



පරිසර අමාත්‍යාංශය

சுற்றுடல் அமைச்சு

Ministry of Environment

"සොබාදම් පියා", අංක 416/සී/1, රොබට් ගුණවර්ධන මාවත, බත්තරමුල්ල, ශ්‍රී ලංකාව.
"சொபாதம் பியா", இல. 416/சீ/1, ரொபர்ட் குணவர்தன மாவத்தை, பத்தரமுல்லை, இலங்கை.
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මගේ අංකය
எனது இல
My No

ENV/ADM/02/02/12/SLPS/06

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

2023.04.21

සියලුම අමාත්‍යාංශ ලේකම්වරුන්
පළාත් ප්‍රධාන ලේකම්වරුන්
දෙපාර්තමේන්තු ප්‍රධානීන්
දිස්ත්‍රික් ලේකම්වරුන්

පරිසර අමාත්‍යාංශයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (ප්‍රතිපත්ති සැලසුම් හා මෙහෙයුම්) තනතුර සඳහා අයදුම්පත් කැඳවීම

පරිසර අමාත්‍යාංශයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (ප්‍රතිපත්ති සැලසුම් හා මෙහෙයුම්) තනතුර සඳහා ශ්‍රී ලංකා ක්‍රමසම්පාදන 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, එම අයදුම්පත්‍රය පරිසර අමාත්‍යාංශයේ නිල වෙබ් අඩවියේ (<http://www.env.gov.lk/web/index.php/en/announcements/job-vacancies>) ඔස්සේ බා ගත කර ආයතන ප්‍රධානියාගේ නිර්දේශ සහිතව එහි මාදු පිටපත 2023.05.04 දින හෝ ඊට පෙර පරිසර අමාත්‍යාංශයේ නිල විද්‍යුත් ලිපිනය (sec@env.gov.lk) වෙත මාර්ගගතව යොමුකර එහි මුද්‍රිත පිටපත ලේකම්, පරිසර අමාත්‍යාංශය, "සොබාදම් පියස", අංක 416/සී/1, රොබට් ගුණවර්ධන මාවත, බත්තරමුල්ල යන ලිපිනය වෙත යොමු කරන මෙන් කරුණකව දන්වමි.

අත්/කළේ : වෛද්‍ය අනිල් ජාසිංහ
ලේකම්



පරිසර අමාත්‍යාංශය
சுற்றுடல் அமைச்சு
Ministry of Environment

"සොබාදාම පියා", අංක 416/ජ/1, රොබට් ගුනවර්දන මාවත, බත්තරමුල්ල, ශ්‍රී ලංකාව.

"சோபாதம் பியா", இல. 416/ජ/1, ரொபர்ட் குணவர்தன மாவத்தை, பத்தரமுல்லை, இலங்கை.
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My No

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දිනය
திகதி
Date

04.05.2023

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

CALLING APPLICATIONS FOR THE POST OF DIRECTOR (POLICY PLANNING AND OPERATIONS) OF GRADE I OF SRI LANKA PLANNING SERVICE IN THE MINISTRY OF ENVIRONMENT

Applications are called from the officers of the Sri Lanka Planning Service for the post of Director (Policy Planning and Operations) of Grade I of the Sri Lanka Planning Service of Ministry of Environment.

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 post, please inform them to download the soft copy of the advertisement from the official website (<http://www.env.gov.lk/web/index.php/en/announcements/job-vacancies>) and submit duly filled application with recommendation of the head of the institute through Ministry of Environment official email address (sec@env.gov.lk) on or before 04.05.2023. In addition to the soft copy of the application uploaded by the applicant via email, applicants must forwarded their printed copy to the Secretary, Ministry of Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla.


Dr. Anil Jasinghe
Secretary

**Post of Director (Policy Planning and Operations) of Grade I of Sri Lanka Planning Service in the
Ministry of Environment**

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 Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla through the head of department to reach on or before 04.05.2023

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 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. Communication Skills
- ii. Courageous
- iii. Networker

2.3. behavioural competencies

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

- i. Leadership
- ii. Effective decision making
- iii. Delivering at Pace

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
Seniority Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.	50	Curriculum vitae (CV)
Experience in development planning 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**	
Professional qualifications (1) Postgraduate/professional qualifications in any of the fields specified in Appendix (e) of the Service Minute* 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 (2) Training in planning in development planning (Maximum up to 1.0 mark) 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) Proficiency in English* 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 b. Certificate in English obtained from a recognized university or government training institute – 01 Mark	10	

* Marks will be awarded only for the highest qualification		
Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10**	Interview
Behavioural competencies 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 Environment

Date 2023.04.19

Dr. Anil Jasasinghe
Secretary
Ministry of Environment

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.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 andthe nature of allegations against /suspected acts of misconduct of the applicant are as follows.

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

** Strike off the inapplicable statement*

Signature of Head of Department