



සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව
சமுர்த்தி அபிவிருத்தி திணைக்களம்
Department of Samurdhi Development



කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය
மகளிர் சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment

මගේ අංකය DSD/HO/02/AD/10/CF/X
எனது இல
My No

ඔබේ අංකය
உமது இல
Your No

දිනය 2023.09.13
திகதி
Date

දිස්ත්‍රික් ලේකම් / දිස්ත්‍රික් සමෘද්ධි අතිරේක අධ්‍යක්ෂ ජනරාල්වරුන්,
දිස්ත්‍රික් සමෘද්ධි අධ්‍යක්ෂවරුන්,
සියළුම අංශ ප්‍රධානීන්.

සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුවේ දෙපාර්තමේන්තුගත විධායක සේවයේ පුරප්පාඩු තනතුරු සඳහා අයදුම්පත් කැඳවීම.

මෙම දෙපාර්තමේන්තුවේ පහත සඳහන් පුරප්පාඩු තනතුරු සඳහා දෙපාර්තමේන්තුගත විධායක සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

අනු අංකය	තනතුර	පුරප්පාඩු සංඛ්‍යාව
01	අධ්‍යක්ෂ (ක්ෂුද්‍ර මූල්‍ය)	01
02	අධ්‍යක්ෂ (අලෙවි)	01

02. ඒ අනුව, ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් අදාළ තනතුර සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.09.25 දිනට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

ආර්.පී.බී. තිලකසිරි,
අධ්‍යක්ෂ ජනරාල්.



සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව
சமுர்த்தி அபிவிருத்தி திணைக்களம்
Department of Samurdhi Development



කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය
மகளிர் சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment

මගේ අංකය DSD/HO/02/AD/10/CF/EX
எனது இல
My No

ඔබේ අංකය
உமது இல
Your No

දිනය 2023.09.13
திகதி
Date

District Secretaries/District Samurdhi Additional Director General.
District Directors of Samurdhi,
Heads of all the Divisions.

Applications are invited for the vacant posts in Departmental executive service of Department of Samurdhi Development.

Applications are invited from Departmental executive service officers for the following vacant posts in this Department.

No.	Position	Vacancy
01	Director (Micro Finance)	01
02	Director (Marketing)	01

Accordingly, I kindly inform you to inform the qualified officers of the Department in this regard and if they are applying for the relevant post, please complete the attached application form and submit it with the recommendation of the head of the Department on or before 25.09.2023.

R.P.B. Thilakasiri
Director General

දුරකථන
தொலைபேசி
Telephones

011-2136600
011-2136650

ලේකම්
செயலாளர்
Secretary

011-2136602

ෆැක්ස්
தொலைநகல்
Fax

011-2877400
011-2877181

විද්‍යුත් තැපෑල
மின் - அஞ்சல்
E-mail

info@pssc.gov.lk

වෙබ් අඩවිය
இணையத்தளம்
Website

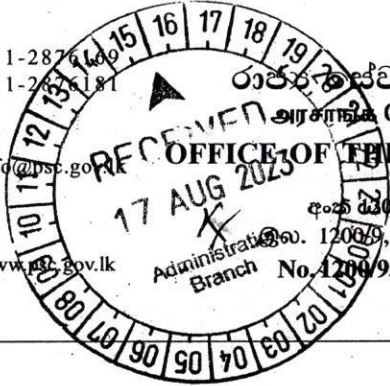
www.pssc.gov.lk



අංකය
எனது இல.
My No. PSC/APP/17/7/32/2023

ඔබේ අංකය
உமது இல.
Your No. MWCA&SE/ADM/1/154

දිනය
திகதி
Date 2023 අගෝස්තු මස 14 දි



රාජ්‍ය සේවා කොමිෂන් සභා කාර්යාලය

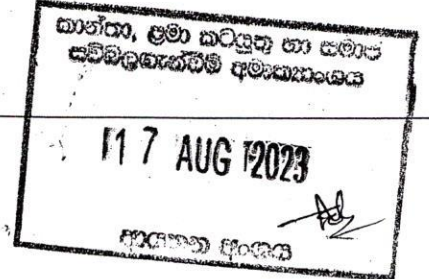
அரசாங்க சேவை ஆணைக்குழு அலுவலகம்

OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල

இல. 1200/9, இரஜமல்வத்தை வீதி, பத்தரமுல்லை

1200/9, Rajamalwatta Road, Battaramulla



ලේකම්,

කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය.

රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ 02/2022 හි විධිවිධාන ක්‍රියාත්මක කිරීම.

උක්ත කරුණ හා සම්බන්ධ ඔබේ සමාංක හා 2023.07.25 දිනැති ලිපිය හා බැඳේ.

02. ඒ අනුව, ඔබ අමාත්‍යාංශය යටතේ ඇති සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුවේ, විධායක සේවා ගණයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (දෙපාර්තමේන්තුගත) තනතුරුවලට පත්කිරීමට අදාළ අයදුම්පත් කැඳවීමේ නිවේදනය සංශෝධනවලට යටත්ව අනුමත කිරීමට රාජ්‍ය සේවා කොමිෂන් සභාව විසින් තීරණය කර ඇත. සංශෝධිත කෙටුම්පත් නිවේදනය ඇමුණුම 1 ලෙස මේ සමඟ ඉදිරිපත් කරමි.

03. මෙම අයදුම්පත් කැඳවීමේ නිවේදනය සඳහා අයදුම්පත් එවිය යුතු ලිපිනය හා විද්‍යුත් ලිපිනය පැහැදිලිව ඇතුළත් කර ඉහත චක්‍රලේඛ විධිවිධාන අනුව ප්‍රසිද්ධ කිරීමට කටයුතු කරන ලෙස කාරුණිකව දන්වමි.

04. තවද, සම්මුඛ පරීක්ෂණ මණ්ඩලය සඳහා 2022.06.31 දිනැති රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ අංක 02/2022(II) හි විධිවිධාන අනුව සුදුසු කටයුතු සිදු කරන ලෙස කාරුණිකව දන්වා සිටිමි

ටී.ඩබ්.ගයන්
ජ්‍යෙෂ්ඨ සහකාර ලේකම් (පත්වීම්)
රාජ්‍ය සේවා කොමිෂන් සභාවේ
ලේකම් වෙනුවට.

Post of Director of Grade I of the Executive Service Category of the Department of Samurdhi, in the Ministry of Women, Child Affairs and Social Empowerment

Applications are called from suitably qualified officers of Grade I of Executive Service Category of the Department of Samurdhi to be appointed to the following posts in the Department of Samurdhi.

	Post	No. of vacancies
1.	Director (Micro Finance)	01
2.	Director (Marketing)	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 135 and government policy.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** to..... through the head of department to reach on or before.....

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 the Executive Service Category of the Department of Samurdhi*
- ii. Postgraduate qualification in **any of the fields specified in the Section 10.2.1.1.i of the Scheme of Recruitment of Executive Service Category of the Department of Samurdhi.**
- iii. Proficiency in English

2.2. Strengths;

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

- i. Networker
- ii. Strategic
- iii. Team player

2.3. Behavioural competencies

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

- i. Leadership
- ii. Managing a quality service
- iii. Communicating and influencing

3.0. Method of selection

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. **Please refer to section 7 of the Public Service Commission Circular No. 02/2022** dated 15.09.2022.

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3.1. Marking scheme

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 social development, regional/rural development 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 qualifications in any of the fields specified in the Section 10.2.1.1.i of the Scheme of Recruitment of Executive Service Category of the Department of Samurdhi*</p> <p>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</p> <p>(2) Training in development planning *</p> <p>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> <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>	10	

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Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10**	Interview
Behavioural 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

Note2: All postgraduate 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 **Women, Child Affairs and Social Empowerment**

Date.....

CURRICULUM VITAE FORMAT

1. Post applying for

Post	Department/Division/District/Institute	Preference
1	Director (Micro Finance)	
2	Director (Marketing)	

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

Plus

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	

guy

4.3. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained in Social welfare (Max. 150 words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case in Social welfare or social development (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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Signature of Head of Department

