

Public Service Commission

Ministry of Defence

Recruitment to the temporary post of Director (Research) under the Executive Service category on an open basis in the Institute of National Security Studies under the Ministry of Defence

APPLICATIONS are called by qualified citizens of Sri Lanka who have fulfilled the qualifications mentioned in this notification to fill 01 vacancy in the post of Director (Research) which is to be appointed on a temporary basis for the Institute of National Security Studies under the Ministry of Defence.

01. Method of Recruitment:

The Candidate, who obtains the highest marks based on the results of an Eligibility Assessment conducted by an Aptitude Evaluation Interview Board appointed by the Public Service Commission from among the applicants, who have fulfilled the qualifications specified in the Notification, will be recruited to fill the vacancy. The Aptitude Evaluation Interview will be conducted in compliance with the marking scheme (mentioned under No.6) approved by the Public Service Commission.

The effective date of appointment shall be determined by the Public Service Commission.

02. Required Qualifications:

i. Educational Qualifications :

Having obtained a Post Graduate Degree in International Relations/Peace and Conflict Resolution Studies/Security Studies/Intelligence Studies/Terrorism/Sociology/Political Science/Law/ Economics offered by a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree-granting institution.

ii. Experience :

Having at least 06 years of experience at management level in a research related field.

iii. Physical Fitness:

All applicants should be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties assigned to the post.

iv. Other Qualifications:

(a) Shall be a citizen of Sri Lanka.

(b) Shall be of excellent character.

(c) Should have completed all the qualifications in every respect required for recruitment to the post as at the closing date of applications.

03. Conditions for engagement in Service and Service Conditions:

- I. This post is temporary.
- II. This appointment is subjected to the Procedural Rules of Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, the Government Financial Regulations and other departmental Orders.

04. Age Limit:

Should be not less than 30 years of age and not more than 50 years of age at the closing date for applications.

05. Salary Scale:

The monthly allowance applicable to this post is Rs.88,095/- including the basic salary of Rs. 80,295/- + Cost of Living Allowance Rs. 7,800/-

(You will be paid salaries as per the provisions of Management Service Circular No. 02/216 and 02/2016(I) dated 25.04.2016 and 21.10.2016 respectively.)

06. The following scoring procedure will be used for the aptitude assessment interview

Headings of giving marks		Distribution of Marks	Maximum Marks
01	Additional Educational Qualifications/Additional professional qualifications (Apart from the qualifications that lead to basic qualification and the basic qualifications)	20 Marks	20
	PhD degree obtained related to the field	15 Marks	
	Post Graduate degree in the relevant field (Not less than a year)	12 Marks each	
	Post Graduate Diploma obtained in the relevant field	10 Marks each	
	Degree obtained related to the field	7 Marks each	
	Diploma obtained related to the field (Not less than a year)		
	Diploma obtained related to the field (less than one year and more than 06 months)	5 Marks each	

	Headings of giving marks	Distribution of Marks	Maximum Marks
02	<p>Additional experience</p> <p>For related field experience (In addition to the 06 years of experience considered for basic qualification)</p> <p>02 marks each for experience of more than 06 months and less than one year</p> <p>(Only maximum 30 marks are awarded)</p>	05 Marks per year	30
03	<p>Computer Literacy</p> <p>For a degree obtained from a university recognized by the University Grants Commission as a major subject in Information Technology</p> <p>For a Diploma course in Information Technology of not less than 01 year or 1500 hours from a Government recognized institution</p> <p>For a certificate course in Information Technology from a Government recognized institution -06 Months/ 720 Hours -03 Months/ 360 Hours</p>	15 Marks 10 Marks 7 Marks 5 Marks	20
04	<p>Language Proficiency</p> <p>English Language</p> <p>Post Graduate/Graduate Degree in English medium (Answers must be provided in English medium for all the relevant examination papers)</p> <p>For a Diploma course in English from a University recognized by the University Grants Commission or a Government recognized Institute (Not less than 01 year or 1500 hours)</p> <p>For a certificate course in English language from a university recognized by the University Grants Commission or a government recognized institution - 06 Months/ 720 Hours - 03 Months/ 360 Hours</p> <p>(Marks are awarded for the highest qualification only)</p>	15 Marks 10 Marks 7 Marks 5 Marks	20

	Headings of giving marks	Distribution of Marks	Maximum Marks
	<p>Secondary language</p> <p>For a Diploma course in secondary language from a university recognized by the University Grants Commission or a government recognized institution (Not less than 01 year or 1500 hours)</p> <p>For a certificate course in secondary language from a university recognized by the University Grants Commission or a government recognized institution</p> <p style="text-align: center;">-06 Months/ 720 Hours -03 Months/ 360 Hours</p> <p>(Marks are awarded for the highest qualification only)</p>	<p>5 Marks</p> <p>4 Marks 2 Marks</p>	
05	<p>Skills shown at the interview</p> <ul style="list-style-type: none"> ➤ Leadership ➤ Attitudes ➤ Personality ➤ Communication 	<p>2.5 2.5 2.5 2.5</p>	10
	Total		100

Note - If the relevant time limits are not mentioned in the certificates submitted during the aptitude assessment interview, it is the responsibility of the applicant to get the time limits related to such certificates confirmed in writing by the concerned institutions. Certificates for which no time limit has been mentioned and the time limit has not been confirmed will not be considered for awarding marks.

07. Identity of the candidates:

Only the candidates, who have submitted duly filled complete applications, will be called upon for the Interview to test the eligibility. The original certificates and the duly certified copies thereof should be submitted at the interview.

The following papers of identity will be accepted in proof of identity of the candidates at the interview.

- i. National Identity Card issued by the Commissioner of Registration of Persons
- ii. Valid Passport

08. Method of Submitting an Application:

- i. The duly completed applications should be sent to The Secretary, Ministry of Defence, Defence Headquarters Complex, Sri Jayawardenepura, Kotte on or before 21.04.2023 by registered post. The applications received after the closing date will be rejected.

- ii. A specimen of the application to be submitted is attached at the end of this notification. Candidates should prepare their applications using a paper of size A4 so as to indicate Section No. 1 up to 3 on the first page, from No. 4 up to 6 on the second page and from No. 7 up to 8 on the third page also completed in their own handwriting.
- iii. The words "Application for the temporary post of Director (Research) under the Executive Service category in the Institute of National Security Studies" should be indicated on the top left corner of the envelope in which the application is enclosed.
- iv. The Applicants signature on the Application should be attested by a Principal of a Government School/ Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public /Commissioned Officer of Armed Forces or by an officer holding a permanent post in the Government or Provincial Public Service earning a consolidated monthly salary of Rs. 47,615/- or above.
- v. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.
- vi. Applications not prepared in accordance with the specimen will be rejected. Further the complaints made on the applications lost or delayed in the post will not be considered.

09. Furnishing False Information:

If any of the information provided in the application found to be false or incorrect, before recruitment to the post, your candidature will be cancelled, and if such information was found to be incorrect or false after recruitment, action will be taken to dismiss from the post, subject to the relevant procedure.

10. The Public Service Commission reserves the right to fill or not to fill the vacancy.

11. In the event of any inconsistency between the Sinhala, Tamil and English mediums notifications, the Sinhala notification shall prevail.

12. The decisions taken by the Public Service Commission regarding any matter not mentioned in this notification or in case of any problematic situation during this recruitment process shall be final.

By the order of the Public Service Commission,

Secretary,
Ministry of Defence,
Defence Headquarters Complex,
Sri Jayawardenepura ,
Kotte.

.....of March, 2023

4.0 Educational Qualifications :

4.1.1. First Degree

- (i) Effective date of the Degree : _____
- (ii) University / Institute : _____
- (iii) Degree : _____

4.1.2. Post Graduate Degree

- (i) Effective date of the Degree : _____
- (ii) University / Institute : _____
- (iii) Degree : _____

4.2. Experience relevant to the post : _____

4.3 Additional Educational / Professional Qualifications

- (i) Institute : _____
- (ii) Qualification : _____
- (iii) Effective date of qualification : _____

05. Have you been convicted for an offence by a Court of Law?

(Put a tick mark (√) in the relevant box) (If yes, give details)

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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06. Candidate's certificate:

I, solemnly declare that the particulars furnished by me in this application are true and correct and all the parts of the application are perfected correctly. Further, I declare that I am fully aware that if the statement made by me is found to be false, I am liable to disqualification before appointment and to dismissal from service if it is detected after appointment and further I agree to abide by all the rules and regulations.

.....
Date

.....
Signature of the Applicant

07. Attestation of the Signature of the Applicant:

The Applicant's signature on the Application should be attested by a Principal of a Government School/ Justice of Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public /Commissioned Officer of Armed Forces or by an officer holding a permanent post in the Government or Provincial Public Service earning a consolidated monthly salary of Rs. 47,615/- or above.

I certify that Mr./Mrs./Miss who has submitted this application, is personally known to me and that he/she placed his/her signature on in my presence.

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Date
signature

Signature of the officer certifying the

Full name : _____
Designation : _____
Date : _____

(Confirm with the official stamp)

08. Recommendation of the Head of the Department:

I, hereby certify that Mr./ Mrs./ Miss., whose particulars are given above is serving at this institution, the particulars furnished by him/ her are correct, his/ her works and attendance are satisfactory, no charge has been leveled against the officer and he/ she can be released from the service of this institution if selected to the post.

.....
Signature of the Head of Department/
Institution

Name :
Designation :
Address :
Date :

(Place Official Stamp)