Post of Director (Planning) Grade I of Sri Lanka Planning Service of Buddhasasana and Religious Division of Ministry of Buddhasasana, Religious and Cultural Affairs

Applications are called from suitably qualified officers of Grade I of **Sri Lanka Planning Service** to be appointed to the above post (As per PSC Circular No 02/2022 Number of vacancies is **01**.

In the absence of applications of Grade I of the service, officers of Grade II of the Service with active and satisfactory service of 10 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 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 Buddhasasana, Religious and Cultural Affairs, (Buddhasasana & Religious Division) No.135, Srimath Anagarika Dharmapala Mawatha, Colombo 07** through the head of department to reach on or before **17.04.2023**

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 Project Monitoring & Evaluation, Development, Planning and related areas
II. Postgraduate qualification in fields specified in appendix "෧" in SLPS Service minute
III. Proficiency in English

2.2. Strengths;

I. Problem Solver
II. Team Leader
III. Relationship Builder

2.3. Behavioral Competencies

I. Changing and Improving
II. Leadership
III. 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.

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)/Interviews
Experience in the field of Project Monitoring & Evaluation, Development, Planning and related areas 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 Planning and Project Monitoring & Evaluation and Development gained through involvement in or exposure to it will assessed	20	
Professional qualifications **(1) Postgraduate qualification in fields specified in appendix "♀" in SLPS Service minute*** a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma - 4 marks d. Graduate/Postgraduate certificate – 2 marks **(2) Training in the fields of Project Monitoring & Evaluation, Development, Planning and related areas*** 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 **(4) Proficiency in English*** 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,	10	

TOEFL-CBT 213 or above, TOEFL-PBT or above– 02 Marks b. Certificate in English obtained from a recognized university or government training institute – 01 Marks * Marks will be awarded only for the highest qualification		
Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.	10	Interview
Behavioral competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10	
Marks will be granted for "Experience" "Strengths" and "Behavioral Competencies" as per Annexure II of PSC Circular No 02/2022		

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 the PSC.

Secretary

Ministry of Buddhasasana, Religious and Cultural Affairs

03.04.2023

CURRICULUM VITAE *FORMAT*

1. Post applying for **Director (Planning) Grade I of Sri Lanka Planning Service of Buddhasasana and Religious Division**

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
		From	To	

4.3. *Please describe changes you propose to the present procedure/process for Planning and Progress Review (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

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 andthe 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