

PUBLIC SERVICE COMMISSION

Limited Recruitment for the Post of Assistant Director III (Departmental) in Executive Officer Category in the Small Enterprises Development Division of the Ministry of Youth Affairs, Project Management and Southern Development

APPLICATIONS are invited from the suitably qualified internal applicants to fill; 11 vacancies of Assistant Director (Departmental) in the Small Enterprises Development Division of the Ministry of Youth Affairs, Project Management and Southern Development.

01. *Mode of recruitment.* – Applications will be entertained from among the Enterprise Development Training Officers who have fulfilled the qualifications stipulated in Section 2 of this notice, serving in the Small Enterprise Development Division and those who score highest marks at a structured interview conducted by an interview Board appointed by the Public Service Commission will be recruited in a number equivalent to the number of prevailing vacancies. Structured interview shall be conducted as per marking procedure approved (as stated under Section 05) by the Public Service Commission.

02. *Requisite Qualifications :*

- I. Should have been confirmed in the post of Enterprise Development Training Officer.
- II. Should have completed Ten (10) years active service in the post of Enterprise Development Training Officer.
- III. Should have passed first and second efficiency bar examinations.
- IV. Should be in possession of five (05) years satisfactory service immediately before the date of being qualified.
- V. Other:
 - ❖ Should be a citizen of Sri Lanka.
 - ❖ Should be in possession of an excellent moral character.
 - ❖ Requisite qualifications for the post should have been fulfilled in every aspect as at the last date of calling for applications.

03. *Service and employment conditions :*

- I. Those applicants selected for this service shall be subject to the conditions laid down in the recruitment procedure pertaining to the post of Assistant Director (Departmental) existing in the Small Enterprises Development Division within the purview of the Ministry of Youth Affairs, Project Management and Southern Development as per conditions relevant to the appointments in public service.
- II. This post is permanent and pensionable. Contributions should be made towards Widows and Orphans/Widower/Orphans Pension Scheme.
- III. Appointment shall be subject to one years probation period. First efficiency bar examination, as stipulated in the recruitment procedure, should be passed within three (3) years of recruitment to the grade of Assistant Director III.
- IV. Relevant proficiency in the other official language in addition to the language in which the recruitment to the service was made should be acquired within five (05) years of recruitment, in keeping with Public Administration Circular No. 01/2014 and other circulars incidental thereto.
- V. This appointment will be subject to procedural rules and regulations of the Public Service Commission, Establishment Code of Sri Lanka Democratic Socialist Republic, Government Financial Regulations and other departmental directives. It will also be subject to the provisions and future amendments and other provisions which may be imposed in the recruitment procedure pertaining to the post of Assistant Director (Departmental) in executive officer category in the Small Enterprise Development Division.

04. *Salary Scale.* – Annual monthly salary scale of Rs. 47,615-10x1335 – 8x1630-17x 2170- Rs. 110,895 (SL-1 2016) is assigned to this post. (Salary will be paid as stipulated in Schedule II as per provisions laid down in Public Administration Circular No. 03/2016 of 25.02.2016.)

05. *Structured Interview*.– Structured Interview will be on the basis of the following marking system.

Serial No.	Heads under which marks will be allocated at the Interview	Hypothetical marks	Maximum marks
01	For additional active professional experience : I. At the rate of 05 marks for each year in addition to the ten(10) years service period of preliminary qualification.	-	50
02	For additional educational qualifications : I. In the relevant field (subjects such as management, economics, commerce, business administration, information technology, statistics or agriculture etc.), • for Post Graduate Degree • Post Graduate Diploma (Marks will be allotted only for the maximum qualification) II. For a certificate obtained on a diploma course of computer technology of not less than one year's duration offered by an institute recognized by the state. (For 1500 hrs. duration) For a certificate obtained on a certificate course of computer offered by an institute recognized by the state. (For 360-720 hrs. duration) (Marks will be allotted only for the maximum qualification) III. For a certificate obtained for a Diploma course on Sinhala/Tamil language) of not less than six months duration offered by a recognized institute. (1500 hrs) For a certificate obtained for a certificate course (360-720 hrs) (Marks will be allotted only for the maximum qualification) IV. For course relevant to field and allied training in an institute recognized by the state	08 05 03 02 02 01 02	20
03	For Creative activities and exceptional skills (Eg.): • Director contribution towards creation of new programmes • Preparation of project reports of new projects • Contribution towards compilation of training manuals for training programmes (Certificates and documents produced should have been certified by the Director, Small Enterprise Development) Marks at the rate of 05 per activity)		25
04	Skills displayed at the interview		05
	Total		100

06. *How to apply* :

- I. Applications should be prepared in A4 paper as per the specimen format.
- II. Duly perfected applications should be sent under registered cover to reach “Secretary, Ministry of Youth Affairs, Project Management and Southern Development” on or before 10.09.2018 and the words “Post of Assistant Director(Departmental)” should be clearly indicated on the left hand side of the envelope enclosing the application.

07. *Rendering inaccurate information.*— Your candidacy will be nullified if any information contained in your application is found false or inaccurate before the recruitment. If such false or inaccurate information is found after the recruitment, you will be subject to dismissal as per relevant procedures.

08. Final decision with regard to any matter not included in this notice shall be in accordance with the directive of the Public Service Commission. Further, authority of taking a final decision with regard to filling or not filling the vacancies or filling a part of those vacancies shall remain with the Public Service Commission.

As per directive of the Public Service Commission,

H. M. GAMINI SENEVIRATHNE,
Secretary,
Ministry of Youth Affairs,
Project Management and Southern
Development.

19th of July, 2018.

SPECIMEN APPLICATION

PUBLIC SERVICE COMMISSION

LIMITED RECRUITMENT FOR THE POST OF ASSISTANT DIRECTOR
III(DEPARTMENTAL) IN EXECUTIVE OFFICER CATEGORY IN THE
SMALL ENTERPRISES DEVELOPMENT DIVISION OF THE MINISTRY
OF YOUTH AFFAIRS, PROJECT MANAGEMENT AND SOUTHERN
DEVELOPMENT

01. Name in full :_____.

02. Private address :_____.

03. Official Address :_____.

04. Date of Birth :_____.

05. Date of appointment to the post of Enterprise Development Training Officer :_____.

06. Details pertaining to the efficiency bars relevant to the post of Enterprise Development Training Officer : _____.

06.1. Whether the first efficiency bar is passed ? : _____.

06.2. Whether the second efficiency bar is passed ? :_____.

I certify that the particulars given above true and correct.

_____,
Applicant's Signature.

Date :_____.

Recommendation of the Head of Department

I certify that Mr/Mrs./Miss..... is serving in this department, has completed five years satisfactory service immediately prior to the date of calling for applications, has earned all the increments during the preceding Period of five years, has not been subjected to any disciplinary punishment other than a warning and the information furnished in 01 to 06 above are correct as per his/her personal file.

_____,
Signature of the Head of Department.
Official seal.

Date :_____.