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போக்குவரத்து மற்றும் நெடுஞ்சாலைகள் அமைச்சு
MINISTRY OF TRANSPORT AND HIGHWAYS

මගේ අංකය
எனது இல,
My No.

MT/01/02/65

ඔබේ අංකය
உமது இல
Your No.

දිනය
திகதி
Date

22.05.2023

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

Calling applications for the post of Director (Planning) in the Sri Lanka Planning Service which have fallen vacant in the Ministry of Transport and Highways, Transport Section.

Application are called from the officers of the Sri Lanka Planning service for the post of Director (Planning) which have fallen vacant in the Ministry of Transport and Highways, Transport Section.

02. Accordingly, Please inform the officers in your institution who have satisfied the required qualifications in this regard, and if they wish to apply for respective posts, please inform them to perfect the application form attached hereto and submit the same along with the recommendation of the head of the institution on or before 07.06.2023.

L.H. Thilakarathne
Additional Secretary (Admin)

Sgd/ By : M.M.P.K. Mayadunne
Secretary
Ministry of Transport and Highways

Telephone- 011-2187204
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E-Mail - intnladm@gmail.com

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போக்குவரத்து மற்றும் நெடுஞ்சாலைகள் அமைச்சு, போக்குவரத்துப் பிரிவு, 07ஆவது மாடி, செத்திரிபாய், II ஆம் கட்டடம், பத்தரமுல்லை
Ministry of Transport and Highways, Transport Division, 7th Floor, Sethsripaya Stage II, Battaramulla

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www.transport.gov.lk

Annexure I

Post of Director (Planning) of Grade I of Sri Lanka Planning Service in the Division of Transport of Ministry of Transport and Highways

Application 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 **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 here to Secretary, Ministry of Transport and highways, 7th Floor, Sethsiripaya Stage II, Battaramulla* Through the head of department to reach on or before 07.06.2023.

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 the field of Supply Chain Management 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. Analytical
- ii. Challenger

2.3. Behavioral Competencies

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

- i. Leadership
- ii. Communicating and Influencing
- iii. Changing and Improving

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 Mark	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 development planning/ Logistic 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 (1) Postgraduate/ Professional qualifications in any of the fields specified in Appendix (e) of the Service Minute* <ol style="list-style-type: none"> a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 5 marks d. Graduate/ Postgraduate certificate/ Higher national Diploma – 4 marks e. Diploma – 3 marks (2) Training in development planning, supply chain management (maximum up to 1.0 mark) <ol style="list-style-type: none"> 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 (3) Proficiency in English * <ol style="list-style-type: none"> 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 b. Certificate in English obtained from a recognized university or government training institute – 01 mark *marks will be awarded only for the highest qualification	10	
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**	
**For question formats and rating scales, please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022		

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/ 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

M.M.P.K. Mayadunne

Secretary, Ministry of Transport and Highways

Date. 23.05.2023

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 promotion to the present grade of the service-.....
- IX. Designation -.....
- X. Date of appointment to the present post-.....
- XI. Ministry -.....
- XII. 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 in development planning (Max. 150 words) or;

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

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