



මගේ අංකය : MWCA&SE/ADM/1/154

எனது இல :

My No. :

ඔබේ අංකය :

உமது இல :

Your No. :

කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය
மகளிர், சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment

දිනය : 2023/03/14

திகதி :

Date :


සියළුම අමාත්‍යාංශ ලේකම්වරුන්
පළාත් ප්‍රධාන ලේකම්වරුන්
දෙපාර්තමේන්තු ප්‍රධානීන්
දිස්ත්‍රික් ලේකම්වරුන්.

කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශයේ ශ්‍රී ලංකා ක්‍රම සම්පාදන සේවයේ පුරප්පාඩු තනතුරු සඳහා අයදුම් පත් කැඳවීම.

මෙම අමාත්‍යාංශයේ පහත සඳහන් පුරප්පාඩු තනතුරු සඳහා ශ්‍රී ලංකා ක්‍රම සම්පාදන සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

තනතුර	දෙපාර්තමේන්තුව/ ආයතනය/ අංශය	පුරප්පාඩු සංඛ්‍යාව
අධ්‍යක්ෂ	කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය (සමාජ සවිබලගැන්වීම් අංශය.)	01
අධ්‍යක්ෂ	සෞභාග්‍යා සංවර්ධන කාර්යාංශය.	03
අධ්‍යක්ෂ	සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව	05
දිස්ත්‍රික් අධ්‍යක්ෂ	සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව	02

02. ඒ අනුව ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් අදාළ තනතුරු සඳහා අයදුම් කරන්නේනම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023/03/28 දිනට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.


එච්.වී.ආර්. නාලිකා පියසේන
අතිරේක ලේකම් (පරිපාලන)

අත්.කළේ.- යමුනා පෙරේරා
ලේකම්
කාන්තා, ළමා කටයුතු හා
සමාජ සවිබල ගැන්වීම්
අමාත්‍යාංශය.



කාන්තා, ළමා කටයුතු හා සමාජ සවිලඳගැන්වීම් අමාත්‍යාංශය
மகளிர், சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment

දිනය : 2023.03. 14
திகதி :
Date :

சகல அமைச்சின் செயலாளர்கள்,
மாகாண பிரதம செயலாளர்கள்,
திணைக்களத் தலைவர்கள்,
மாவட்டச் செயலாளர்கள்.

மகளிர், சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சின் இலங்கைத் திட்டமிடல் சேவையின் வெற்றிடப் பதவிகளுக்கு விண்ணப்பங்களினைக் கோருதல்.

இவ் அமைச்சின் பின்வரும் வெற்றிடப் பதவிகளுக்கு இலங்கைத் திட்டமிடல் சேவையின் உத்தியோகத்தர்களிடமிருந்து விண்ணப்பங்கள் கோரப்படுகின்றன.

பதவி	திணைக்களம்/நிறுவனம்/பிரிவு	வெற்றிடங்களின் எண்ணிக்கை
பணிப்பாளர்	மகளிர், சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு (சமூக வலுவூட்டல் பிரிவு)	01
பணிப்பாளர்	சௌபாக்யா மேம்பாட்டுப் பணியகம்	03
பணிப்பாளர்	சமுர்த்தி அபிவிருத்தி திணைக்களம்	05
மாவட்டப் பணிப்பாளர்	சமுர்த்தி அபிவிருத்தி திணைக்களம்	02

02. அதன் பிரகாரம், தங்கள் நிறுவனத்தில் தகைமையினைக் கொண்ட உத்தியோகத்தர்களினை, இது தொடர்பில் விழிப்புணர்வூட்டி, அவர்கள் உரிய பதவிகளுக்கு விண்ணப்பிப்பதாயின், இத்துடனுள்ள விண்ணப்பப் படிவத்தினைப் பூர்த்தி செய்து, நிறுவனத் தலைவரின் பரிந்துரையுடன் 2023.03.28 ஆந் திகதிக்கு முன்னர் முன்வைக்குமாறு தயவுடன் கேட்டுக் கொள்கின்றேன்.

JK

எச்.ரீ.ஆர். நாளிகா பியசேன,
மேலதிக செயலாளர் (நிர்வாகம்)

ஒப்பம்/யமுனா பெரேரா,
செயலாளர்,
மகளிர், சிறுவர் அலுவல்கள்
மற்றும் சமூக வலுவூட்டல்
அமைச்சு.

ලේකම්/செயலாளர் /Secretary
காർயாலய/அலுவலகம் /Office
ෆැක්ස්/தொலைநகல்/Fax

විද්‍යුත් තැපෑල/மின்னஞ்சல்/E-mail

වෙබ් අඩවිය/இணையத்தளம்/Website

කාන්තා, ළමා කටයුතු

011-2186057

011-2186055

011-2187249

secretary@childwomenmin.gov.lk

www.childwomenmin.gov.lk

1 වන මහල, සෙත්සිරිපාය අදියර II, බත්තරමුල්ල.

5ஆவது மாடி,செத்திரிபாயகட்டம்பி, பத்தரமுல்லை.

5thFloor, "Sethsiripaya" Stage II, Battaramulla

සමාජ සවිලඳගැන්වීම්

011-2883525

011-2887349-51

011-2187007

wcasesecretary@slnet.lk

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1 වන මහල, සෙත්සිරිපාය අදියර II, බත්තරමුල්ල.

1 ஆவது மாடி,செத்திரிபாயகட்டம்பி, பத்தரமுல்லை.

1stFloor, "Sethsiripaya" Stage II, Battaramulla.



මගේ අංකය : MWCA&SE/ADM/1/154

எனது இல :

My No. :

ඔබේ අංකය :

உமது இல :

Your No. :

කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය
மகளிர், சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment

දිනය : 2023/03/14

திகதி :

Date :

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

Calling applications for posts in the Sri Lanka Planning Service which have fallen vacant in the Ministry of Women, Child Affairs and Social Empowerment

Applications are called from the officers of the Sri Lanka Planning Service for the following posts which have fallen vacant in this Ministry.

Post	Department /Institution/Division	No. of Vacancies
Director	Ministry of Women, Child Affairs and Social Empowerment (Social Empowerment Division)	01
Director	Saubhagya Development Bureau	03
Director	Department of Samurdhi Development	05
District Director	Department of Samurdhi Development	02

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 posts, please inform them to prepare the application form attached hereto and submit the same along with the recommendation of the Head of the Institution before 28/03/2023.

H. T. R. Nalika Piyasena
Additional Secretary (Admin)

Signed by – Yamuna Perera
Secretary
Ministry of Women, Child Affairs and Social Empowerment

ලේකම්/செயலாளர் / Secretary
கාර්යாலயம்/அலுவலகம் / Office
දුරකථන/தொலைநகல் / Fax
විද්‍යුත් තැපෑල/மின்னஞ்சல் / E-mail
වෙබ් අඩවිය/இணையத்தளம் / Website

කාන්තා, ළමා කටයුතු
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5වන මහල, සෙනසිටිපාය දිසර II, බන්තරමුල්ල.
5ஆவது மாடி, செத்திறிபாயகட்டம்பா, பத்தரமுல்லை.

සමාජ සවිබලගැන්වීම්
011-2883525
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1වන මහල, සෙනසිටිපාය දිසර II, බන්තරමුල්ල.
1ஆவது மாடி, செத்திறிபாயகட்டம்பா, பத்தரமுல்லை.

**Post of Director (Planning) of Grade I of Sri Lanka Planning Service in the
Ministry of Women , Child Affairs and Social Empowerment**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Planning Service to be appointed to the following posts in the Ministry of Women, Child Affairs and Social Empowerment.

	Post	Department/Institute/Division	No. of vacancies
1.		Social Empowerment Division	01
2.		Saubagya Development Bureau	03
3.		Department of Samurdhi Development	05
4.		Department of Samurdhi Development – Post of Director of Samurdhi	02

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 Women, Child Affairs & Social Empowerment, 1st Floor, Sethsiripaya Stage II, Battaramulla / E-mail – mseadmin@sltnet.lk through the head of department to reach on or before 28.03.2023

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. Networker
- ii. Strategic
- iii. Team player

2.3. behavioural competencies

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

- i. Leadership
- ii. Managing a quality service
- iii. Communicating and influencing

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 social development, regional/rural 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 * 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*	10	

<p>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</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>Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10**	Interview
<p>Behavioural competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.</p>	10**	
<p>**For question formats and rating scales, please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022</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/professional qualifications indicated in the marking scheme above should have been obtained either;

- i. 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
- ii. from a government training institute or government recognized foreign institute

Secretary, Ministry of **Women , Child Affairs and Social Empowerment**

Date 14.03.2023

CURRICULUM VITAE FORMAT

1. Post applying for

Post	Department/Division/District/Institute	Preference
	(Please list the posts of Sri Lanka Planning Service)	

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	Any period of service left out when calculating satisfactory service in terms of Public Service

		offence)	Commission Rule 186 (ii)	Procedural

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 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 1 - 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 off the inapplicable statement*

Signature of Head of Department