



නාගරික සංවර්ධන හා නිවාස අමාත්‍යාංශය
நகர அபிவிருத்தி மற்றும் வீடமைப்பு அமைச்சு
Ministry of Urban Development and Housing

13

මගේ අංකය
எமது இல
My Ref

SMUD/ADM/13/PSC CIR

ඔබේ අංකය
உமது இல
Your Ref

දිනය
திகதி
Date

2023.04. 26

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


Calling applications for posts of director of Grade I of Sri Lanka Planning Services in the Ministry of Urban Development and Housing

Applications are called from the officers of the Sri Lanka Planning Service for following director posts of Grade I the Sri Lanka Planning Service of Ministry of Urban Development and Housing.

	Designation	Office location where the post is held
01	Director (Planning and Monitoring) - Urban development	Suhurupaya Office Premises Battaramulla
02	Director (Planning and Monitoring) - Project and development	Suhurupaya Office Premises Battaramulla
03	Director (Planning and Monitoring) - Housing and Construction	Sethsiripaya office complex (Stage 1) Battaramulla
04	Director (Planning and Monitoring) - Resettlement	Sethsiripaya office complex (Stage 1) Battaramulla

02. Accordingly, Please inform the officers in your institution who are satisfied the required Qualifications in this regard and they wish to apply for the respective posts, please inform them to submit duly filled application to following address as per the format attached hereto with recommendations of the head of the institute on or before 22.05.2023.

Secretary,
Ministry Of Urban Development And Housing,
17th Floor, Suhurupaya,
Battharamulla


W.S. Satyananda
Secretary
Ministry of Urban development and Housing



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நகர அபிவிருத்தி மற்றும் வீடமைப்பு அமைச்சு
Ministry of Urban Development and Housing

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සියළු අමාත්‍යාංශ ලේකම්වරුන්
පළාත් ප්‍රධාන ලේකම්වරුන්
දෙපාර්තමේන්තු ප්‍රධානීන්
දිස්ත්‍රික් ලේකම්වරුන්

නාගරික සංවර්ධන හා නිවාස අමාත්‍යාංශයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ තනතුරු සඳහා අයදුම්පත් කැඳවීම.

නාගරික සංවර්ධන හා නිවාස අමාත්‍යාංශයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ පුරප්පාඩුව පවතින පහත සඳහන් අධ්‍යක්ෂ තනතුරු සඳහා එම සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

	තනතුර	තනතුර පුරප්පාඩුව පවතින ස්ථානය
01	අධ්‍යක්ෂ (සැලසුම් හා මෙහෙයුම්) - නාගරික සංවර්ධන	සුභුරුපාය කාර්යාල පරිශ්‍රය-බත්තරමුල්ල
02	අධ්‍යක්ෂ (සැලසුම් හා මෙහෙයුම්) - ව්‍යාපෘති	සුභුරුපාය කාර්යාල පරිශ්‍රය-බත්තරමුල්ල
03	අධ්‍යක්ෂ (සැලසුම් හා මෙහෙයුම්) - නිවාස හා ඉදිකිරීම්	සෙන්සිටිවය පළමු අදියර-බත්තරමුල්ල
04	අධ්‍යක්ෂ (සැලසුම් හා මෙහෙයුම්) - නැවත පදිංචිකිරීම්	සෙන්සිටිවය පළමු අදියර-බත්තරමුල්ල

02. ඒ අනුව ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර ඔවුන් අදාල තනතුරු සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර එම අයදුම්පත්‍රය ආයතන ප්‍රධානියාගේ නිර්දේශ සහිතව ලේකම්, නාගරික සංවර්ධන හා නිවාස අමාත්‍යාංශය, 17 වන මහල, සුභුරුපාය බත්තරමුල්ල යන ලිපිනයට යොමු කරන මෙන් කාරුණිකව දන්වා සිටිමි.


ඩී.ඩී.එස්.සුමානසේකර
ලේකම්
නාගරික සංවර්ධන හා නිවාස අමාත්‍යාංශය

Posts of Director (Planning) of Grade I of Sri Lanka Planning Service in the
Ministry of Urban Development and Housing

Applications are called from suitably qualified officers of Grade I of Sri Lanka Planning Service to be appointed to the following posts.

Number of vacancies are 04.

1. Director, (Planning and Monitoring) - Urban development
2. Director, (Planning and Monitoring) - Project and Development
3. Director, (Planning and Monitoring) - Housing and Construction
4. Director, (Planning and Monitoring) - Resettlement

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 Urban Development and Housing, 17th Floor, Suhurupaya, Battaramulla through the head of department to reach on or before 22th 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;

- 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. Training in Urban Development Planning will be an added advantage
- iv. Proficiency in English

2.2. Strengths;

(Things have to be done effectively and which should motivate the applicant)

- i. Team work
- ii. Creativity
- iii. Analytical skills

2.3. Behavioral competencies

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

- i. Seeing the big Picture

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 date 15.09.2022 for the criterion for shortlisting 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 Urban Development Planning In addition to the length of service in the filed /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 —5marks d. Graduate/Postgraduate certificate/ Higher National Diploma— 4 marks e. Diploma – 3 marks 2) Training in planning in Urban development planning * a. Of duration of 3 months or more- 1 mark b. Of duration of 10 days or more- 0.5 mark c. Of duration of 3days or more- 0.2 mark	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 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>Behavioral 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 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 qualifications/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 Urban Development and Housing

Date.....*24/05/23*.....

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

(Handwritten signature)

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 in urban development planning (max150words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case in urban development planning (max150words)

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