

**Post of Senior Assistant Secretary (Administration) of Grade I of Sri Lanka
Administrative Service of Ministry of Labour and Foreign Employment**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Administrative Service to be appointed to the above post. Number of vacancies are 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 10 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 141.

Applicants can download application (curriculum vitae *in the format attached hereto*) and upload soft copy of duly filled curriculum vitae through Ministry of Labour and Foreign Employment's official website <https://labourmin.gov.lk/careers/> on or before 13.03.2023. In addition to the soft copy of the application uploaded by the applicant via online, applicants must forward their printed copy thereof to **Secretary, Ministry of Labour and Foreign Employment, 6th Floor, Mehwara Piayasa, Narahenpita, Colombo 05, Sri Lanka.**

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 Administration and related areas.
- ii. Postgraduate qualification in Public Administration, Management, Human Resource Management, Financial Management, Project Planning & Management & Information Technology, Public Policies, Economics, Development Economics, Social Development, Law, or any other field approved by the Public Service Commission.
- iii. Proficiency in English

2.2. Strengths;

- i. Problem Solver
- ii. Team Player
- iii. Explainer
- iv. Responsible

2.3. Behavioral competencies

- i. Changing & Improving
- ii. Working Together
- iii. Communication & Influencing
- iv. Delivering at pace

3.0. Method of selection

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview as per the provisions of Public Service Commission Circular No.02/2022. Marks will be awarded in the following manner as per the Annexure II of aforesaid circular. Only a shortlisted number of applicants will be called for the 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. Period of satisfactory service of each applicant will be exclusively considered in here.	50	Curriculum vitae (CV)/ Interview
Experience in the field/s of Administration 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 Administration gained through involvement in or exposure to it will be assessed	20	
Professional Qualifications (1) Postgraduate qualifications in the field of Public Administration, Management, Public Policies, Human Resource Management, Economics, Development Economics, Social Development, Law, Financial Management, Project Planning & Management, Information Technology or any other field approved by the Public Service Commission. a. Research based postgraduate degree – 7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 4 marks d. Graduate/ Postgraduate certificate – 2 marks (2) Training in the field of Administration, Human Resource Management, Management, Information technology, Financial Management, Public Policy a. Of duration of 3 month 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	10	

<p>(3) Proficiency in English</p> <p>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 – 2 marks</p> <p>Certificate in English obtained from a recognized university or government training institute – 1 mark</p> <p>* Marks will be awarded only for the highest qualification</p>		
<p>Strengths</p> <p>Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p> <p>i. Problem Solver – 2.5 marks</p> <p>ii. Team Player – 2.5 marks</p> <p>iii. Explainer – 2.5 marks</p> <p>iv. Responsible – 2.5 marks</p>	10	
<p>Behavioral competencies</p> <p>Actions and activities that are needed to be done effectively as specified in section 2.3. above</p> <p>i. Changing and Improving – 2.5 marks</p> <p>ii. Working Together – 2.5 marks</p> <p>iii. Communication and Influencing – 2.5 marks</p> <p>iv. Delivering at Pace – 2.5 marks</p>	10	

Note 1: The term “recognized university” in the above marking scheme means a university recognized by the University Grants Commission of Sri Lanka

Note 2: 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.



Secretary

Ministry of Labour and Foreign Employment

R P A Wimalaweera

Secretary

Ministry of Labour and Foreign Employment

7th Floor, “Mehewara Piyesa”

Narahenpita, Colombo 05.

Date 23.02.2023

CURRICULAUM 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. Designation
 - X. Date of appointment to the present post
 - XI. Ministry
 - XII. 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 (if still pending, please indicate)	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 236 (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 the subject/ field relevant to Public Administration. (Max 150 words)

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

5.1 Postgraduate qualifications

Postgraduate qualifications	Subject	University/Institute	Effective date

5.2 Training

Training	Institute/ Organization	Duration

5.3 Language competency

Language	Qualification/Institute/ Organization	Effective date *

5.4 (If applicable) Research, Innovation and inventions

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

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Signature of 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, as 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