



**කෘෂිකර්ම අමාත්‍යාංශය**  
**கமத்தொழில் அமைச்சு**  
**Ministry of Agriculture**

80/5, "ගෝවිජන මන්දිරය", රජමල්වත්ත පවුමග, බත්තරමුල්ල, ශ්‍රී ලංකාව.  
80/5, "கொவிஜன மந்திரய", ரஜமல்வத்தை ஒழுங்கை, பத்தரமுல்லை, இலங்கை.  
80/5, "Govijana Mandiraya", Rajamalwatta Lane, Battaramulla, Sri Lanka.

මගේ අංකය.  
எனது இல.  
My No.

SMA/Admin/02/03/PSC/Vol(II)-Dir.(SLPS)

ඔබේ අංකය.  
உமது இல.  
Your No.

දිනය.  
திகதி.  
Date.

2023.09. 27

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

**Calling Applications for the Post of Director -Planning (Grade I of Sri Lanka Planning Service) of Fertilizer division of the Ministry of Agriculture**

This has reference to the Public Service Commission Circular 02/2022 and dated 15<sup>th</sup> September 2022.

02. It has been decided to call for applications for the post of Grade I Director (Planning) in the Sri Lanka Planning Service, which is vacant in the Fertilizer Division of this Ministry, as per the above circular provisions.

03. Accordingly, you are kindly informed to intimate the eligible officials of your institution in this regard and instruct to apply for the post with duly completed application annexed here, with the recommendation of the head of the respective institution to reach Additional Secretary (Admin)-Fertilizer division, Ministry of Agriculture, No.80/5, Govijana Mandiraya, Rajamalwatta Road, Battaramulla on or before 13.10.2023.

Gunadasa Samarasinghe  
Secretary



**කෘෂිකර්ම අමාත්‍යාංශය**  
**கமத்தொழில் அமைச்சு**  
**Ministry of Agriculture**

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මගේ අංකය.  
எனது இல.  
My No.

SMA/Admin/02/03/PSC/Vol(II)-Dir. (SLPS)

ඔබේ අංකය.  
உமது இல.  
Your No.

දිනය.  
திகதி.  
Date.

2023.09.27

සියලුම අමාත්‍යාංශ ලේකම්වරුන්  
පළාත් ප්‍රධාන ලේකම්වරුන්  
දෙපාර්තමේන්තු ප්‍රධානීන්  
දිස්ත්‍රික් ලේකම්වරුන්

**කෘෂිකර්ම අමාත්‍යාංශයේ පොහොර අංශයේ අධ්‍යක්ෂ-සැලසුම් (ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවය- I ශ්‍රේණිය) තනතුර සඳහා අයදුම්පත් කැඳවීම**

උක්ත කරුණ සම්බන්ධයෙන් 2022.09.15 දිනැති රජය සේවා කොමිෂන් සභා චක්‍රලේඛ අංක 02/2022 හා බැඳේ.

02. මෙම අමාත්‍යාංශයේ පොහොර අංශයේ පුරප්පාඩු වී පවතින ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ අධ්‍යක්ෂ සැලසුම් ( I ශ්‍රේණිය) තනතුර සඳහා ඉහත චක්‍රලේඛ විධි විධාන ප්‍රකාරව අයදුම්පත් කැඳවීමට තීරණය කර ඇත.

03. ඒ අනුව ඔබ ආයතනයේ සේවය කරන ඒ සඳහා සුදුසුකම්ලත් නිලධාරීන්ට ඒ බව දැනුම් දෙන මෙන් ද මෙයට අමුණා ඇති අයදුම්පත සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව අයදුම් කිරීම සඳහා උපදෙස් ලබා දෙන මෙන්ද කාරුණිකව දන්වමි.

04. තවද, නිසි පරිදි සම්පූර්ණ කරන ලද අයදුම්පත් 2023.10.13 දින හෝ ඊට පෙර ලැබෙන සේ අතිරේක ලේකම් (පාලන)-පොහොර අංශය, කෘෂිකර්ම අමාත්‍යාංශය, අංක 80/5, ගොවිජන මන්දිරය, රජමල්වත්ත පවුමග, බත්තරමුල්ල යන ලිපිනයට එවිය යුතුය.

ගුණදාස සමරසිංහ  
ලේකම්





**Post of Director of Grade I of Sri Lanka Planning Service in the Ministry of Agriculture**  
**– Fertilizer 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 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 Ministry of Agriculture (Fertilizer Division) through the head of department to reach on or before .....2023 : 10 : 13?....

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
- iv. Training in information technology will be an added advantage

**2.2. Strengths;**

- i. Communicating skills
- ii. Precise
- iii. Strategic

**2.3. Behavioural competencies**

- i. Seeing the big picture
- ii. Changing and improving
- iii. Working together

**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 or Information Technology*</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> <b>(2) Training in development planning and/or information technology (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> <b>(3) 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> <p>* Marks will be awarded only for the highest qualification</p>	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

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



Gunadasa Samarasinghe,  
Secretary,  
Ministry Of Agriculture.  
Date...27/09/2023.....

Gunadasa Samarasinghe  
Secretary  
Ministry of Agriculture  
No.80/5, "Govijana Mandiraya",  
Rajamalwatta Avenue, Battaramulla.

## 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 ( <i>If still pending, please indicate</i> )	Effective date of punishment/s, if any ( <i>i.e., date of commission of the offence</i> )	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	



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4.3. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained in project planning particular in relation to cadre and remuneration planning (*Max. 150 words*) or;

Please describe an instance where you used your creativity and innovation in dealing with a case in project planning particular in relation to cadre and remuneration 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.

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.....  
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*\* Strike off the inapplicable statement*

Signature of Head of Department