**Annexure I**

**Post of Senior Assistant Secretary Grade I of Sri Lanka Administrative Service in the Ministry of Plantation Industries**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Administrative Service (including those eligible to be promoted to Grade I as at the closing date of applications) to be appointed to the above post. Number of vacancies is **01**

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 Ministry of Plantation Industries through the head of department to reach on or before 02nd October 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 *general administration*
ii. Postgraduate qualification preferably in Public Administration, Management, Public Policies, Human Resource Management, Law, Project Planning and Management, Financial Management or Information Technology
iii. Proficiency in English
iv. Training in Public Procurement will be an added advantage

**2.2. Strengths;**

i. Communicating Skills
ii. Creativity
iii. Team Player

**2.3. Behavioural competencies**

i. Seeing the Big Picture
ii. Delivering at Pace
iii. Leadership

**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 |
|---|---|---|
| **Seniority**<br>Maximum marks will be awarded to the senior-most applicant(s) and other applicants will receive marks for | 50 | Curriculum vitae (CV) |

| | | |
|---|---|---|
| seniority proportionately. | | |
| **Experience in *general administration***<br><br>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 | |
| **Professional qualifications**<br><br>**1. Postgraduate qualification preferably in Public Administration, Management, Public Policies, Human Resource Management, Law, Project Planning and Management, Financial Management or Information Technology**<br><br>**a.** Research based postgraduate degree – 7 marks<br>**b.** Taught postgraduate degree– 6 marks<br>**c.** Postgraduate diploma – 5 marks<br>d. Graduate/Postgraduate certificate/Higher National Diploma – 4 marks<br>e. Diploma - 3<br><br>**2. Training in the field of Public Administration, Management, Public Procurement, Information Technology or Disciplinary Management in Public Service* (Maximum up to 1 mark)**<br><br>a. Of duration of 3 months or more – 1 mark<br>b. Of duration of 10 days or more – 0.5 marks<br>c. Of duration of 3 days or more – 0.2 marks<br><br>**3. Proficiency in English***<br><br>a. Diploma in English obtained from a recognized university or government training institute/IELTS Academic overall score6.5 or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above, or TOEFL-PBT 550 or above – 02 Marks<br><br>**b.** Certificate in English obtained from a recognized university or government training institute – 01 Mark<br><br>* Marks will be awarded only for the highest qualification | 10 | |
| **Strengths****<br>Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above. | 10 | Interview |
| **Behavioural competencies****<br>Actions and activities that are needed to be done effectively as specified in section 2.3. above. | 10 | |

**Annexure I**

** Please refer to Annexure II of the Public Service Commission Circular No. 02/2022 for the question formats and rating scales.

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

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**Ministry of Plantation Industries**

Date...14.09.2023...

# CURRICULUM VITAE FORMAT

1. Post applying for **Senior Assistant Secretary Grade I (Ministry of Plantation Industries)**

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. *For All-Island Services only* (***Insert a question to assess the in-depth knowledge and mastery in the subject gained through experience.***)

Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in general administration (Max. 150 words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case while working in general administration 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.

.....

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.

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* *Strike off the inapplicable statement*

Signature of Head of Department