

**Post ofof Grade I of Service/Executive Service Category of
Ministry/Department of.....**

Applications are called from suitably qualified officers of Grade I ofto be appointed to the above post. Number of vacancies is.....

In the absence of applicants of Grade I of the service/service category, officers of Grade II of the Service/service category with active and satisfactory service of*years in that grade will be considered for appointment to attending to duties on full-time basis in the post.

*(*Insert appropriate length of service taking into consideration the service of batches from whom applications are intended to be called.)*

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.....through the head of department to reach (*Head of Department where vacancy exists*) 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 (*Insert subject/field*)
- ii. Postgraduate qualification in(*Insert subject/field*),
- iii. Proficiency in English

2.2. Strengths;

(Things have to be done effectively and which should motivate the applicant.Insert maximum of three strengths)

- i.
- ii.
- iii.

2.3. behavioural competencies

(Actions and activities that are needed to be done effectively. Insert maximum of three behavioural competencies)

- i.
- ii.
- iii.

(The following sources will be helpful in determining the relevant strengths and behavioural competencies

- i. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717274/CS_Strengths_2018.pdf

- ii. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf
- iii. https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf
- iv. <https://www.adb.org/sites/default/files/page/42368/adb-competencies-national-staff-3-4-201908.pdf>

3.0. Method of selection

(All Island Services)

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 short listing of applicants.

(Departmental Services/Posts)

Selection will be based on assessment of seniority and merit at an interview.

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)/Interviews
Experience in the field/s of..... In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery of the subject of/in the field of..... gained through involvement in or exposure to it will be assessed <i>(Experience need not to be strictly confined to the field under which the vacant post comes. Wherever possible, the list of fields must include such other fields where an officer may have gained transferable experience. (e.g., An officer who has worked in fields like rural development, small industries development, social services etc., may have gained experience transferable to regional administration.)</i>	20**	
Professional qualifications/Research&Innovations (1) Postgraduate qualifications in the field of.....* <i>(Select relevant fields from among the</i>	10	

<p><i>fields/subjects specified in the relevant service minute/scheme of recruitment)</i></p> <ol style="list-style-type: none"> a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 4 marks d. Graduate/Postgraduate certificate – 2 marks <p>(2) Research&Innovations (Optional. Insert only if applicable)</p> <ol style="list-style-type: none"> a. Patented/copyrighted innovations/inventions in the relevant field – 10 Marks b. Research paper in the relevant field published in an internationally recognized academic journal – 5 Marks c. Research paper in the relevant field published in a recognized academic journal – 4 Marks d. Successfully implemented innovations in the area of work/development of IT solutions – 4 Marks for each innovation/IT solution (Documentary proof must be furnished) <p>(3) Training in the field of.....</p> <ol 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>(4) Proficiency in English*</p> <ol 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 or above – 02 Marks b. Certificate in English obtained from a recognized university or government training institute – 01 Mark <p>* Marks will be awarded only for the highest qualification</p>		
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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**	
** Please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for question formats and rating scales.		

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 from a university recognized by the University Grants Commission of Sri Lanka and such qualifications obtained from other degree awarding institutes should have the recognition of that commission.

(Relevant administrative authority)

Date.....