



ක්‍රීඩා හා යෞවන කටයුතු අමාත්‍යාංශය

விளையாட்டுத்துறை மற்றும் இளைஞர் விவகார அமைச்சு

Ministry of Sports and Youth Affairs

නො.09, පිලිප් ගුනවර්ධන මාවත, කොළඹ 07.

இல. 09, பிலிப் குணவர்த்தன மாவத்தை, கொழும்பு 07.

No.09, Philip Gunawardana Mawatha, Colombo 07.

මගේ අංකය
எனது இலக்கம்
My No.

MOYS/ADM/4/2/1

ඔබේ අංකය
உமது இலக்கம்
Your No.

දිනය
திகதி
Date

2023.09.20

සියලුම අමාත්‍යාංශ ලේකම්වරුන්
පළාත් ප්‍රධාන ලේකම්වරුන්
දෙපාර්තමේන්තු ප්‍රධානීන්
දිස්ත්‍රික් ලේකම්වරුන්

ක්‍රීඩා හා යෞවන කටයුතු අමාත්‍යාංශයේ ශ්‍රී ලංකා පරිපාලන සේවයේ

I ශ්‍රේණියේ පුරප්පාඩු තනතුරු සඳහා අයදුම්පත් කැඳවීම

මෙම අමාත්‍යාංශයේ පහත සඳහන් පුරප්පාඩු තනතුරු සඳහා ශ්‍රී ලංකා පරිපාලන සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

තනතුර	ආයතනය / අංශය	පුරප්පාඩු සංඛ්‍යාව
අධ්‍යක්ෂ	නායකත්ව සංවර්ධන ජාතික මධ්‍යස්ථානය	01

02. ඒ අනුව, ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් මෙම තනතුර සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ ඇති අයදුම් පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.10.04 දිනට හෝ ඊට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

ඩබ්.එම්.එස්.එන්. වාන්දනී

අතිරේක ලේකම් (පාලන හා ප්‍රසම්පාදන)

අත්/කළේ :

කේ. මහේසන්

ලේකම්

දුරකථන : 0112670045

ෆැක්ස් : 0112680277

විද්‍යුත් ලිපිනය : admin@moys.gov.lk

දුරකථන

தொலைபேசி

ෆැක්ස්

தொலைநகல்

විද්‍යුත් තැපෑල

மின்னஞ்சல்

secretary@moys.gov.lk

වෙබ්

இணையதளம்

www.moys.gov.lk



ශ්‍රී ලංකා ක්‍රීඩා හා යෞවන කටයුතු අමාත්‍යාංශය

விளையாட்டுத்துறை மற்றும் இளைஞர் விவகார அமைச்சு

Ministry of Sports and Youth Affairs

කො.09, පිලිප් ගුනවර්දන මාවත, කොළඹ 07.

இல. 09, பிலிப் குணவர்த்தன மாவத்தை, கொழும்பு 07.

No.09, Philip Gunawardana Mawatha, Colombo 07.

මගේ අංකය
எனது இலக்கம்
My No.

MOYS/ADM/4/2/1

ඔබේ අංකය
உமது இலக்கம்
Your No.

දිනය
திகதி
Date

2023.09.

சகல அமைச்சுக்களின் செயலாளர்கள்
மாகாண பிரதம செயலாளர்கள்
திணைக்களப் பொறுப்பாளர்கள்
மாவட்ட செயலாளர்கள்

**விளையாட்டு மற்றும் இளைஞர் விவகார அமைச்சின் இலங்கை நிருவாக சேவையின்
I ஆம் தரத்தின் வெற்றிட பதவியிற்காக விண்ணப்பங்கள் கோரப்படுகின்றன.**

இவ் அமைச்சின் கீழ் குறிப்பிடப்பட்ட வெற்றிட பதவியிற்காக இலங்கை நிருவாக சேவையின் உத்தியோகத்தார்களிடமிருந்து விண்ணப்பங்கள் கோரப்படுகின்றன.

பதவி	தாபனம் / பிரிவு	வெற்றிட எண்ணிக்கை
பணிப்பாளர்	தலமைத்துவ அபிவிருத்தி தேசிய மத்திய நிலையம்	01

02. இதற்கு அமைய தங்களது நிறுவனத்தில் தகமை கொண்ட உத்தியோகத்தார்களை அறிவுறுத்தி, அவர்கள் இப் பதவியிற்காக விண்ணப்பிப்பதாயின், இத்துடன் உள்ள விண்ணப்படிவத்தினை பூர்த்தி செய்து தபானப் பொறுப்பாளரின் பரிந்துரையுடன் 2023.10.04 ஆம் திகதியன்று அல்லது அதற்கு முன்னர் சமர்ப்பிக்குமாறு தயவாய் அறியத்தருகிறேன்.

ஒப்பம் :

கே. மஜேசன்

செயலாளர்.

டப்.எம்.எஸ்.என். சாந்தனி

மேலதிக செயலாளர் (நிருவாகம் மற்றும் பெறுகை)

தெலைபேசி : 0112670045
பகஸ் : 0112680277
மின் அஞ்சல் முகவரி : admin@moys.gov.lk



தீவா கா ஸோவன கடுதரு அலாகனாஸ

விளையாட்டுத்துறை மற்றும் இளைஞர் விவகார அமைச்சு

Ministry of Sports and Youth Affairs

கோ.09, பிலிப் குனாவர்தன மாவத்த, கொழும்பு 07.

இல. 09, பிலிப் குனாவர்தன மாவத்தை, கொழும்பு 07.

No.09, Philip Gunawardana Mawatha, Colombo 07.

මගේ අංකය
எனது இலக்கம்
My No.

MOYS/ADM/4/2/1

ඔබේ අංකය
உமது இலக்கம்
Your No.

දිනය
திகதி
Date

20.09.2023

All Secretaries of Ministries
Chief Secretaries of Provinces
Head of Departments
District Secretaries

Calling applications for posts in the Sri Lanka Administrative Service

Grade I which have fallen vacant in the Ministry of Sports and Youth Affairs

Applications are called form the officers of the Sri Lanka Administrative Service for the following posts which have fallen vacant in this Ministry.

Post	Institutes / Division	No of Vacancies
Director	National Centre for Leadership Development	01

02. Accordingly, please inform the officers in your institution who have satisfied the required qualifications in this regard, and if they wish to apply for the respective posts, to prepare the application form attached hereto and submit the same along with the recommendation of Head of the Institution on or before **04.10.2023**.

W.M.S.N. Chandani

Additional Secretary (Administration & Procurement)

Telephone : 0112670045
Fax : 0112680277
e-mail : admin@moys.gov.lk

Sign by :

K. Mahesan
Secretary

දුරකථන
தொலைபேசி

0112697934

ෆැක්ස්
தொலைநகல்

0112688836

විද්‍යුත් තැපෑල
மின்னஞ்சல்

secretary@moys.gov.lk

වෙබ්
இணையதளம்

www.moys.gov.lk

**Post of Director Grade I of Sri Lanka Administrative Service in the
Ministry of Sports and Youth Affairs
(National Centre for Leadership Development)**

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 here* to Secretary, Ministry of Sports and Youth Affairs, No 09, Philip Gunawardana Mawatha, Colombo 7 or secretary@moys.gov.lk through the head of department to reach on or before 04/10/2023.

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 and /or Development activities
- ii. Postgraduate qualification preferably in Public Administration, Management, Public Policies, Human Resource Management, Economics, Development Economics, Social Development, Law, Financial Management Project Planning and Management or Information Technology
- iii. Proficiency in English
- iv. Training in Public Procurement will be an added advantage

2.2. Strengths;

- i. Problem Solver
- ii. Strategic
- iii. Communication Skills

2.3. Behavioural competencies

- i. Leadership
- ii. Making Effective Decisions

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. Please refer to section 6 (b) of the Public Service Commission Circular No. 02/2022 dated 15.09.2022 for the criterion for short listing of applicants.

u:

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)
Experience in General Administration and Development Activities 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	20	
Professional qualifications (1) Postgraduate/Professional qualifications in Public Administration, Management, Public Policies, Human Resource Management, Economics, Development Economics, Social Development, Law, Financial Management Project Planning and Management or Information Technology 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 marks (2) Training in the field of Administration, Management, Development Activities, Public Procurement (Maximum up to 1.0 mark) 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 (3) Proficiency in English* 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	10	

41

Annexure I

<p>b. Certificate in English obtained from a recognized university or government training institute – 01 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>	10	Interview
<p>Behavioural competencies**</p> <p>Actions and activities that are needed to be done effectively as specified in section 2.3.above.</p>	10	
<p>** Please refer to Annexure II of the Public Service Commission Circular No. 02/2022 for the question formats and rating scales.</p>		

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


K. Mahesan

Secretary

Ministry of Sports and Youth Affairs

18...../09/2023

K. Mahesan

Secretary

Ministry of Sports and Youth Affairs
No.09, Philip Gunawardhana Mawatha,
Colombo 07

CURRICULUM VITAE FORMAT

1. Post applying for the Director of Grade I of Sri Lanka Administrative Service of Ministry Of Sports and Youth Affairs

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
- (Add any other necessary additional information)

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 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. For All-Island Services only(*Insert a question to assess the in-depth knowledge and mastery in the subject gained through experience.*)

Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in general administration/ Management/ Internal Relations (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

5.4 (If applicable) Research, Innovation and inventions

.....
.....

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

.....
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.

.....
.....
.....
.....

* *Strike off the inapplicable statement*

Signature of Head of Department