

The top left hand corner of the envelop, should bear the legend "Limited Recruitment to the post of Assistant Director (Sports) – 2017"

(a) Closing date of the applications is 04.12.2017.

**Note :** Complaints to the effect that any application or a related document has been lost or delayed in transit will not be entertained and the applicants may bear such risk, on their own.

**01. Recruitment Procedure.**– Candidates, who have fulfilled qualifications as stated in the notice, will be recruited according to the sequence of total marks obtained at the Competency Evaluation Interview, which will be conducted by an Interview Board of competency evaluation appointed by the Public Service Commission. The competency evaluation interview will be conducted according to a marking scheme appearing under No. 8, approved by the Public Service Commission.

Number of appointees and the date of appointment will be decided as directed by the Public Service Commission.

**02. Salary Scale.**– This post carries a monthly salary scale of Rs. 47,615 – 10 x 1335 – 8 x 1630 – 17 x 2170 – Rs. 110,895/- (SL-1-2016) (Salaries are paid as mentioned in schedule II according to the provisions of Public Administration Circular No. 03/2016 of dated 25.02.2016.

**03. Terms and conditions of service :**

- I. This post is pensionable, and you should contribute to the W & OP and you may contribute therefore in such a manner as decided by the Government from time to time.
- II. Those officers who are appointed to this post will be subject to an acting period of one year.
- III. Should reach the required level of language proficiency within 5 years according to Public Administration Circular 1/2014 and consequential circulars. Those who have been recruited through a medium which is not an official language should obtain required language proficiency during such acting period.
- (iv) This post is subject to conditions of the Procedural Rules and Regulations of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and other Departmental Regulations.

**PUBLIC SERVICE COMMISSION**

**Limited Recruitment to the Post of Assistant Director (Sports) of Supervisory Category III of Sports Officers' Combined Service in the Department of Sports Development – 2017**

AS directed by the Public Service Commission, applications are invited from government officers, who have the following qualifications for 03 posts of Assistant Director (Sports) of Supervisory Category III in the Department of Sports Development.

Candidates should submit their applications prepared according to the specimen Form appearing at the end of this notice, by Registered post, before the deadline, to the Director General, Department of Sports Development, No. 09, Philip Gunawardane Mawatha, Colombo 07.

**04. Educational, Professional qualifications and experience :**

- (I) Should be a Supra Grade officer in the sports officers' service of the Department of Sports Development  
or  
(II) Should be a Supervisory Management Assistant Technological Grade I officer of Sports Officers' Combined service of the Department of Sports Development  
or  
(III) Should be a Supervisory Management Assistant Technological Grade II of Sports officers' combined service of the Department of Sports Development, and should possess a Degree related to Sports or Management field, obtained from a university recognized by the University Grant Commission  
or  
(IV) Should be an officer of Sports Officers' Combined Service in the Department of Sports Development, with 10 years active and satisfactory period of service and should have obtained a Degree related to the field of Sports from a university recognized by the University Grants Commission.

**05. Physical Qualifications.**— Candidates should be of sound physical and mental condition to serve in any part of the island.

**06. Age limit.**— Not Relevant

**07. Other Qualifications :**

- I. Post should have been confirmed.
- II. Should have completed a satisfactory service period of 5 years immediately preceding.
- III. Should have passed the required efficiency bar examinations.
- IV. Should have obtained language proficiency at required level.
- V. Should have completed all requisite qualifications for the post as at the date of calling applications.

**08. Competency Evaluation Interview.**— Marks will be given by a competency Evaluation Interview Board, appointed by the Public Service Commission, and Qualification too will be checked at the same interview,

Structured marking scheme

	<i>Main Heads for Marking</i>		<i>Marks</i>
01	Additional Service Experience	<p>I. 05 marks for each year from the date of appointment to the post of Supervisory Management Assistant in the sports officers' combined service (Head Quarters Sports Officer) or II. 04 marks for each year from the date of appointment to the post of Supervisory Management Assistant Technology Service Category Grade I in the sports officers' combined service (Sports Coach- Grade I) or III. 03 marks for each year from the date of appointment to the post of Supervisory Management Assistant Technology Service Category Grade II in the sports officers' combined service. or IV. 02 marks for each year from the date of completion of 10 years in the post of sports officers' combined service at Department of Sports Development.</p>	30

	<i>Main Heads for Marking</i>		<i>Marks</i>
02	Additional education qualifications	For a Post Graduate Degree – 25 marks For a Post Graduate Diploma – 20 marks For a Degree (Sports or Physical Training, Sports Management or Administration) - 15 marks For a diploma – 10 marks For a Certificate Course – (not less than 06 months) – 05 marks (Marks will be given when Degree is not a preliminary qualification)	25
03	Special skills performed in the post of coach and Sports Officer (Head Quarters)	I. As a Coach or Administrator or Organizer or holding other post 1. National Level Post – 10 marks 2. South Asian Level Post – 10 marks 3. For Commonwealth and World Championship – 05 marks II. 02 marks each for Certificates of commendation obtained by 230B Common Format (maximum 10 marks)	20
04	Additional vocational experience	Courses followed relating to the field of Sports or Administration <b>Local</b> 1. One year or more – 10 marks 2. Six months or more – 07 marks 3. More than two weeks - 05 marks 4. More than 2 days but less than 2 weeks - 03 marks <b>Foreign</b> 1. One year or more – 10 marks 2. Six months or more – 08 marks 3. More than two weeks - 06 marks 4. More than 2 days but less than 2 weeks - 04 marks	20
05	Aptitudes shown at the interview	05 Marks	05
		<b>Total</b>	<b>100</b>

Certificates submitted for recruitment to the post in sports officers' combined service, will not be considered again for giving marks.

**09.** Applications should be prepared in 22 - 29 cm size A4 sheets and information from 01 - 08 should be on first page and from 08 to the last should be on second page. Applicant should himself/ herself prepare the application by his / her own handwriting legibly. Incomplete applications will be rejected. Hereby it is further informed that applications which do not conform to the specifications will be rejected without notice. A Copy of the applications may be retained with the applicant for his / her use. Applicant should himself/ herself be satisfied with the application perfected by himself/ herself according to the specimen Form. Otherwise it will be rejected. Applications should be prepared as per the specimen Form. Receipt of application will not be acknowledged.

**N. B.**

- (a) No documents or copies of documents should be attached to the application Form.
- (b) Applications of candidates who fail to produce documents when required to do so will not be considered.

**10. Providing bogus 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 procedures.

11. Procedural Rules and Regulations of the Public Service Commission, circulars with regard to the public services, issued from time to time, as well as the Service Minutes relevant to Grade III of executive service category and the amendments made thereto are relevant to this post.

12. Any matter not mentioned in this *Gazette notification* should be dealt with the final decision of the Public Service Commission and the public service commission will reach a final decision as regards filling of vacancies or not filling vacancies or filling a portion of vacancies.

By order of the Public Service Commission.

JAYANTHA WIJERATNE.  
Secretary.

Ministry of Sports,  
No. 09, Philip Gunawardena Mawatha,  
Colombo 07.

LIMITED RECRUITMENT TO THE POST OF  
ASSISTANT DIRECTOR (SPORTS) OF SUPERVISORY  
CATEGORY III OF SPORTS OFFICERS' COMBINED  
SERVICE IN THE DEPARTMENT OF SPORTS  
DEVELOPMENT

SPECIMEN APPLICATION

01. (i) Name with initials :  
(a) (In Sinhala) : \_\_\_\_\_.  
(b) (In English) : \_\_\_\_\_.  
(ii) Names denoted by initials :  
(a) (In Sinhala) : \_\_\_\_\_.  
(b) (In English) : \_\_\_\_\_.
02. (i) Private Address : \_\_\_\_\_.  
(ii) Postal address for admission : \_\_\_\_\_.  
(iii) Official Address : \_\_\_\_\_.  
(iv) Telephone No. (Mobile) : \_\_\_\_\_.
03. Gender : \_\_\_\_\_.  
(Mark the relevant cage)  
Male - 0 ☐  
Female - 1 ☐
04. National Identity Card No. :  

--	--	--	--	--	--	--	--	--	--
05. Date of Birth :  
Year : \_\_\_\_\_. Month : \_\_\_\_\_. Date : \_\_\_\_\_.
06. Age as at 01.06.2017 :  
Years : \_\_\_\_\_. Months : \_\_\_\_\_. Days : \_\_\_\_\_.
07. (A) Have you fulfilled all the qualifications required in the first paragraph in the *Gazette* notification of calling applications ? : \_\_\_\_\_.

Of the I, II, III, IV which category qualifies you according to Section 1.1 of the *Gazette* notification? :

- (i) Date of Graduation : \_\_\_\_\_.  
(ii) University /Institute : \_\_\_\_\_.  
(iii) Registered Number : \_\_\_\_\_.  
(iv) External/Internal : \_\_\_\_\_.  
(v) Degree : \_\_\_\_\_.  
(vi) Subjects : \_\_\_\_\_.

(B) Present Post : \_\_\_\_\_.

Grade : \_\_\_\_\_.

Date of appointment (to the post) : \_\_\_\_\_.

Date of confirmation in the post : \_\_\_\_\_.

Salary Code and Salary Scale : \_\_\_\_\_.

If there are several service periods relevant to be applied, information about those active and satisfactory service periods should be mentioned in the table given below :

(C) According to conditions in the first paragraph of the *Gazette notification*, active and satisfactory service period in a approved post as at 01.06.2017 : \_\_\_\_\_.

Service/ Grade	Salary Code according to relevant Public Administration Circular Ex:MN 3-2016	Date of Appointment

08. Additional educational Qualifications : \_\_\_\_\_.
09. Special talents performed in the post of Sports Coach and Sports Officer (Head Quarters) : \_\_\_\_\_.
10. Additional vocational qualifications : \_\_\_\_\_.
11. (i) Whether you have earned all requisite increments within 05 years immediately proceeding as at 01.06.2017 ? : \_\_\_\_\_.  
(ii) Whether you have been found guilty of any disciplinary action other than warning ? : \_\_\_\_\_.
12. Applicant's Certificate :  
(i) I do hereby certify that the information provided in this application by me are true and accurate.

- (ii) I am aware that I will be liable to be disqualified for appointment to this post and dismissed in the event such information is found to be false after appointment.

\_\_\_\_\_,  
Signature of the applicant.

Date : \_\_\_\_\_.

13. *Certificate of the Head of the Department :*

The applicant, Mr./Mrs./Miss ..... is working in this Department in a permanent and pensionable post as a ..... (post) and has earned all his/her increments within last five years. He/She has not been subjected to any disciplinary action (Other than warning) and any action is not being instituted against him/her at present.

If he/she is selected to this post, he/she can/cannot be released from the post he/she is presently holding.

\_\_\_\_\_,  
Signature of the Head of the Department/  
Institution.

Date : \_\_\_\_\_.