



කාර්මික අධ්‍යාපන හා පුහුණු කිරීමේ දෙපාර්තමේන්තුව
தொழில்நுட்பக் கல்வி மற்றும் பயிற்சித் திணைக்களம்
Department of Technical Education & Training

Pioneer Organization in Providing Technical Education and Training in Sri Lanka

න.ප.ප. 557, ඔල්කට් මාවත, කොළඹ 10.

த.பெ. 557, ஒல்கொட் மாவத்தை, கொழும்பு 10.

P.O. Box 557, Olcott Mawatha, Colombo 10.

ඔබේ අංකය :
உமது இல :
Your No :

මගේ අංකය :
எமது இல : DTET/04/01/01/Dir/App
My No :

දිනය:
திகதி: 2023.05.11
Date :

සියළුම අමාත්‍යාංශ ලේකම්වරුන්

පළාත් ප්‍රධාන ලේකම්වරුන්

දෙපාර්තමේන්තු ප්‍රධානීන්

දිස්ත්‍රික් ලේකම්වරුන්.

කාර්මික අධ්‍යාපන හා පුහුණු කිරීමේ දෙපාර්තමේන්තුවේ අධ්‍යක්ෂ(සැලසුම්) තනතුර සඳහා අයදුම්පත් කැඳවීම.

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

තනතුර	දෙපාර්තමේන්තුව/ආයතනය/අංශය	පුරප්පාඩු
අධ්‍යක්ෂ(සැලසුම්)	කාර්මික අධ්‍යාපන හා පුහුණු කිරීමේ දෙපාර්තමේන්තුව	01

02. ඒ අනුව, ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් අදාළ තනතුර සඳහා අයදුම් කරන්නේනම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023/05/24 දිනට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

අධ්‍යක්ෂ ජනරාල්



අධ්‍යාපන අමාත්‍යාංශය
கல்வி அமைச்சு
Ministry of Education



කාර්මික අධ්‍යාපන හා පුහුණු කිරීමේ දෙපාර්තමේන්තුව
தொழில்நுட்பக் கல்வி மற்றும் பயிற்சித் திணைக்களம்
Department of Technical Education & Training

Pioneer Organization in Providing Technical Education and Training in Sri Lanka

නැ.පෙ. 557, ඕලිකට් මාවත, කොළඹ 10.

த.பெ. 557, ஒல்கொட் மாவத்தை, கொழும்பு 10.

P.O. Box 557, Olcott Mawatha, Colombo 10.

ඔබේ අංකය :
உமது இல :
Your No :

මගේ අංකය :
எமது இல : DTET/04/01/01/Dir/App
My No :

දිනය:
திகதி: 2023.05.11
Date :


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

Calling applications for posts in the Sri Lanka Planning Service which have fallen vacant in the Department of Technical Education & Training

Applications are called from the officers of the Sri Lanka Planning Service which have fallen vacant in this Department .

Post	Department/Institution/Division	No. of Vacancies
Director(Planning)	Department of Technical Education & Training	01

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 from attached hereto and submit the same along with the recommendation of the head of the Institution before 24/05/2023.


S.C. Jagath
Director General

අධ්‍යක්ෂ ජනරාල් } 011-3137290
பணிப்பாளர் நாயகம் } 011-2431288
Director General } 011-2449136(Fax)

කාර්යාලය } 011-2348896
அலுவலகம் } 011-2348897
Office } 011-2439078

ෆැක්ස් } 011-2439077
தொலைநகல் }
Fax }

E-mail:- info@dtet.gov.lk
Website - www.dtet.gov.lk

අතිරේක අධ්‍යක්ෂ ජනරාල් (පරිපාලන හා මූල්‍ය) }
மேலதிக பணிப்பாளர் நாயகம் (நிர்வாகம்/நிதி) } 011-2348895
A.D.G.(Administration & Finance)

අතිරේක අධ්‍යක්ෂ ජනරාල් (කාර්මික අධ්‍යාපන) }
மேலதிக பணிப்பாளர் நாயகம் (தொழில்நுட்பக் கல்வி) } 011-2437103
A.D.G.(Technical Education) } 011-2423394



අධ්‍යාපන අමාත්‍යාංශය
கல்வி அமைச்சு
Ministry of Education



කාර්මික අධ්‍යාපන හා පුහුණු කිරීමේ දෙපාර්තමේන්තුව
தொழில்நுட்பக் கல்வி மற்றும் பயிற்சித் திணைக்களம்
Department of Technical Education & Training

Pioneer Organization in Providing Technical Education and Training in Sri Lanka

නැ.පෙ. 557, ඔලිට් මාවත, කොළඹ 10.

த.பெ. 557, ஒல்கோட் மாவத்தை, கொழும்பு 10.

P.O. Box 557, Olcott Mawatha, Colombo 10.

ඔබේ අංකය :
உமது இல :
Your No :

මගේ අංකය :
எமது இல : DTET/04/01/01/Dir/App
My No :

දිනය :
திகதி: 2023.05.
Date :

அனைத்து அமைச்சின் செயலாளர்கள்,
மாகாண பிரதம செயலாளர்கள்,
திணைக்களத் தலைவர்கள்,
மாவட்ட செயலாளர்கள்.

தொழில் நுட்பக் கல்வி மற்றும் பயிற்சித் திணைக்கள பணிப்பாளர் (திட்டமிடல்) பதவிக்கு விண்ணப்பங்கள் கோரப்படுகின்றன.

இத் திணைக்களத்தில் பின்வரும் வெற்றிடங்களுக்கு இலங்கை திட்டமிடல் சேவை அதிகாரிகளிடமிருந்து விண்ணப்பங்கள் கோரப்படுகின்றன.

பதவி	திணைக்களத்தின் / நிறுவனத்தின் / பிரிவு	வெற்றிடங்கள்
பணிப்பாளர் (திட்டமிடல்)	தொழில் நுட்பக் கல்வி மற்றும் பயிற்சித் திணைக்கள பணிப்பாளர்	01

02. அதன் பிரகாரம் இது தொடர்பாக தங்கள் நிறுவனத்தின் தகமையினைக் கொண்ட அதிகாரிகளுக்கு நிங்கள் இது தொடர்பாக தெரியப்படுத்தவும், அவர்கள் உரிய பதவிகளுக்கு விண்ணப்பிப்பதாயின், இணைக்கப்பட்டுள்ள விண்ணப்ப படிவத்தைப் பூர்த்தி செய்து, நிறுவனத் தலைவரின் பரிந்துரையுடன் 2023.05.24 ஆம் திகதிக்கு முன் சமர்ப்பிக்குமாறு தயவுடன் கேட்டுக் கொள்கின்றேன்.

எஸ்.சி.ஐகத்,
பணிப்பாளர் நாயகம்.

අධ්‍යක්ෂ ජනරාල් } 011-3137290
பணிப்பாளர் நாயகம் } 011-2431288
Director General } 011-2449136(Fax)

කාර්යාලය } 011-2348896
அலுவலகம் } 011-2348897
Office } 011-2439078

ෆැක්ස් } 011-2439077
தொலைநகல் }
Fax }

E-mail:- info@dtet.gov.lk
Website - www.dtet.gov.lk

අභිලේඛ අධ්‍යක්ෂ ජනරාල් (පරිපාලන හා මූල්‍ය)
மேலதிக பணிப்பாளர் நாயகம் (நிர்வாகம்/தீதி)
A.D.G.(Administration & Finance)

} 011-2348895

අභිලේඛ අධ්‍යක්ෂ ජනරාල් (කාර්මික අධ්‍යාපන)
மேலதிக பணிப்பாளர் நாயகம் (தொழில்நுட்பக் கல்வி)
A.D.G.(Technical Education)

} 011-2437103
} 011-2423394

**Post of Director (Planning) of Grade I of Sri Lanka Planning Service of Ministry of
Education, Department of Technical Education & Training**

Application is called from suitably qualified officers of Grade I of Sri Lanka Planning service to be appointed to the below posts. Number of vacancies is 01.

	Post	No of vacancies.
01	Director (Planning)	01

In the absence of applicant of Grade I of the service, officers of the Sri Lanka planning Service, officers of Grade II of the Sri Lanka Planning 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 afterward subject to provisions of Public Service Commission Procedural Rule 141.

Applicants must forward their duly filled curriculum vitae in the format attached hereto to the Director General, Department of Technical Education & Training, Olcott Mawatha, Colombo 10 through the Head of Department to reach on or before 24th of May 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;

	Director (Planning)
I	Preferably at least 03 years of experience in Grade I of Sri Lanka planning Service specially in relation to foreign funded programmes/projects.
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;

	Director (Planning)
I	visionary
II	Strategic

2.3. Behavioral competencies

	Director (Planning)
I	Seeing the big picture
II	Communicating and Influencing
III	Changing and Improving

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

3.1.1 Director (Planning)

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)/ Interviews
Experience in development planning specially in relation to foreign funded programmes/projects	20.**	Curriculum vitae (CV)/ Interviews

<p>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 or exposure to it will be assessed.</p>		
<p>Professional qualifications and Research</p> <p>1) Post graduate/professional qualifications in any of the fields specified in Appendix (e) of the Service Minute.</p> <p>a. Research based postgraduate degree -7 marks</p> <p>b. Taught postgraduate degree – 6 marks</p> <p>c. Postgraduate diploma – 5 marks</p> <p>d. Graduate/ postgraduate certificate /Higher National Diploma – 4 marks</p> <p>e. Diploma-3 marks</p> <p>(2) Training in planning in Urban development planning</p> <p>a.Of Duration of 3 months or more – 1 mark</p> <p>b.Of Duration of 10 days or more – 0.5 marks</p> <p>c.Of Duration of 3 days or more – 0.2 marks</p> <p>(3) Proficiency in English*</p> <p>a.Diploma in English obtained from recognized university or government training institute/ IELTS Academic overall score 6.5 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 maks</p> <p>*Marks will be awarded only for the highest qualification</p>	<p>10</p>	<p>Curriculum vitae (CV)/ Interviews</p>

Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.	10 marks**	Interview
Behavioural competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10 marks**	Interview
** For question formats and rating scales, please refer to Annexure II of the public Service Commission Circular No.02/2022 dated 15.09.2022		

Note1: The term “recognized university” in the above marking scheme means a university recognized by the University Grant Commission of Sri Lanka.

Note2: All Postgraduate /Professional Qualifications indicated in the marking scheme above should have been obtained either:

- i. from a university recognized by the University Grand 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.


S.C. Jagath

Director General

11 .05.2023

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

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 an instance where you used your knowledge and skills to enhance the efficient utilization of resources allocated for a development programme/project (Max. 150 words) or;

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.

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

** Strike off the inapplicable statement*

Signature of Head of Department