අංකය : +94 11 2575310



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Gen. Office

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2575318

ෆැක්ස්  
பெக்ஸ்  
Fax

2574143  
2575454  
2575310

විද්‍යුත් තැපෑල  
# மெயில்  
E-mail

secpm@pmoffice.gov.lk



**අග්‍රාමාත්‍ය කාය්‍යාලය**  
**பிரதம அமைச்சரின் அலுவலகம்**  
**PRIME MINISTER'S OFFICE**

58, ශ්‍රීමත් අර්නස්ට් ඩි සිල්වා මාවත, කොළඹ 07.

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உமது குறியீடு  
Your Ref.

දිනය  
திகதி  
Date

11.05.2023.

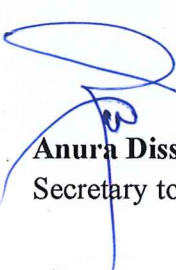
All Secretaries of Ministries  
 Chief Secretaries of Provinces  
 Heads of Departments  
 District Secretaries

**Calling applications for the Post of Director (Planning) of Sri Lanka Planning Service in the Prime Minister's Office**

Applications are called from the officers of the Sri Lanka Planning Service for the Post of Director (Planning) of Grade I the Sri Lanka Planning Service of the Prime Minister's Office.

02. Accordingly, inform the officers in your institution who are satisfied the required qualifications in this regard, and if they wish to apply for the respective post, please inform them to submit duly filled application to following address as per the format attached hereto with recommendations of the head of the institute on or before 26.05.2023.

Secretary to the Prime Minister  
 Prime Minister's Office  
 58, Sir Ernest de Silva Mawatha  
 Colombo 07

  
**Anura Dissanayake**  
 Secretary to the Prime Minister

Tel. No. : +94 11 2575311  
 e-mail : secpm@pmoffice.gov.lk

Fax : +94 11 2575310



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විද්‍යුත් තැපෑල  
# மெயில்  
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secpm@pmoffice.gov.lk

## **Post of Director (Planning) of Grade I of Sri Lanka Planning Service of Prime Minister's Office**

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 to the Prime Minister through the head of department to reach on or before 26.05.2023. 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 preferably in Development Planning/ Economics/ Development Economics/ Urban & Rural Development Planning/ Social Science/ Agriculture / Industrial Development Management/ Human Resource Management/ Industrial Management
- iii. Proficiency in English

#### **2.2. Strengths**

(Things have to be done effectively and which should motivate the applicant)

- i. Learner
- ii. Mission
- iii. Courageous

#### **2.3. Behavioral competencies**

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

- i. Leadership Qualities
- ii. Working Together
- iii. Seeing the Big Picture



### 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 the 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>  (1) <b>Postgraduate/ professional qualifications in any of the fields of Development Planning/ Economics/ Development Economics/ Urban &amp; Rural Development Planning/ Social Science/ Agriculture / Industrial Development Management/ Human Resource Management/ Industrial Management*</b> <ol style="list-style-type: none"> <li>Research based postgraduate degree-7 marks</li> <li>Taught postgraduate degree-6 marks</li> <li>Postgraduate diploma-5 marks</li> <li>Graduate/ Postgraduate certificate/ Higher National Diploma -4 marks</li> <li>Diploma – 3 marks</li> </ol> (2) <b>Training in development planning (Maximum up to 1.0 mark)</b> <ol style="list-style-type: none"> <li>Of duration of 3 months or more – 1 mark</li> <li>Of duration of 10 days or more – 0.5 marks</li> <li>Of duration of 3 days or more – 0.2 marks</li> </ol> (3) <b>Proficiency in English *</b> <ol style="list-style-type: none"> <li>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>Certificate in English obtained from a recognized university or government training institute-01 Mark</li> </ol> * 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**	Interview
<b>Behavioural competencies</b> 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.

Note 2: 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 to the Prime Minister

Date... 11/05/2023 .....

**Anura Dissanayake**  
Secretary to the Prime Minister  
Prime Minister's Office  
No. 58, Sir Ernest de Silva Mw,  
Colombo 07.



## 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

II. 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 of the commission of 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

[illegible]



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 urban development planning (max150words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case in urban development planning (max150words)

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