

**Post of Director – Planning Grade I of Sri Lanka Planning Service of Pharmaceutical  
Production, Supply and Regulation Division, Ministry of Health**

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.(as per PSC Circular No 02/2022)

In the absence of applicants of Grade I of the service/ service category, officers of Grade II of the Service/service category with active and satisfactory service of 03 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 afterward subject to provisions of Public Commission Procedural Rule 141.

Applicants must forward their duty-filled curriculum vitae in the format attached here to Additional Secretary, State Ministry of Health, no 525, Union Place, Colombo 02 through the head of departments to on or before 10<sup>th</sup> April 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 and Professional qualifications**

- i. preferably at least 03 years of experience in development and planning field
- ii. Postgraduate qualification in Development Policy, Economics, Commerce, Statistics and Management
- iii. Proficiency in English

**2.2. Strengths**

- i. Ability to identify strategies to increase pharmaceutical production in the country
- ii. Ability to facilitate to establish proper supply chain management for pharmaceuticals.

**2.3. Behavioural Competencies**

- i. Develop and maintain proper link with domestic investors to increase domestic pharmaceutical production.
- ii. Monitor and facilitate to ensure the proper system to maintain the pharmaceutical supply chain.

### 3.0. Method of selection

(All island services)

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/Interviews
<b>Experience in the field of Development 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 development planning gained through involvement in or exposure it will be assessed.	20	
<b>Professional qualifications/Research and Innovations</b> <b>(1) Postgraduate qualifications in the field of Development Policy / Economics Commerce/ Statistics and Management</b> <i>(Select relevant fields from among the fields/subjects specified in the relevant service minute/scheme of recruitment)</i> a. Research-based postgraduate degree – 7 marks b. Taught Postgraduate degree – 6 marks c. Postgraduate Diploma – 4 marks d. Graduate/ Postgraduate certificate – 2 marks *Marks will be awarded only for the highest qualification  <b>(2) Training in the field of Planning / Development</b> a. Of duration of 3 months or more – 01 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	10	



<p>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</p> <p>b. Certificate in English obtained from a recognized university or government training institute -01 mark</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>Behavioral Competencies</b> Actions and activities that are needed to be done effectively as specified in section section 2.3 above</p>	10	
<p>Marks will be granted for “ Experience” “Strenghts” and Behaviral Competencies” as per annexure II of PSC Circular 02/2022.</p>		

**Note 1:** The term “ recognized university” in the above marking scheme means a university recognized by the University Grants Commission of Sri Lanka

**Note 2:** All postgraduate qualifications indicated in the marking scheme above should have been obtained from a university recognized by the University Grants Commission of Sri Lanka and such qualifications obtained from other degree awarding institutes should have the recognition of that commission.

As per directed by Public Service Commission

  
 Secretary  
 Ministry of Health

**S. Janaka Sri Chandraguptha**  
 Secretary  
 Ministry of Health  
 “Suwasiripaya”  
 385, Rev. Baddegama Wimalawansa Thero Mawatha,  
 Colombo 10.

Date : 24 . 03. 2023

## 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

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

**4.3. For All-Island Service only (Insert a question to assess the in depth knowledge and mastery in the subject gained through experience.)**

Please describe and instance where you used your creativity and innovation in dealing with a case while working in the field of/ while in charge of the subject field relevant to Planning and Development

(Max.150 words)

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**5. Professional qualifications (Certified copies of the certificates must be attached.)**

**5.1. Postgraduate qualifications**

Postgraduate qualifications	Subject	University/Institute	Effective Date

**5.2. Training**

Training	Institute/Organization	duration

**5.3. Language competency**

Language	Qualification/Institute/Organization	Effective date



**5.4. (If applicable) Research, Innovation and inventions**

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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 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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**\*Strike of the inapplicable statement**

Signature of Head of Department