

Notice on calling applications

Selection of Grade I officers of Sri Lanka Administrative Service in accordance with the provisions of the Public Service Commission for all island vacant posts of Additional District Secretary

01. Forwarding of applications

- I. The Ministry of Public Administration, Home Affairs, Provincial Councils, and Local Government has decided to call for applications from the Grade I officers of the Sri Lanka Administrative Service who are eligible to apply for the vacant posts of Additional Secretary.
- II. The number of vacancies as at 18/06/2023 is 06 and applications are invited to fill the said vacancies. (The vacancy list has been annexed as Annexure 01)
- III. In the absence of eligible Grade I officers for the vacant posts of Additional District Secretaries, Grade II officers of the Sri Lanka Administrative Service with an active and satisfactory service period of over 06 years (appointed to the Sri Lanka Administrative Service before 01.01.2015) will be considered for appointment to attend to duties on a full-time basis in those vacant posts.

The officers appointed to attend to duties on a full-time basis will be appointed to the said post for a maximum period of one year, and the extension of service will be done as per Public Service Commission Procedural Rules 121.
- IV. Applicants who wish to apply for vacancies should complete the application prepared as per Annexure 02 and send it to the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Nila Medura, Elvitigala Mawatha, Colombo 05 through their respective Head of Institution before 21/07/2023. A copy of the completed application should also be forwarded to the email address: distaddivisionnew@gmail.com before 18/07/2023.
- V. Late applications, incomplete applications, and those not submitted in the prescribed format will be rejected without any notice.

02. Qualifications of the applicant

In addition to the seniority of the applicants, it is expected to pay special attention to having completed the following qualifications.

2.1 Service experience in district/divisional secretariats

- I. Having a good understanding of the district/divisional secretariats and its portfolio
- II. Having completed post graduate courses or other related educational qualifications

2.2 Educational/professional qualifications/language proficiency

- I. Post graduate degrees
- II. post graduate diplomas
- III. Attorney at Law, CIMA, Chartered Accountancy, P.M.P, BSC, ACS or any other equivalent qualifications.
- IV. Propensity to use more than one language

2.3 Certificates of Commendation

2.4. Achieving productivity awards and places

2.5 Strengths

- I. Conceptual ability
- II. Interpersonal skills
- III. Technical skills

2.6 Behavioral skills

- I. Communication skills
- II. Leadership skills
- III. Teamwork skills

03. Method of selection for the post

Providing marks for selection for the post will be done in two main stages.

Stage I- Considering the qualifications submitted in curriculum vitae and awarding marks

The interview board will award marks considering the following fields based on the qualifications submitted in the curriculum vitae forwarded as per the prescribed format.

- I. Seniority
- II. Experience in the relevant field
- III. Professional qualifications

According to the method of calling applications, only the selected category of officers will be called for the interview based on the seniority and marking scheme of the application submitted.

Stage II- Awarding of marks through the interview

During the interview conducted by the interview board, a presentation should be made on new creations implemented and how the skills acquired during ones service period will be applied in practice if the candidate is appointed to the position of Additional District Secretary. (The presentation should be made in PowerPoint format); where marks will be awarded under following headings.

- I. Strengths of the officer
- II. Behavioural skills of the officer

The marking scheme is given in detail below.

Serial No.	The criteria to be considered for allocating marks	Maximum marks	Methodology to be based in evaluation
I.	<p>Seniority</p> <p>- Grade I (Fifteen (15) marks in respect of Grade I and two (02) marks for each year of service in that grade for a period for five (05) years. (5 x 2 = 10 + 15)</p> <p>- Grade II (Ten (10) marks in respect of Grade II and one (01) mark for each year of service in that grade for a period for six (06) years. (5 x 2 = 10 + 15)</p> <p>(6 x 1 = 6 + 10)</p> <p>- Grade III (Six (06) marks in respect of Grade III and point five (0.5) marks for each year of service in that grade for a period six (06) years. (6 x 0.5 = 3 + 6)</p> <p>*Marks will be allocated for all three grades, I,II and III</p>	50	Application
II.	<p>Special achievements and service experience in district/divisional secretariats</p> <p>- <u>Having served in a post of the Ministry for the subject of Home Affairs</u></p> <ul style="list-style-type: none"> • Having served in the post of Senior Assistant Secretary (Two (02) marks per year up to a maximum of 5 years) • Having served in the post of Assistant Secretary (One (1) mark per year up to a maximum of 5 years) <p>- <u>Having served in district/divisional secretariats</u></p> <ul style="list-style-type: none"> • Having served in in a post of Additional District Secretary/Divisional Secretary (Two (02) marks per year up to a maximum of 5 years) • Having served in a post of Assistant District Secretary/Assistant Divisional Secretary (One (1) mark per year up to a maximum of 5 years) 	10	Application

III.	<p>Educational/Professional Qualifications</p> <p><u>Educational Qualifications</u> (Post graduate degrees and other qualifications)</p> <ul style="list-style-type: none"> - Post graduate degrees (One (1) mark each up to a maximum of 03 marks) - Post graduate diploma (0.5 marks each up to a maximum of 2 marks) <p><u>Other qualifications</u></p> <ul style="list-style-type: none"> - Attorney at Law, CIMA, Chartered Accountancy, P.M.P, BSC, ACS or other equivalent qualifications (One (1) mark each up to a maximum of 04 marks) <p><u>Language proficiency</u> (Proficiency in additional languages besides mother language)</p> <ul style="list-style-type: none"> - Sinhala, Tamil, English (One (1) mark each up to a maximum of 3 marks) 	12	Application
IV.	<p>Certificates of Commendation</p> <ul style="list-style-type: none"> - Commendation certificates awarded by the Ministry Secretary (1.5 marks each per certificate) - Commendation certificates awarded by a Head of Department (One (1) mark each per certificate) - Commendation certificates awarded by a Head of Institution (0.5 marks each per certificate) <p>*Only the certificates provided in the prescribed format will be considered.</p>	05	Application
V.	<p>Productivity awards or other special achievements</p> <ul style="list-style-type: none"> - Achieving other special places at national level (02 marks each up to a maximum of 05 marks) - Obtaining a place at provincial or district level (01 mark each upto a maximum of 05 marks) 	05	Application
VI.	<p>Strengths</p> <ul style="list-style-type: none"> - Conceptual ability - Interpersonal skills - Technical skills 	09	Presentation at the interview
VII.	<p>Behavioural skills</p> <ul style="list-style-type: none"> - Communication skills - Leadership qualities - Teamwork skills 	09	Presentation at the interview
VIII.	<p>Discipline</p> <p>For any disciplinary reason during the term of duty,</p> <ul style="list-style-type: none"> -10 marks if punished under Schedule I -8 marks if punished except warnings under summary disciplinary procedure -05 marks for one warding under summary disciplinary procedure -02 marks each for one censure <p>Will be deducted from the total marks earned.</p>	-25	Application

	<p>*Officers who have received punishment based on land related duties and the relevant investigations and officers with pending investigations related to land duties will not be recommended for this post.</p>		
	Total marks	100	

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 degree qualifications should have been obtained from a university recognized by the University Grants Commission of Sri Lanka, and the qualifications offered by other institutions should have been recognized by the University Grants Commission.

The candidates who have secured the highest marks in accordance with the qualifications mentioned in the applications and the qualifications shown in the interview will be appointed to the posts of Additional District Secretary, depending on the service requirement.

In cases where the officers selected for the vacancies obtain equal marks, the decision to fill the vacancies will be made by the Secretary of Public Administration, Home Affairs, Provincial Councils, and Local Government in accordance with Section 80 of the Procedural Rules.

You may contact the Senior Assistant Secretary (District Admin) or Assistant Secretary (District Admin) of the Home Affairs Division of the Ministry of Public Administration, Home Affairs, Provincial Councils, and Local Government (Telephone Number: Office 011-2050351, 011 2050354) for more information in this regard.

SGD: K.D.N. Ranjith Asoka

Secretary

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Date: 18.06.2023