

PUBLIC SERVICE COMMISSION

Ministry of Tourism and Lands Limited Competitive Examination for Recruitment to the Post of Departmental Assistant Director (District Land Use) Grade III of Executive Service Category of the Land Use Policy Planning Department -2024

APPLICATIONS are called, on the direction of the Public Service Commission, from officers who possess following qualifications and currently engaged in active service in the department for the limited competitive examination to fill 06 existing vacancies in the post of Assistant Director (District Land Use) Grade III of Executive Service Category of the Land Use Policy Planning Department. This examination will be held in December 2024 at Colombo District by the Commissioner General of Examinations.

Applications prepared according to the specimen application form given at the end of this notice should be forwarded on or before the date given below to the Director General, Land Use Policy Planning Department, No.170, Kirula Road, Colombo 05, under registered cover. The top left hand corner of the envelope should be written clearly "Limited Competitive Examination for Recruitment to the Post of Assistant Director (District Land Use) of the Land Use Policy Planning Department -2024".

(a) The closing date of applications is **23.09.2024**

Note.- No complaints shall be considered to the effect that an application or related documents connected therewith were lost or delayed in the post. Any loss that may cause due to the delay in submitting the application until the closing date will have to be borne by the applicants, themselves.

1. Nature of duties of the post

To perform as the co-ordination officer of the activities in the Land Ministry and Land Use Policy Planning Department in District level, preparation of scientific plans required to direct maximum and effective use by considering the conditions existed in the district, supervision and providing instructions for the implementation,

providing land use planning recommendations relevant to the field of land use planning to various institutions, to perform as the secretary of the district land use planning committee chaired by the district secretary, which is giving decisions on land use, maintain of financial and administration activities in the district land use policy planning office, supervision activities of the officers who are attached to the divisional secretariats.

2. Method of Recruitment

A general interview will be conducted for those who get through all the subjects in the written examination according to the order of merit of the total marks they have obtained, and a number not less than five times existing vacancies to be recruited.

The suitable applicants recruited according to the order of merit of total marks obtained for the written examination and the structured interview, by the Public Service Commission according to the vacancies existed.

The number recruited will be determined as per the order on the Public Service Commission.

3. Conditions of Service:

- I. This post is permanent and pensionable. The applicant is required to be subject to a policy decision made by the Government in future on the Pension Scheme
- II. This post is subject to an acting period of one year.
- III. In accordance with the provisions of Public Administrative Circulars 18/2020 and circulars thereof, language proficiency should be obtained as required.
- IV. This appointment will be subject to the provisions of the Procedural Rules of the Public Service Commission, Establishments Code of Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and the service minute of the executive service category of the Land Use Policy Planning Department and also to the amendments that have already been made or could be made in future.

4. Salary Scale.

This post is entitled to the salary scale of SL-01-2016, Rs. 47,615-10x1,335-8x1,630-17x2,170-110,895/- (monthly), according to the Public Administration circular 03/2016.

5. Educational Qualifications

A special degree in Geography or Agriculture or a general degree with geography as a subject in the degree, obtained from a University recognized by the University Grants Commission of Sri Lanka (UGC).

6. Experience

- I. Be a Development officer attached to the aforesaid department who has been assigned duties equivalent to the post of Land Use Planning Officer or the post of Land Use Planning Officer of the Land Use Policy Planning Department
- II. Shall have completed an active and satisfactory service period of 05 years in the Land Use Policy Planning Department .
- III. Be an officer permanent in the post.

7. Age Limit:

Age limit is not applicable as those who hold a permanent post already in the public service

8. Physical Suitability

Every candidate should be physically and mentally sound enough to serve in any part of Sri Lanka and to perform duties of the post.

9. Other Qualifications

- i. Applicants should be citizens of Sri Lanka
- ii. Applicants should have an excellent moral character
- iii. Should have fulfilled all the necessary qualifications required to recruit to the post by the closing date of the applications.
- iv. Should not have been undergone any punishment as per circular 01/2020 of Public Service Commission.

10. Written Examination

10.1 The written examination is consisted with the following question papers.

<i>Subject No.</i>	<i>Subject</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Pass marks</i>
01	Subject Related Question Paper	03 hours	100	40%
02	Intelligent Test	01 hour	100	40%

10.2 Syllabus

(a) Subject Related Question Paper

To test the knowledge of techniques of scientific land use, planning and rational partition of land for different uses for different levels of land use.

(b) Intelligent Test

Shall consist of 50 multiple-choice questions and short answer type questions to test the candidate's analytical, interpretation, logical skills which are presented relevant to the numerical, linguistic and morphological structures and relationships.

11. Structured Interview

Structured interview will be conducted by a board of interview appointed by the Public Service Commission and the following marking scheme will be based on.

<i>Fields which are examined and awarding marks</i>	<i>Maximum marks</i>	<i>The minimum marks required for the selection</i>
<p>1. Additional Educational Qualifications</p> <p>1.1 Special Degree in Geography or Agriculture obtained from a recognized university</p> <ul style="list-style-type: none">- for a first class pass – 20- for a second upper class -15- for a second lower class -10 <p>1.2 Having studied Geography as a main subject for a general degree obtained from a recognized university.</p> <ul style="list-style-type: none">- for a first class pass – 18- for a second upper class -13- for a second lower class -08 <p>(Marks will be awarded only for the highest qualification)</p>	20	Not Applicable
<p>2. Proficiency in English Language</p> <p>Studied the first degree/post graduate degree/post graduate diploma in English medium</p> <ul style="list-style-type: none">- Passing the English language as a main subject of the degree.- 15		

<i>Fields which are examined and awarding marks</i>	<i>Maximum marks</i>	<i>The minimum marks required for the selection</i>
<ul style="list-style-type: none"> - for a diploma course in English obtained from a government recognized institution(01 year or above) - 12 - for a certificate course in English obtained from a government recognized institution (06 months or above) -10 <p>(Marks will be awarded only for the highest qualification)</p>	15	
<p>3. Professional Qualifications</p> <ul style="list-style-type: none"> - Post graduate degree - 20 - Post graduate diploma - 15 <p>In the field pertinent to the post</p> <p>(Marks will be awarded only for the highest qualification)</p>	20	
<p>4. Qualifications obtained in Information Technology/Computer Science</p> <ul style="list-style-type: none"> - Having studied information technology/ computer science as a main subject for a degree in a university recognized by the University Grants Commission.- 20 - A diploma /certificate in computer science for a period of one year or above , obtained from an institution recognized by the tertiary and vocational education commission.- 15 - A diploma /certificate in computer science for a period of 06 months or less than one year , obtained from an institution recognized by the tertiary and vocational education commission.- 10 - A certificate in computer science for a period more than 03 months or less than 06 months , obtained from an institution recognized by the tertiary and vocational education commission.- 05 <p>(Marks will be awarded only for the highest qualification)</p>	20	
<p>5. Additional Experience</p> <p>01 mark per each year above 05 years considered as basic qualifications.</p>	20	
<p>6. Skill performed at the interview.</p>	05	
Grand Total	100	40

12. Examination Conditions:

- I. The application should be prepared on the A4 paper of 22-29 cm by using both sides, and Headings 01 to 7.1 should be entered on the first page and the rest on the 2,3 pages. The relevant particulars should be entered very clearly in candidate's own handwriting.

All applications that do not conform to the format of the specimen application form, uncompleted applications, shall be rejected without notice.

It would be advisable to retain a copy of the application form with the applicant.

The name of the examination mentioned in the heading of the application should be written in English in

Sinhala applications in addition to in Sinhala and in English in Tamil applications in addition to in Tamil.

- II. Receiving of applications will not be noticed and, Department of Examinations shall publish a newspaper notification as soon as the admission cards are issued. If admission card is not received by any of the applicant at least five (05) days prior to the date of examination, an inquiry should be made from the Institutional Examinations Organization Division of the Department of Examinations as stated in the newspaper notice. When making such an inquiry, it is advisable to attach a photocopy of the application, a copy of the postal registration receipt and if the applicant is a resident outside of Colombo, it will be effective to send a request letter to the Department of Examinations Sri Lanka, along with the fax number of the applicant so that a copy of the admission can be obtain.
- III. The examination will be conducted in the Sinhala, Tamil and English medium. Candidates can appear for the examination in only one language of her/his choice. All question papers have to be answered in the same medium. Candidates will not be permitted to change the medium of examination in her/his application later. All candidates should be appeared for all 02 (two) question papers.
- IV. Examination Fees is **Rs. 1200/-**. The examination fee should be paid to any post office/ sub post office in the island to be credited to the state revenue head under the Commissioner General of Examinations 20-03-02-13 and the receipt obtained in the name of the applicant should be affixed at one place on the edge of the application so that it does not slip. It may also be helpful to retain a photocopy of the receipt.
- V. The paid examination fee shall not be refunded for any reason.
- VI. This examination will be held only in Colombo city. The date of the examination will be notified later.
- VII. With the approval of the Public Service Commission, the Commissioner General of Examinations has the power to either postpone or cancel the examination.
- VIII. Candidates will have to abide by the rules and regulations, enacted by the Commissioner General of Examinations, regarding conducting the examination. If those rules and regulations are violated, the candidates are bound to undergo any punishment imposed by the Commissioner General of Examinations.
- IX. No applicant will be allowed to enter the examination hall without an admission card. It is mandatory to submit the duly completed and attested admission card to the supervisor of the examination hall on the first day of the examination.

Issuance of an admission card to a candidate for the examination should not be taken as an acknowledgment that the candidate has satisfied the qualifications required to sit the examination.

- X. Identity of the Candidate:
All candidates should prove their identity to the satisfaction of the supervisor of the examination hall. Any of the following documents shall be accepted for this purpose.
 - (I) The National Identity Card issued by the Department for Registration of Persons
 - (II) A valid Passport
 - (III) A valid Driving License

Moreover, all candidates should enter the examination hall without covering their face and both ears, so that the examination staff may easily verify their identity. Any candidate refusing to prove the identity is not allowed to enter the examination hall. Further, once entered the examination hall, all candidates should keep their face and both ears open until leaving the hall, so that the examination staff may verify their identity.

All candidates should have their signature attested by their head of the department prior to the examination. Applicants serving in the Head Office of the Land Use Policy Planning Department, should submit their

applications through their department heads and the officers who are attached to the district offices of the Land Use Policy Planning Department, should forward their applications through the Assistant Director (District Land Use) of their district office.

Note:

- i. Any document or a copy thereon should not be attached to the application.
- ii. The applications of the applicants who are unable to submit the documents at the interview pertinent to the recruitment, will not be considered.

13. Furnishing False Information:

If it is revealed that a candidate does not possess any of the required qualifications, his / her the candidature may be annulled at any stage before, during or after the examination. After selecting to the post, if it is revealed that any of the facts presented is incorrect or any significant fact has been willfully suppressed, action may be taken for the person in question to be discontinued from the service,.

14. The final decision on any matter that does not include in this notice rests with the Public Service Commission. The power of taking final decision for filling vacancies or non-filing or filling part of the vacancies is with the Public Service Commission.
15. In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one.

As per the order of the Public Service Commission

The Secretary,
Ministry of Tourism and Lands,
"Mihikatha Medura"
1200/6, Rajamalwatta Road, Battaramulla,
22nd August, 2024.

G. D. S. GUNAWARDENA,
Director General,
Land Use Policy Planning Department,
No. 170, Kirula Road,
Narahenpita,
Colombo 05.