

Posts of Grade I of Sri Lanka Administrative Service in Departments/Institutes of Ministry of Defence

Applications are called from suitably qualified officers of Grade I of Sri Lanka Administrative Service (including those eligible to be promoted to Grade I as at the closing date of applications) to be appointed to the following posts.

	Post	Department/Institute	No. of vacancies
1.	Senior Assistant Secretary (Defence)	Ministry of Defence	01
2.	Director (Administration)	Department of Meteorology	01
3.	Director	Centre for National Disaster Relief Services Centre	01
4.	Director (Civil Administration)	Sri Lanka Army	01
5.	Director (Civil Administration)	Sri Lanka Navy	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 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 121.

Applicants must forward their duly filled curriculum vitae *in the format attached hereto* to "Secretary, Ministry of Defence, Defence Headquarters complex, Sri Jayawardenepura Kotte" through the head of department to reach on or before 17.04.2023

Applicants are encouraged to forward the applications via fax 011 2323041 or email at adminstaff@defence.lk

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 *general administration*
- ii. Postgraduate qualification in **Public Administration, Management, Public Policies, Human Resource Management, Law, Project Planning and Management, Financial Management or Information Technology**
- iii. Training in Public Procurement
- iv. Proficiency in English

2.2. Strengths;

- i. Leadership skills
- ii. Problem solving and critical thinking
- iii. Communication skills

2.3. behavioural competencies

- i. Be effective in communicating and Influencing
- ii. Ability to Delivering at Pace
- iii. Ability to working together

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 Public Service Commission Circular No. 02/2022 dated 15.09.2022 for the criterion for shortlisting of applicants.

3.1. Marking scheme

Heading	Maximum Marks	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 the fields of <i>general administration</i> 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 the field of Public Administration, Management, Public Policies, Human Resource Management, Law, Project Planning and Management, Financial Management, Information Technology or Public Procurement * 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	10	

<p>(2) Training in the field of Public Administration, Management, Public Procurement, Information Technology or Disciplinary Management in Public Service (Maximum 1.0 mark)</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>		
<p>Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10**	Interview
<p>Behavioural competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.</p>	10**	
<p>** For question formats and rating scales, please refer to Annexure II of Public Service Commission Circular No. 02/2022 dated 15.09.2022</p>		

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

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Secretary,

Ministry of Defence

30.03.2023