

**Post of Senior Assistant Secretary (Admin) and Post of  
Senior Assistant Secretary (Project) of Grade I of Sri Lanka Administrative Service of  
Land Section of Ministry of Tourism and Lands**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Administrative Service to be appointed to the below posts. Number of vacancies are two (02) (Vacancies are as follows)

1. Senior Assistant Secretary (Admin)
2. Senior Assistant Secretary (Project)

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 ten (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 extension afterwards subject to the provisions stipulated in the Public Service Commission Procedural Rule 141.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** to Ministry of Tourism and Lands, Land Section through the head of department to reach Secretary, Ministry of Tourism and Lands , No1200/6, Rajamalwatta Avenue, Battaramulla/ generalland123@gmail.com on or before 28.03.2023

Appointment to a post will be done based on the marks awarded as per the Public Service Commission Circular 02/2022 while assessment of each criterion specified in the marking scheme will be done as per the Annexure II to the said circular.

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;**

#### **2.1.1 Post of Senior Assistant Secretary (Admin)**

- i. Preferably at least 03 years of experience in Administration and related areas.
- ii. Postgraduate qualification in accordance with 13.2 .(A).(i) of Service Minute of Sri Lanka Administrative Service
- iii. Proficiency in English

### 2.1.2 Post of Senior Assistant Secretary (Project)

- i. Having 03 year satisfactory service period in the fields of Project Management/ Development
- ii. Postgraduate qualification in accordance with 13.2 (A)(i) of Service Minute of Sri Lanka Administrative Service
- iii. Proficiency in English

### 2.2. Strengths;

- i. Mediator
- ii. Explainer
- iii. visionary

### 2.3. Behavioral competencies

- i. Changing & Improving
- ii. Leadership
- iii. Effective decision making

### 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.

Selection will be based on assessment of seniority and merit at an interview

### 3.1. Marking scheme

Heading	Maximum Marks	Method of assessment
<b>Seniority</b> The maximum marks will be awarded to senior- most qualified applicant and the other applicants will be awarded marks for seniority proportionately. Herein only “the satisfactory period of service” of each applicant will be considered.	50	<b>Curriculum vitae (CV)/interviews</b>

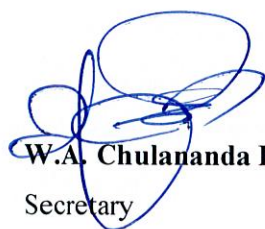
<p><b>Experience in the field of Administration for the Post of Senior Assistant Secretary (Admin)</b></p> <p>In addition to the length of service in the field /exposure to the subject, the depth of knowledge or mastery of the subject of/in the field of Administration gained through involvement in or exposure to it will be assessed.</p> <p><b>Experience in the field/s of Project Management / Development areas for the Post of Senior Assistant Secretary (Project)</b></p> <p>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 Project Management/Development gained through involvement in or exposure to it will be assessed.</p>	20	
<p><b>Professional qualifications</b></p> <p><b>1) Postgraduate qualifications in accordance with 13.2 .(A).(i) of Service Minute of Sri Lanka Administrative Service*</b></p> <p>a. Research based postgraduate degree – 7 marks</p> <p>b. Taught postgraduate degree – 6 marks</p> <p>c. Postgraduate diploma - 4 marks</p> <p>d. Graduate/Postgraduate certificate – 2 marks</p> <p><b>2) Training in the field of Public Administration, Management, Human Resource Management, Project administration, Information Technology *</b></p> <p>a. Of duration of 3 months or more – 1 mark</p> <p>b. Of duration of 10 days or more – 0.5 marks</p> <p>c. Of duration of 3 days or more – 0.2 marks</p>	10	

<p><b>3) Proficiency in English*</b></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><b>Strengths</b></p> <p>a) Visionary – 04 marks</p> <p>b) Mediator – 03 marks</p> <p>c) Explainer – 03 marks</p>	<b>10</b>	<b>interview</b>
<p><b>Behavioral competencies</b></p> <p>d) Effective decision making – 04 marks</p> <p>e) Changing &amp; Improving – 03 marks</p> <p>f) Leadership – 03 marks</p>	<b>10</b>	

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.

On the order of Public Service Commission,

  
**W.A. Chulananda Perera**  
 Secretary

Ministry of Tourism and Lands

**W.A. Chulananda Perera**  
 Secretary  
 Ministry of Tourism and Lands  
 "Mihikatha Medura"  
 Land Secretariat  
 1200/6, Rajamalwatta Avenue, Battaramulla.

Date...14...03...2023

## CURRICULUM VITAE

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

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 ( <i>If still pending, please indicate</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 in Administrative service (Max. 150 words)

or

Please describe an instance where you used your creativity and innovation in dealing with a case while working in the field of Administrative Service (Max. 150 words)

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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.

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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 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