

ලේ. අමාත්‍යවරයා  
கௌரவ அமைச்சர்  
Hon. Minister

011-2435248  
Fax : 011- 2390885

ප්ලේකරී  
செயலாளர்  
Secretary

011-2436123  
011-2436124  
Fax : 011-2449402



අමාත්‍යාංශය  
அமைச்சு  
Ministry

011- 2392149  
011-2392150  
Fax : 011-2390941

විද්‍යුත් තැපෑල  
மின்னஞ்சல்  
E-mail

ministryindcom@gmail.com

කර්මාන්ත අමාත්‍යාංශය  
கைத்தொழில் அமைச்சு  
MINISTRY OF INDUSTRIES

කැ.පො. 570, 73/1, ගාලු පාර, කොළඹ 03, ශ්‍රී ලංකාව, த.பெ. இல. 570, 73/1, காலி வீதி, கொழும்பு 03, இலங்கை  
P.O.Box 570, 73/1, Galle Road, Colombo 03, Sri Lanka

මගේ අංකය  
எனது இல  
My No:

MI/ADM/02/11/04

ඔබේ අංකය  
உமது இல  
Your No.

දිනය  
திகதி  
Date

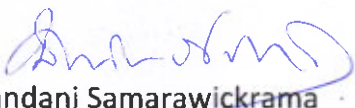
2023.04. 26

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

**CALLING APPLICATIONS FOR THE POST OF DIRECTOR (PLANNING) OF GRADE 1 OF THE SRI LANKA PLANNING SERVICE OF THE MINISTRY OF INDUSTRIES**

Applications are called from the officers of the Sri Lanka Planning Service for 05 posts of Director (Planning) of Grade I of the Sri Lanka Planning Service of the Ministry of Industries.

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.industry.gov.lk>) and submit duly filled application with the recommendation of the head of the institute through Ministry of Industries official email address ([ministryindcom@gamil.com](mailto:ministryindcom@gamil.com)) on or before 12.05.2023. In addition to the soft copy of the application uploaded by the applicant via email, applicants must forward their printed copy thereof to the Secretary, Ministry of Industries 73/1, Galle Road, Colombo 03, Sri Lanka.

  
D. Nandani Samarawickrama  
Additional Secretary (Administration)

For Secretary

Tel. No. : 0112434689  
Fax No. : 0112332444  
E-mail Address : nandanies4@gmail.com

ඉරු අමාත්‍යවරයා } 011-2435248  
කෙසෙල් අමාත්‍යවරයා } Fax : 011- 2390885  
Hon. Minister



අමාත්‍යාංශ } 011- 2392149  
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ලේකම් } 011-2436123  
සෙක්‍රටරි } 011-2436124  
Secretary } Fax : 011-2449402

විද්‍යුත් තැපෑල } ministryindcom@gmail.com  
மின்னஞ்சல் }  
E -mail }

**කර්මාන්ත අමාත්‍යාංශය**  
**கைத்தொழில் அமைச்சு**  
**MINISTRY OF INDUSTRIES**

කැ.පෙ. 570, 73/1, ගාලු පාර, කොළඹ 03, ශ්‍රී ලංකාව, ත.ශ්‍ර. 011. 570, 73/1, කාලි වීති. කොළඹ 03, ශ්‍රී ලංකාව  
P.O.Box 570, 73/1, Galle Road, Colombo 03, Sri Lanka


මගේ අංකය }  
எனது இல } **MI/ADM/02/11/04**  
My No: }  
ඔබේ අංකය }  
உமது இல }  
Your No. }  
දිනය }  
திகதி } 2023.04. 26  
Date }

සියලුම අමාත්‍යාංශ ලේකම්වරු  
පළාත් ප්‍රධාන ලේකම්වරු  
දෙපාර්තමේන්තු ප්‍රධානීන්  
දිස්ත්‍රික් ලේකම්වරු

**කර්මාන්ත අමාත්‍යාංශයේ ශ්‍රී ලංකා සැලසුම් සේවයේ 1 ශ්‍රේණියේ අධ්‍යක්ෂ (සැලසුම්) තනතුර සඳහා**  
**අයදුම්පත් කැඳවීම**

කර්මාන්ත අමාත්‍යාංශයේ පුරප්පාඩු වී පවතින ශ්‍රී ලංකා සැලසුම් සේවයේ 1 ශ්‍රේණියේ අධ්‍යක්ෂ (සැලසුම්) තනතුරු 05ක් සඳහා ශ්‍රී ලංකා සැලසුම් සේවයේ නිලධාරීන්ගෙන් අයදුම්පත් කැඳවනු ලැබේ.

02. ඒ අනුව, මේ සම්බන්ධයෙන් අවශ්‍ය සුදුසුකම් සපුරා ඇති ඔබේ ආයතනයේ නිලධාරීන් අදාළ තනතුර සඳහා අයදුම් කිරීමට කැමත්තක් දක්වන්නේ නම්, අමාත්‍යාංශ නිල වෙබ් අඩවියෙන් (<http://www.industry.gov.lk>) දැන්වීමේ මෘදු පිටපත බාගත කර, නිසි පරිදි පුරවන ලද අයදුම්පත ආයතන ප්‍රධානියාගේ නිර්දේශය සමඟ 2023.05.12 හෝ ඊට පෙර කර්මාන්ත අමාත්‍යාංශයේ නිල විද්‍යුත් තැපෑල ලිපිනය ([ministryindcom@gmail.com](mailto:ministryindcom@gmail.com)) හරහා ඉදිරිපත් කරන ලෙස අදාළ නිලධාරීවරුන් දැනුවත් කරන මෙන් කාරුණිකව දන්වමි. අයදුම්කරු විසින් විද්‍යුත් තැපෑලෙන් උඩුගත කරන ලද (uploaded) අයදුම්පත්‍රයේ මෘදු පිටපතට අමතරව, එහි මුද්‍රිත පිටපත ලේකම්, කර්මාන්ත අමාත්‍යාංශය, 73/1, ගාලු පාර, කොළඹ 03, යන ලිපිනය වෙත යොමු කළ යුතුය.

  
**ඩී.නන්දනී සමරවික්‍රම**  
අතිරේක ලේකම් (පාලන)  
ලේකම් වෙනුවට

දුරකතන අංකය : 0112434689  
ෆැක්ස් අංකය : 0112332444  
විද්‍යුත් තැපෑල ලිපිනය : [nandanies4@gmail.com](mailto:nandanies4@gmail.com)

**Post of Director (Planning) of Grade I of Sri Lanka Planning Service in the  
Ministry of Industries**

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 **05**.

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 Industries** through the head of department to reach on or before **28/07/2023**

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. Insert maximum of three strengths)*

- i. Analytical skills
- ii. Creativity

### **2.3. behavioural competencies**

*(Actions and activities that are needed to be done effectively. Insert maximum of three behavioural competencies)*

- i. Effective communication
- ii. Ability to working together

## **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
<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 (CV)
<b>Experience in planning in manufacturing industries sector (including small and medium scale industries)</b>  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**	
<b>Professional qualifications</b>  <b>(1) Postgraduate/professional qualifications in any of the fields specified in Appendix (e) of the Service Minute *</b>  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  <b>(2) Training in planning in manufacturing industries sector (including small and medium scale industries)*</b>  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  <b>(3) Proficiency in English*</b>  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	10	



institute – 01 Mark		
* Marks will be awarded only for the highest qualification		
<b>Strengths</b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10**	Interview
<b>Behavioural competencies</b> 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;

- 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 Industries

Date.....2023/04/12

J.M. Thilaka Jayasundara  
Secretary  
Ministry of Industries  
73/1, Galle Road, Colombo 03.

## 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
I			-
II			-

#### III In case being subjected to a disciplinary action; - Yes/No

Date and no. of the charge sheet	<i>indicate</i> ) Disciplinary order <i>(If still pending, please</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 through the experience in the subject/field relevant to industrial development planning (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 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.

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

\* *Strike off the inapplicable statement*

.....  
Signature of Head of Department