

**Post of Director (Administration) of Grade I of Sri Lanka Administrative Service in the  
Department of Commerce, Ministry of Trade, Commerce and Food Security**

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 above post. Number of vacancies is **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 in that Grade 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 141.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** to Director General, Department of Commerce through the head of department to reach on or before **2023 03 31**

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/ International Relations
- 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 will be an added advantage
- iv. Proficiency in English

**2.2. Strengths;**

- i. Adaptable
- ii. Confident
- iii. Efficient

**2.3. Behavioural competencies**

- i. Seeing the big picture
- ii. Changing and Improving
- iii. Leadership

**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.

### 3.1. Marking scheme

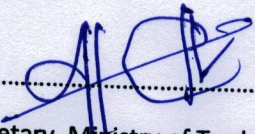
Heading	Maximum Marks	Method of assessment
<p><b>Seniority</b> Maximum marks will be awarded to the senior-most applicant and other applicants will receive marks for seniority proportionately.</p>	50	Curriculum vitae (CV)
<p><b>Experience in the fields of general administration/International Relations</b></p> <p>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</p>	20**	
<p><b>Professional qualifications</b></p> <p>(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 *</p> <p>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</p> <p>(2) Training in the field of Public Administration, Management, Public Procurement, Information Technology International Relations or Disciplinary Management or in Public Service*</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>	10	

<b>(3) Proficiency in English*</b>		
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		
b. Certificate in English obtained from a recognized university or government training institute – 01 Mark		
* Marks will be awarded only for the highest qualification		
<b>Strengths</b> Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10**	Interview
<b>Behavioural competencies</b> Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10**	
**For question formats and rating scales, please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022		

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/professional 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



Secretary, Ministry of Trade, Commerce & Food Security

Date... 09-03-2023

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## CURRICULUM VITAE FORMAT

1. Post applying for
2. Particulars about the applicant

- I. Name
- II. National Identity Card No.
- III. Age
- IV. Residential Address
- V. Contact Nos.
- VI. Email
- VII. Grade of the service
- VIII. Date of appointment to the service
- IX. Date of promotion to the present grade of the service
- X. Designation
- XI. Date of appointment to the present post
- XII. Ministry
- XIII. Department

3. Particulars about the service in the present grade

- I. No pay/half pay leave

From	To	Total duration (Years/Months/Days)	Purpose

- II. Efficiency bars

Efficiency bar	Due date of completion	Date of completion	No. and date of the letter granting concession/exemption, if any

- III. In case being subjected to a disciplinary action;

Date and no. of the charge sheet	Disciplinary order ( <i>if still pending, please indicate</i> )	Effective date of punishment/s, if any (i.e., date of commission of the offence)	Any period of service left out when calculating satisfactory service in terms of Public Service Commission Procedural Rule 186 (ii)

4. Experience

4.1 Past service since date of appointment to the service

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

4.2 Experience in the relevant subject (**Certified copies of letters of duty assignment must be attached.**)

Post	Ministry/Department /Institute	Duration		Brief description of nature of responsibilities
		From	To	

4.3. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in general administration (Max. 150 words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case while working in general administration (Max. 150 words)

5. Professional qualifications (***Certified copies of the certificates must be attached.***)

5.1 Postgraduate qualifications

Postgraduate qualification	Subject	University/Institute	Effective date

5.2 Training

Training	Institute/Organization	duration

5.3 Language competency

Language	Qualification/Institute/Organization	Effective date

I do certify that the above particulars are true and accurate to the best of my knowledge.

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Signature of the applicant

**Certificate of the Head of Department\***

*Option I* - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant, that, as at present, no disciplinary action has been contemplated against applicant\* and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement.

*Option II* - I certify that the particulars furnished in section 3 of this curriculum vitae are correct as per the updated records in the personal file of the applicant and, in case the applicant is selected for this post, he/she can/cannot be released from his/her present post /with replacement/without replacement. I further state that, at present, a preliminary investigation concerning the applicant is in progress/about to be initiated and the nature of allegations against /suspected acts of misconduct of the applicant are as follows.

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\* *Strike off the inapplicable statement*

Signature of Head of Department