



විදේශ සම්පත් දෙපාර්තමේන්තුව
வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය
 මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
 நிதி, பொருளாதார உறுதிப்படுத்துகை மற்றும் தேசியக் கொள்கைகள் அமைச்சு
 செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance, Economic Stabilization and National Policies
 The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

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මගේ අංකය
 எனது இல
 My No

ERD/ADM/06/02/01/29-1

ඔබේ අංකය
 உமது இல
 Your No

දිනය
 திகதி
 Date

2023.05.16

සියළුම අමාත්‍යාංශ ලේකම්වරුන්,
 පළාත් ප්‍රධාන ලේකම්වරුන්,
 දෙපාර්තමේන්තු ප්‍රධානීන්,
 දිස්ත්‍රික් ලේකම්වරුන්,

රාජ්‍ය සේවා කොමිෂන් සභාව පත්වීම් බලධරයා වන දීප ව්‍යාප්ත සේවාවල හා අමාත්‍යාංශ/
 දෙපාර්තමේන්තුවල විධායක සේවා ගණවල I ශ්‍රේණියේ තනතුරු සඳහා නිලධාරීන් තෝරාගැනීමේ
 පටිපාටිය (පූර්ණකාලීන පදනම මත රාජකාරි ඉටුකිරීමේ පත් කිරීම් සඳහා ද ඇතුළුව)

උක්ත කරුණ සම්බන්ධයෙන් 2022.09.15 දිනැති රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ අංක 02/2022 හා බැඳේ.

02. මෙම දෙපාර්තමේන්තුවේ පුරප්පාඩුව පවතින ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ I ශ්‍රේණියේ පුරප්පාඩු තනතුරු 03ක් සඳහා ඉහත චක්‍රලේඛ විධිවිධාන අනුව අයදුම්පත් කැඳවීමට තීරණය කර ඇත.

03. මෙම තනතුරු සඳහා අයදුම් කිරීමට කැමැත්තක් දක්වන ඔබ ආයතනයේ ශ්‍රී ලංකා ක්‍රමසම්පාදන සේවයේ නිලධාරීන් ඇත්නම් මේ සමග ඇති අයදුම්පත්‍රය සම්පූර්ණකර ආයතන ප්‍රධානියාගේ නිර්දේශ සහිතව 2023.06.01 දින හෝ ඊට පෙර විදේශ සම්පත් දෙපාර්තමේන්තුව වෙත ලැබෙන සේ යොමුකරන ලෙස ඔවුන් දැනුවත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

ඩී.ඒ.පී.අබේසේකර
 අධ්‍යක්ෂ ජනරාල්

අධ්‍යක්ෂ ජනරාල්
 பணிப்பாளர் நாயகம்
 Director General

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 94-11-2387153
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විදේශ සම්පත් දෙපාර්තමේන්තුව
வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

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දිනය
திகதி
Date

16.05.2023

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

Procedure for Selection of Officers for Posts of Grade-I of All Island Services and Executive Service Categories of Ministries/Departments of which the Appointing Authority is the Public Service Commission (Including appointments of officers to Attend to Duties on Full-Time Basis in such posts)

This has reference to the Public Service Commission Circular 02/2022 and dated 15th September 2022.

02. It has been decided to call for applications for 03 vacant posts in the Sri Lanka Planning Service in this department as per the above circular provisions.

03. If there are officers of the Sri Lanka Planning Service in your institution who is willing to apply for these posts, you are kindly requested to inform them to complete to the curriculum vitae attached herewith and forward it to the Department of External Resources on or before 01.06.2023 with the recommendations of the head of the respective institution.

D.A.P. Abeysekera
Director General

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பணிப்பாளர் நாயகம்
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**Post of Director (Planning) of Grade I of Sri Lanka Planning Service in the
Department of External Resources**

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 03.

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 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 Director General, Department of External Resources, P.O.Box.277, The Secretariat, Colombo 01 through the head of department to reach on or before 01.06.2023.

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. Proficiency in English

2.2. Strengths;

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

- i. Mediator
- ii. Explainer
- iii. Visionary

2.3. Behavioral competencies

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

- i. Working together
- 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. 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

Annexure I

Heading	Maximum Marks	Method of assessment
<p>Seniority Maximum marks will be awarded to the senior - most applicant and other applicants will receive marks for seniority proportionately.</p>	50	curriculum vitae (CV)
<p>Experience in development planning 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</p>	20**	
<p>Professional qualifications</p> <p>(1) Postgraduate/professional qualifications in any of the fields specified in Appendix (e) of the Service Minute*</p> <ul 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 <p>(2) Training in Planning in development Planning (Maximum up to 1.0 mark)</p> <ul 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 <p>(3) Proficiency in English*</p> <ul 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 	10	

* Marks will be awarded only for the highest qualification		
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



Director General
Department of External Resources

Date.....16/05/2023

D.A.P. Abeysekera
Director General
Department of External Resources
Ministry of Finance
The Secretariat
Colombo 01 - Sri Lanka

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

3. Particulars about the service in the present grade

- I. No pay/half pay leave

From	To	Total duration (Years/Month/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. 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 allegation against/ suspected acts of misconduct of the applicant are as follows.

.....
.....
.....
.....

* Strike off the inapplicable statement

Signature of Head of Department