
Posts - Vacant

MINISTRY OF URBAN DEVELOPMENT AND HOUSING DEPARTMENT OF COAST CONSERVATION AND COASTAL RESOURCE MANAGEMENT

Aptitude interview for recruitment to the post of Additional Director General (Development) of the Departmental Senior Executive Grade Service Category - 2024

APPLICATIONS are hereby invited for the post of Additional Director General (Development) of the Department of Coast Conservation and Coastal Resource Management in the Senior Executive Grade service category. Applicants with relevant basic qualifications will be selected for the post on the basis of marks obtained in Aptitude Interview. Aptitude interview will be held only in **Colombo** in the month of **February** by the Public Service Commission for the recruitment. 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.

02. *Salary Scale* : As per the Public Administration Circular No. 03/2016.

Salary code applicable to the post – SL – 03 – 2016.

Salary scale : Rs. 88,000 – 12 x 2,700 – 120,400/-

03. *Service Conditions* :

- (i) The post is permanent. Pensionable. The appointment is subjected to an acting period of one year.
- (ii) Selected officers are subjected to the conditions of service in any part of the island.

04. *Eligibility* :

- (i) Each applicant shall provide satisfactory evidence that he/she possesses the following qualifications.
 - (a) Shall be citizen of Sri Lanka.
 - (b) Shall be of excellent character and in good physical and mental health.
 - (c) Maximum age limit is not applicable as applications are invited from those currently in Public Service.
 - (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 within the prescribed period (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.

<i>Main headings for which marks will be given</i>		<i>The Maximum Marks</i>
4. Computer and English Language competency		20
(a) English Courses <ul style="list-style-type: none"> • Diploma Course (period of 06 months or more - 10 Marks • Certificate Course (in between 3 months - 6 months - 05 marks • Certificate course or Short-term training (less than 3 months) - 03 marks Marks will be given only for one course that fulfills the maximum qualifications .	10	
(b) Computer and Information Technology courses. <ul style="list-style-type: none"> • Diploma course (period of 6 months or more) - 10 marks • Certificate course (in between 3 months - 6 months) - 05 marks • Certificate course or short-term course (less than 3 month period - 03 marks Marks will be given only for one course that fulfills the maximum qualifications.	10	
5. Attitude and Personality <ul style="list-style-type: none"> • Communication/ Presentation Skills - 02 mark • Attitude and Personality – 03 marks 		05
Total		100

The public Service Commission shall recruit to the post from amongst the eligible candidates in the order of merit of the marks obtained in the Aptitude Interview.

6. *Method of Application* :-

- (i). *The specimen form of the application* - has been given at the end of this notification. Applicants should complete this Specimen application in their own handwriting. Every cage of the application must be filled by the applicants as instructed and if there are cages not applicable, the words “not applicable” should be entered in such cages. It must be strictly noted that leaving blank cages in the application will cause the applications liable to be rejected. (Number 01 to 09 of the specimen form on the first page, 10 to 16 on the second page and 17 and 18 on the third page of the application should be prepared on A4 size papers) When preparing the application, the name of the interview should be written in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. Retaining a copy of the duly filled application with the applicant may be more appropriate. It is further requested to check whether the application is in accordance with specimen application mentioned in this announcement and whether all the information has been included since the applications which are not in conformity with the said specimen and incomplete applications are rejected without notice.
- (ii) The completed application form must be sent by registered post on or before **02.02.2024** to reach the "The Director General, Department of Coast Conservation and Coastal Resources Management, 4th Floor, New Secretariat, Maligawatta, Colombo 10". Any applications received after the due date will be rejected. The name of the interview should be written clearly on the top left-hand corner of the envelope in which the application is enclosed.
- (iii) Applicants who are already employed in public service must forward their applications through the Heads of their Department or Institutions in which they are serving at present. Applicants are request to forward their applications to heads of their Department or Institutions well on time a request that they be transmitted to the Director General of

Coast Conservation and Coastal Resource Management so as to reach him on or before 02.02.2024. The applications should not be sent addressing personally to any other officer of the Coast Conservation and Coastal Resource Management. Applications received after the due date; even if they are forwarded by the currently employed institutions will be rejected.

- (iv) **Attestation of the Signature:** - The signature of an applicant should be attested by the Head of the relevant Department in which the applicant is currently employed or an officer authorized to do so on his behalf.
7. **Calling for the Structured Interview:** - After fixing a date, all the applicants will be informed by a letter.
Note : Calling for a structured interview does not mean that the applicant has fulfilled all the requisite qualifications for the same.
8. **Identity of the Applicants:** - Applicants will be required to prove their identity to the satisfaction of the interviewing panel while appearing for the structured interview. Any of the following documents will be accepted for this purpose :
- (a) National Identity Card issued by the Department of Registration of Persons ;
 - (b) A valid Passport ;
 - (c) A valid Driving License.

Applicants who fail to produce a document referred to above will not be allowed to appear for the structured interview.

9. **Documents of Eligibility :** -

- (i) Copies of letters and certificates related to the structured interview should be attached along with the application and original copies should be kept ready.
- (ii) Applicants, who are qualified to be called for the interview, should prove their eligibility by producing documentary proof.
- (iii) Original copies of the following documents shall be submitted at the time of interview and copies shall be attached to the application.
 - (a) The Registration of the Birth of applicant (special certificate of presumed age issued by the Register General in the case of applicants whose birth has been not registered).

Notes:

- a. The special Certificate of Birth issued for school or educational purposes, or a certified extract from the birth registration entry will not be accepted.
- b. Affidavits or Certificates of Baptism will not be accepted as substitutes for Birth Certificates. If the name/ names appearing in the Birth Certificate differs/ differ from the name/ names which the applicant generally uses and the name under which the applicant sits the examination, action should be taken immediately in terms of Section 27 or 28 of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of birth amended.
- (b) Certificate of Registration as a citizen of Sri Lanka or a letter of recognition by the government as having a citizenship by descent (as applicable).
- (c) Original certificate of educational qualifications or where the certificate has not been issued, other relevant official documents, Ex. an official document issued by a Registrar of a University to the effect that the applicant has passed the degree examination.

(d) Proof of Identity (National Identity Card/ Valid Passport/ Valid Driving License).

10. Furnishing of false information: - If an applicant is found to be ineligible according to the regulations for this structured interview, his/her candidature is liable to be cancelled at any stage prior to, during or after the structured interview. If it is found that an applicant has knowingly furnished false information or has knowingly concealed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to appear this structured interview, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.
11. Any relevant matter not provided for in these regulations will be decided by the Public Service Commission.
12. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette Notification*, the Sinhala text shall prevail.

Secretary,
Ministry of Urban Development and Housing.
(By order of the Secretary of the Public Service Commission).