

## **Notice on Calling for Applications**

### **Selection of officers in conformity with the provisions of the Public Service Commission for the Grade-I posts of Divisional Secretary in Sri Lanka Administrative Service, in which vacancies exist across the Island**

The Ministry of Public Administration, Home Affairs, Provincial Councils, and Local Government has decided to invite applications from Grade I officers of the Sri Lanka Administrative Service who have fulfilled the qualifications for the vacant posts of Divisional Secretary.

The number of vacancies as at 03.05.2023 stands at 22 and the applications are invited to fill the said number of vacancies. (The vacancy list has been attached as Annexure 02)

In cases where there are no qualified Grade I officers for the posts of Divisional Secretary, the officers who have completed a satisfactory and active service period of more than 06 years in Sri Lanka Administrative Service (Officers recruited to Sri Lanka Administrative Service before 01.01.2015) will be considered for appointment to said vacancies for attending to duties on full time basis.

The officers who are appointed for attending to duties on a full-time basis will be appointed to the post for a maximum period of one year, and the extension of that period will be done as per Rule 121 of the Public Service Commission Procedural Rules.

The applicants who intend to apply for the vacancies shall complete the application prepared as per Annexure 01 and submit it to reach the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Nila Medura, Elvitigala Mawatha, Colombo 05, via their respective Head of Department, before **20.05.2023**.

A copy of the completed application should also be forwarded to the email address:

**[diviaddivision@gmail.com](mailto:diviaddivision@gmail.com)** before the prescribed date.

Late applications, incomplete applications, and the applications not submitted in the prescribed format shall be rejected without any notice.

### **2.0. Qualifications of the Applicant**

In addition to the seniority of the officers applying for the post, it is expected to pay special attention to the fulfillment of the following qualifications.

#### **2.1. Service Experience**

- I. Having a proper understanding on the subject of divisional administration and its role of functions
- II. Having studied the services associated with divisional administration or completed educational qualifications related to them

#### **2.2. Professional Qualifications/ Training/ Language Proficiency**

- I. Post graduate degrees in Divisional Administration
- II. Training courses related to the subject of Divisional Administration
- III. Language Proficiency

### **2.3. Strengths**

- I. Analytical skills
- II. Willingness to accept challenges
- III. Knowledge and understanding in Divisional Administration

### **2.4. Behavioral skills**

- I. Leadership and personality
- II. Communication skills
- III. Willingness to make developmental changes

### **3.0. Selection Procedure for the posts**

Allocation of marks for the selection for posts will be done under 02 main stages.

**Stage I** - Consideration of qualifications submitted in the Application and awarding of marks

The interview panel/board having considered the following field, will award marks based on the particulars furnished by the applicants in the application submitted as per the prescribed format.

- I. Seniority
- II. Experience in the relevant field
- III. Professional qualifications

**Stage II** - Awarding of marks through the interview

In the interview conducted by the interview panel, marks will be awarded under the following main headings.

- IV. Strengths of the officer
- V. Behavioural skills of the officer

According to the procedure for calling applications, only the categorized officers, based on the seniority and the marking scheme of the application submitted, will be called for the interview.

### 3.1. Marking Scheme

Serial No.	The criteria to be considered in allocating marks	Maximum marks	Total marks	Methodology to be based on for evaluation
I.	<p><b>Seniority</b></p> <p>Maximum marks will be awarded to the most senior qualified applicant and the marks will be awarded in proportion to the seniority of other applicants. Here, only the “satisfactory service period” of each applicant will be considered.</p>	50	50	Application
II.	<p><b>Service Experience</b></p> <p>Having served in the ministry in charge of the subject of Home Affairs</p> <ul style="list-style-type: none"> <li>- Having served in divisional administration or the experience gathered by an officer through serving in areas such as rural development, small enterprise development or social services can be applicable to divisional administration</li> </ul>	20	20	Application
III.	<p><b>Professional Qualifications</b></p> <p>Educational qualifications</p> <p>Post-graduate qualifications in the relevant field as per the Service Minute</p> <ul style="list-style-type: none"> <li>- Research based post graduate degree- 07 marks</li> <li>- Course based post graduate degree- 06 marks</li> <li>- Post graduate diploma- 04 marks</li> <li>- Post graduate certificate course- 02 marks</li> </ul> <p>Training courses related to/connected to Divisional Administration</p> <ul style="list-style-type: none"> <li>- 03 months or above – 01 marks</li> <li>- 10 days or above – 0.5 marks</li> <li>- 03 days or more- 0.2 marks</li> </ul> <p>Language proficiency</p> <ul style="list-style-type: none"> <li>- A diploma obtained from a recognized university/government training institute/IELTS with a band score of 6.5 or above, TOEFL- CBT 213 or above or TOEFL- PBT 550 or above – 02 marks</li> <li>- A certificate in English language obtained from a recognized university or training institute- 01 marks</li> </ul> <p>Marks will only be awarded to the highest qualification under the marked headings</p>	07  01  02	10	Application
IV.	<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>- Analytical skills</li> <li>- Willingness to accept challenges</li> <li>- Knowledge associated with Divisional Administration</li> </ul>	10	10	Interview
V.	<p><b>Behavioural skills</b></p> <ul style="list-style-type: none"> <li>- Leadership qualities</li> <li>- Communication skills</li> <li>- Creating developmental changes</li> </ul>	10	10	Interview
VI.	<b>Marks will be deducted in case of disciplinary actions</b>	-25	-25	
	<b>Total marks</b>		<b>100</b>	

As stated above, the applicants who have secured highest marks in accordance with the qualifications mentioned in the application and qualifications fulfilled at the interview will be appointed to the relevant posts.

In situations where the officers selected for vacancies obtain equal aggregate marks, the decision on filling the said vacancies will be taken by the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government in terms of the Section 80 of the Public Service Commission Procedural Rules.

You are kindly informed to contact Mr. W.P.C.A. Weerasooriya, Senior Assistant Secretary (Divisional Administration) on (Telephone Number- Office- 011-2050360, 071-4491764) for more information in this regard.

**Sgd / K.D.N. Ranjith Asoka**

Secretary,

Ministry of Public Administration,

Home Affairs, Provincial Councils and Local Government

Date: 03 May, 2023

**Sri Lanka Administrative Service Grade I Divisional Secretary Vacancy List from  
01/01/2023 to 03/05/2023**

Province	District	Divisional Secretariat	Number of Vacancies	Total Number of Vacancies
Western	Kaluthara	Agalawatta	1	2
		Kaluthara	1	
Northern	Jaffna	Karainagar	1	1
North Western	Kurunegala	Polgahawela	1	1
	Puttalam	Mundalama	1	3
		Wanathawilluwa	1	
Mahawewa	1			
North Central	Polonnaruwa	Higurakgoda	1	2
		Madirigiriya	1	
	Anuradhapura	Nuwaragam Palath East	1	2
		Palugaswewa	1	
Uva	Badulla	Lunugala	1	3
		Uva Paranagama	1	
		Badulla	1	
	Monaragala	Wellawaya	1	5
		Thanamalwila	1	
		Madulla	1	
		Monaragala	1	
Kataragama	1			
Sabaragamuwa	Kegalle	Aranayaka	1	2
		Rambukkana	1	
Central	Kandy	Harispattuwa	1	1

**Application for the appointment of officers of Sri Lanka Administrative Service to the  
post of Divisional Secretary**

1. Post applied for: .....

**2. Details of the applicant**

I. Name in full (In Sinhala):

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II. Full Name of Applicant (BLOCK LETTERS in English)

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III. Gender: .....

IV. National Identity Card No: .....

V. Age: .....

VI. Current residence address:

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VII. Telephone Number (Pls. mention WhatsApp number as well):

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VIII. Email address: .....

IX. Date of appointment in Administrative Service:

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X. Current Grade: .....

XI. Date of promotion to the present grade: .....

XII. Current post: .....

XIII. Date of appointment to the current post:

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XIV. The ministry applicable to the current post:

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## II. Efficiency bar examinations

Efficiency bar	Date prescribed to complete	Date completed	Number and date of letter granting a grace period (Only if applicable)

## III. Whether subject to any disciplinary action (Fill in, if necessary)

Number and date of the charge sheet	Disciplinary orders (Specify, if in progress)	Effective date for the punishment given	Period of service omitted in calculating satisfactory service period under Public Service Commission Procedural Rules 186(ii)

## 4. Experience

4.1 Service description from the date of appointment to Sri Lanka Administrative Service (As at 31.12.2022)

Post	Ministry/department/institution	Duration (YYYY/MM/DD)		Brief description about the nature of responsibility	Annexure No. (Compulsory)
		From	To		

4.2 Service description related to the grade to which officers have been promoted to (As at 31.12.2022)

Grade	Period of service in relevant grades (YYYY/MM/DD)		Annexure number, if documents submitted to confirm/support the details (Compulsory)
	From	To	
I Grade I			
II Grade II			
III Grade III			



4.3 Special achievements (Indicate the commendations, productivity awards and such qualifications here.)

Special achievements Commendation Certificates/productivity awards	The relevant institution/person awarded by	Annexure number, if applicable documents submitted to confirm/support

4.4 Briefly submit your views /suggestions under the following topic, subject to a maximum of 150 words.

**Your suggestions to improve Productivity/efficiency of service delivery in divisional administration.**

**5. Educational/professional qualifications (Certified copies should be annexed)**

5.1 Educational and professional qualifications

Post graduate degrees/diplomas/certific ate courses qualifications and professional qualifications	Field	University/institution	(Effective Date) (YYYY/MM/ DD) (Only If applicable)	Annexure number, if documents submitted to confirm/supp ort (Compulsory)

5.2 Details on the trainings received (Divisional administration and applicable)

Training	Awarded/relevant institution/organization	Time duration	Annexure Number (Compulsory)

5.3 Language proficiency (in languages other than mother language)

Language	Qualification	(Effective Date) (YYYY/MM/DD)	Annexure Number (Compulsory)

5.4 Details of research, innovations, and inventions based on information technology (Annex necessary documents to confirm/support the details submitted)

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*I hereby certify that the information furnished by me is true and correct to the best of my knowledge.*

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Signature of the applicant

**Attestation of the Head of Department**

(i) \*I hereby certify that the information given in Section 3 of this application is correct as per the updated records in the applicant’s personal file; currently, no disciplinary action has been taken against the officer, and if the applicant is selected for this post, he/she can/cannot be released from his/her current post with/without replacement\*.

(ii) \*I hereby certify that the information given in Section 3 of this application is correct as per the updated records in the applicant’s personal file and if the applicant is selected for this post, he/she can/cannot be released from his/her current post with/without replacement. And, I further state that a preliminary investigation is currently in progress/expected to be initiated against the applicant, and following are the nature of the charges of misconduct levelled against the applicant\*.

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(\*Delete inappropriate words)

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**Signature of the Head of Department**

**Official Stamp**