

**Post of Director of Grade I of Sri Lanka Planning Service of
Ministry of Justice, Prison Affairs and Constitutional Reforms (Prison Affairs Division)**

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 **one**

In the absence of applicants of Grade I of the service/service category, officers of Grade II of the Service/service category with active and satisfactory service of **four** 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 121.

Applicants must forward their duly filled curriculum vitae in the format attached hereto to **Secretary, Ministry of Justice, Prison Affairs and Constitutional Reforms, No:19, Sri Sangaraja Mv, Colombo 10** through the head of department to reach on or before 30th March 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 **Rehabilitation or Justice Field**
- ii. Postgraduate qualification in **Social Science/ Social Works/ Project management**
- iii. Proficiency in English

2.2. Strengths;

- i. Must be able to make plans and be well prepared. Be always driven to maximize time and productivity.
- ii. Must be able to see the potential in everybody and encourage them to learn, progress and develop.

2.3. behavioural competencies

- i. Ability to understand how one's role fits with and supports organizational objectives. To recognize the wider service priorities and ensure work is in the national interest.
- ii. Ability to focus on continuous learning and development for self, others and the organization as a whole.

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 Rehabilitation or Justice	20	
Professional qualifications (1) Postgraduate qualifications in the field of Social science, social works, Project Management 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 field of Rehabilitation, Justice, Human Rights, Criminology 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	10	

<p>(3) Proficiency in English*</p> <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 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	

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.

Secretary

Ministry of Justice, Prison Affairs and Constitutional Reforms

Wasantha Perera
Secretary
Ministry of Justice, Prison Affairs and
Constitutional Reforms
No. 19, Sri Sangaraja Mawatha,
Colombo 10.

Date..... 16-03-2023

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
- (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

II. 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 of (i.e., date the commission of 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 of **Prison Reforms**

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