

# Posts - Vacant

## MINISTRY OF URBAN DEVELOPMENT AND HOUSING DEPARTMENT OF COAST CONSERVATION AND COASTAL RESOURCES

### **Aptitude interview for recruitment to the post of Additional Director General (Development) of the Departmental Senior Executive Grade Service Category - 2022**

APTITUDE interview will be held only in Colombo in the month of January 2023 by the Public Service Commission for the recruitment to the Additional Director General (Development) of the Senior Executive Grade Service category of the Department of Coast Conservation and Coastal Resources Management. The date of the interview will be notified in due course. The Secretary of the Public Service Commission reserves the right to postpone or cancel the interview. The date of the interview to be held will be considered the date for the promotion.

Applications are invited for these posts from both Males/Females who possess the following qualifications.

#### 2. Eligibility :

- (i) Every applicant shall, he/she -
  - (a) must be a citizen of Sri Lanka.
  - (b) Must be of excellent character.
  - (c) Maximum age limit is not applicable.
  - (d) The annual performance of the post currently held should be satisfactory or superior during the proceeding five (05) years to be eligible for the date of promotion to this post.
  - (e) In accordance with the provisions of the Public Service Commission Circular No. 01/2020 disciplinary punishment Should not have been received (Time duration up to the date of the interview should also be included)
  - (f) The officer will be considered eligible to appear for the aptitude interview for recruitment only if the officer has fulfilled all the qualifications mentioned in clauses 6 (II) and 6 (III) in all respect by the last date for submission of applications.
- (ii) *Educational Qualifications.* - Having obtained a post-graduate degree in the subject area from a university recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as a degree-awarding institution.
- (iii) *Experience.* - An officer who has completed five (05) years of active and satisfactory service in the post of Director Grade I (Coastal Resource Management) in the Departmental Executive Grade Service Category (SL- 01) in the Department of Coast Conservation and Coastal Resource Management .

or

Having completed at least five (05) years of active and satisfactory service in a Grade I post in the Sri Lanka Administrative Service.

and

With the above qualifications, having completed not less than 18 years of active and satisfactory service in the posts related to the Executive Grade Service Category / Executive Grade posts that are eligible for the promotion.

3. *Service Conditions :-*

- (i) Salary - The Consolidated Salary Scale for this post is as follows.  
As per the Public Administration Circular No. 03/2016, In the salary scale of SL - 3, Rs. 88,000-12x2700-Rs. 120,400
- (ii) This post is permanent. Pensionable. (Should be subjected to the forthcoming policy decision taken by the government on pension scheme)
- (iii) Selected officers are subjected to the condition of serving in any part of the island.
- (iv) The appointment is subjected to an acting period of one year.

4. Aptitude Interview

The Marking Scheme.

| <i>Main headings for which marks will be given</i>   |    | <i>The Maximum Marks</i> |
|--|----|--------------------------|
| 1. Additional work experience  |    | 40                       |
| <p>In addition at least five (05) years of service in a Grade I post of Sri Lanka Administrative Service or five (05) years of active and satisfactory service in the Post of Director Grade I (SL - I) (Coastal Resource Management) of the Executive Grade Category in the Department of Coast Conservation and Coastal Resources Management, for every additional completed active and satisfactory service periods, maximum marks will be given for the candidates who possess such additional service periods and for other applicants, marks will be given in proportion to the period of the completed additional service period as per the Public Service Commission Circular No. 1/2019, (Marks will not be given for a period of less than 3 months)</p> |    |                          |
| 2. Additional Education and Professional Qualifications  | 10 | 15                       |
| <p>(a) Courses related to the field of work</p> <ul style="list-style-type: none"> <li>• The Diploma Course (period of more than 1 year)</li> <li>• The Diploma Course (the period between 6 months and 12 months)</li> <li>• The Certificate Course (the period between 3 months and 6 months)</li> <li>• The Certificate course (period of fewer than 3 months)</li> </ul> <p>* Marks will be given only for one course that fulfills the maximum qualification.</p> <p>* Marks will not be given for the qualifications considered for recruitment, other promotion, or the efficiency Bar,</p>   |    |                          |
| <p>(b) For local or foreign Capacity Building training courses/ programs.</p> <ul style="list-style-type: none"> <li>• Period of one month or more -05 marks</li> <li>• Training between 01 week and 01 months - 02 marks</li> <li>• Training period of less than 01 - week - 01 mark</li> </ul> <p>Marks will be given for training courses/programs subject to the maximum limit of marks.</p>   | 05 |                          |

| <i>Main headings for which marks will be given</i>   |                     | <i>The Maximum Marks</i> |
|--|---------------------|--------------------------|
| <p>3. Contribution to the subject area.</p> <ul style="list-style-type: none"> <li>• Contributions to Coast Conservation and Coastal Management programs and related projects.</li> <li>• 05 marks for each program or project.</li> </ul>   |                     | 20                       |
| <p>4. Computer and English Language competency</p> <p>(a) English Courses</p> <ul style="list-style-type: none"> <li>• Diploma Course (period of 06 months or more - 10 Marks</li> <li>• Certificate Course (in between 3 months or 6 months -05 marks</li> <li>• Certificate course or Short-term training (less than 3 months) - 03 marks</li> </ul> <p>Marks will be given only for one course that fulfills the maximum qualifications.</p> <p>(b) Computer and Information courses.</p> <ul style="list-style-type: none"> <li>• Diploma course (period of 6 months or more) - 10 marks</li> <li>• Certificate course (in between 3 months and 6 months) - 05 marks</li> <li>• Certificate course or short-term course (less than a 3-month period) - 03 marks</li> </ul> <p>Marks will be given only for one course that fulfills the maximum qualification.</p> | <p>10</p> <p>10</p> | 20                       |
| 5. Attitude and Personality  | 01 mark             | 05                       |
| Total  |                     | 100                      |

In order of the merit of the marks obtained at the aptitude interview recruitment will be made by the Public Service Commission from among the applicants who possess stipulated qualifications.

5. Issuance of the Results: - The results sheet prepared according to the order of merit of the marks obtained for the aptitude interview will be notified by the Public Service Commission to all the applicants who appeared by post or through the official website .

6. *Procedure of Application* :-

(i). *Model Application Form* - has been published at the end of this notification. Applicants should complete this model application in their own handwriting. The applicant should fill up all the sections of the application as instructed, and if any sections are not applicable to him/her, they should be marked as "Not Applicable". It should thoroughly be kept in mind that leaving blank columns in the application may result in rejection. (In the sample application form No. 01 to 08 on the first page, No. 09 to 15 on the Second page, and 16 and 17 on the third page should be prepared in A4 size papers) . In preparing the application, the name of the interview should be mentioned in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. It will be useful to keep a copy of the completed application form. As incomplete and non-conforming applications will be rejected without notice, ensure that it conforms to the model application

form mentioned in the examination notice and double-check to see whether all the information is included before submitting the application.

(ii) Applications should be sent by Register post on or before **02.01.2023** to "The Director General, Department of Coast Conservation and Coastal Resources Management, 4<sup>th</sup> Floor, New General Secretariat Office, Maligawatta, Colombo 10". Application received after the closing date will be rejected. The name of the interview should be clearly mentioned on the top left-hand corner of the envelope in which the application is sent.

(iii) Applicants who are currently working in Government Departments / Boards / Corporations etc. should submit their applications through the heads of the department or the institutions where they are working. Applicants are requested to submit their

applications to their heads of departments in advance with a request to be sent to the Director General of Coast Conservation and Coastal Resources Management on or before 02.01.2023 Applications should not be sent in the personal name of any other officers of the Department of Coast Conservation and Coastal Management. Applications submitted through the Department will also be rejected if received after the due date.

(iv) Attestation of the Signature: - The signature of an applicant who is currently in the Government Service should be certified by the Head of the Department concerned or an officer authorized to do so on his behalf Signatures of other applicants must be attested by someone authorized to attest. That is, a Justice of the Peace, a Commissioner of Oaths, an Attorney-At-Law, a Notary Public, A Principal of a Government School, Commissioned Officer of the Navy, Air force, or Army, a Permanent Government officer receiving an annual salary of Rs. 240,360/- or more, a Chief Incumbent of a Buddhist Temple, Chief Priest of another religious place or clergy who is holding a considerable position or status.

7. Call for the Structured Interview: - After having fixed a date, all the applicants will be notified by a letter.

*Note* : Calling for a structured interview does not constitute an admission that an applicant has fulfilled all the qualifications for that matter.

8. *Identity* : - Applicants must prove their identity to the satisfaction of the interview panel in appearing for the structural interview. Any one of the following documents will be accepted for that purpose.

(a) National Identity Card issued by the Department of Registration of Persons.

(b) Valid Passport {Passport}

Applicants who are unable to produce one of the above documents will not be allowed to appear for the structured interview.

9. Documents of Qualifications: -

(i) Copies of letters and certificates related to the structured interview should be accompanied by the application form. Also, all necessary details should be mentioned in the application, as prescribed. If any applications are not complete with the required information, they will be rejected,

(ii) Applicants who are eligible to be called for the interview must submit documentary evidence and prove their eligibility,

(iii) Originals of the following documents are required.

- 
- (a) A certificate signed by a responsible person who can give assurance of good character ,

*Note :*

This certificate can be obtained from any person, a Justice of Peace, Attorney-At Law, Divisional Secretariat of the resident Division, a permanent government officer receiving a salary of Rs. 240,360/- or more per annum, usually a well-known person who can directly inform and obtain information. The name, position, and address of the person giving the certificate should be clearly mentioned in it. (Applicants holding a permanent position in the public service are not required to submit a certificate of good character).

- (b) A certified copy of the applicant's Birth Registration Certificate or (in the case of applicants whose birth was not registered) a special certificate issued by the Registrar General on the age.

*Notes:*

- (i) Special Birth certificates issued for the use of schools or for educational purposes or extracted copies from birth registration records will not be accepted .
  - (ii) Affidavits or Baptismal Certificates will not be accepted in lieu of birth certificates. If there is a difference between the name /names appearing in the birth certificate and the applicant's usually used name/names and also, name /names he /she appears for the examination, his/her name/names should appropriately be changed immediately as per the rule No. 27 or 28 (Chapter 110), of the Registration of Births and Deaths Ordinance.
  - (iii) A certificate of registration as a citizen of Sri Lanka or a letter indicating of an acceptance by the Government as having citizenship of descent (as appropriate.)
  - (iv) An original certificate of educational qualification or if no such certificate has been issued, any other relevant official document i.e., an official document issued by the Registrar of a University stating that the applicant has passed the degree examination.
  - (v) Applicants are advised to keep all necessary documents ready at the time of submission of the application. If an applicant fails to submit the required documents when requested or delays in submitting them, he will be disqualified from being appointed to this position.
10. Furnishing of false information: - As per the regulations of this structured interview, if any candidate is found to be not eligible to appear for it, at any time before or during, or after the Structured Interview, his candidature may be cancelled. If it appears that an applicant has knowingly furnished false information or has knowingly cancelled any material fact or he/she had been disqualified from appearing in this Structured Interview, or if proven at any time during his/her tenure, the same will result in his/her immediate dismissal. Candidature of the applicants who do not duly fulfill the requirements mentioned in this notification will be cancelled.
11. If there is any relevant matter that has not been described in these regulations shall be decided at the discretion of the Secretary of the Public Service Commission.
12. In case of any inconsistency between the Sinhala, Tamil, and English press releases herein the Sinhala Press Release shall prevail.

Secretary,  
Public Service Commission.