



විදුලිබල හා බලශක්ති අමාත්‍යාංශය
மின்சக்தி மற்றும் வலுசக்தி அமைச்சு
MINISTRY OF POWER AND ENERGY

437, ගාලු පාර, කොළඹ 03

437, காலி வீதி, கொழும்பு 03

437, Galle Road, Colombo 03.

මගේ අංකය
எனது இல
My No

විබ/පා/3/පොදු/38-බදවා ගැනීම්

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

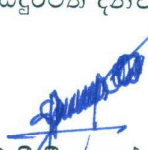
2023.06.08

සියලුම අමාත්‍යාංශ ලේකම්වරු
 පළාත් ප්‍රධාන ලේකම්වරු
 දෙපාර්තමේන්තු ප්‍රධානීන්
 දිස්ත්‍රික් ලේකම්වරු

විදුලිබල හා බලශක්ති අමාත්‍යාංශයේ ශ්‍රී ලංකා පරිපාලන සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (සංවර්ධන) සහ ජ්‍යෙෂ්ඨ සහකාර ලේකම් (පාලන) තනතුර සඳහා අයදුම්පත් කැඳවීම

විදුලිබල හා බලශක්ති අමාත්‍යාංශයේ පුරප්පාඩුව පවතින ශ්‍රී ලංකා පරිපාලන සේවයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (සංවර්ධන) සහ ජ්‍යෙෂ්ඨ සහකාර ලේකම් (පාලන) තනතුරු සඳහා සුදුසුකම් සහිත ශ්‍රී ලංකා පරිපාලන සේවයේ නිලධාරීන්ගෙන් අයදුම්පත් කැඳවනු ලැබේ.

02. ඒ අනුව, මේ සම්බන්ධයෙන් අවශ්‍ය සුදුසුකම් සපුරා ඇති ඔබේ ආයතනයේ නිලධාරීන් අදාළ තනතුරු සඳහා අයදුම් කිරීමට අපේක්ෂා කරන්නේ නම් ඔවුන් දැනුවත් කරන ලෙසත්, එම දැන්වීමේ මෘදු පිටපත නිල වෙබ් අඩවියෙන් (http://powermin.gov.lk/english/?page_id=4968) බාගත කරගත හැකි බවත් කාරුණිකව දන්වන්න. 2023.06.26. හෝ ඊට පෙර ආයතන ප්‍රධානියාගේ නිර්දේශය සමඟ නිසි පරිදි පුරවන ලද අයදුම්පත විදුලිබල හා බලශක්ති අමාත්‍යාංශයේ නිල විද්‍යුත් තැපැල් ලිපිනය (career@powermin.gov.lk) හරහා ඉදිරිපත් කළ හැකි අතර අයදුම්කරු විසින් විද්‍යුත් තැපෑලෙන් යොමුකරනු ලැබූ අයදුම්පත්‍රයේ මෘදු පිටපතට අමතරව, එහි මුද්‍රිත පිටපත ලේකම්, විදුලිබල හා බලශක්ති අමාත්‍යාංශය, අංක 437, ගාලුපාර, කොළඹ 03, ලිපිනය වෙත යොමු කළ යුතු බවත් වැඩිදුරටත් දන්වා සිටිමි.


 එම් පී ඩී සු කේ මාපා පතිරණ
 ලේකම්

**Post of Director and Senior Assistant Secretary of Grade I of Sri Lanka Administrative
Service of
Ministry of Power & Energy**

Applications are called from suitably qualified officers of Grade I of **Sri Lanka Administrative Service** to be appointed to the above posts. Number of vacancies is **Two**

In the absence of applicants of Grade I of the service/service category, officers of Grade II of the Service/service category with active and satisfactory service of **ten** 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.

Marks are assigning and appointing to the relevant post is based on the scoring procedure as per the provisions given in annexure II of the Public Service Commission circular no.02/2022.

Applicants must forward their duly filled curriculum vitae in the format attached hereto to **Secretary, Ministry of Power & Energy, No: 437, Galle Road, Colombo 03** through the head of department to reach on or before **26.06.2023**

Late applications, incomplete applications and those not submitted in the prescribed format will be rejected without any notice.

2.0 Candidate Profile

2.1 For the post of Director

2.1.1 Experience & Professional Qualifications;

- i. Preferably at least 03 years of experience in **Development or Project Management**
- ii. Postgraduate qualification in **Management /Public Administration**
- iii. Proficiency in English

2.1.2 Strengths;

- i. Ability to adapt variations in work or environment and deliver quality outcome without impacted by change. Always be flexible and versatile and act as an advocate for change.
- ii. Ability to prepare plans to develop the power sector in an efficient and effective manner in accordance with government policies and priorities and be well prepared.
- ii. Ability to analyze data and information and translate them into written documents for various purposes including decision making.

2.1.3 Behavioral competencies

- i. Ability to drive an inclusive and collaborative working culture to facilitate with mega scale development projects.

- ii. Ability to learn new technologies and tools suitably in the sector in order to achieve government policy targets within the given time frame in collaboration with relevant agencies.
- iii. Ability to understand the role and responsibilities of relevant position and ensure the work is in line with the national interest of the country.

2.2 For the post of Senior Assistant Secretary

2.2.1 Experience & Professional Qualifications;

- i. Preferably at least 03 years of experience in **Public Administration, Public Relations or Human Resource Development**
- ii. Postgraduate qualification in **Management/Public Administration/ Human Resource Development**
- iii. Proficiency in English

2.2.2 Strengths;

- i. Ability to adapt variations in work or environment and deliver quality outcome without impacted by change. Always be flexible and versatile and act as an advocate for change.
- ii. Ability to take a positive approach to tackling problems and find ways to identify suitable solutions.
- ii. Ability to be confident to lead a team and can effectively manage team dynamics to drive forward a shared goal.

2.2.3. Behavioral competencies

- i. Ability to develop and protect the reputation of public service and engage positively in debate and resolve ambiguities, gaining the best possible outcome for the Ministry.
- ii. Ability to demonstrate and promote communicating with honesty, integrity, impartiality and objectivity. Capability to overcome objections to gain acceptance of the vision and purpose of the Ministry.
- iii. Ability to understand the role and responsibilities of relevant position and ensure the work is in line with the national interest of the country.

3.0. Method of selection

3.1 For the post of Director

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.

3.1.1 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)/interviews
Experience in the Field of Development or Project Management	20	
Professional qualifications (1) Postgraduate qualifications in Management /Public Administration 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 Development , Project Management or any other relevant field 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	10	
(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 or above -02 Marks or b. Certificate in English obtained from a recognized university or government training institute —01 Mark * Marks will be awarded only for the highest qualification		
Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10	Interview

Behavioral competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10	
---	----	--

3.2 For the post of Senior Assistant Secretary

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.

3.2.1 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)/interviews
Experience in the Field of Public Administration, Public Relations or Human Resource Development	20	
Professional qualifications <ol style="list-style-type: none"> 1. Postgraduate qualifications in Management/Public Administration/ Human Resource Development <ol style="list-style-type: none"> a. Proficiency in English b. Research based postgraduate degree — 7 marks c. Taught postgraduate degree — 6 marks d. Postgraduate diploma — 4 marks e. Graduate/Postgraduate certificate — 2 marks 2. Training in the field of Development, Project Management or any other relevant field <ol style="list-style-type: none"> d. Of duration of 3 months or more — 1 mark e. Of duration of 10 days or more - 0.5 marks f. Of duration of 3 days or more - 0.2 marks 	10	

<p>(3) Proficiency in English*</p> <p>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 or above -02 Marks or</p> <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 Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.</p>	10	Interview
<p>Behavioral competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.</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.

By order of the Public Service Commission



Secretary, Ministry of Power & Energy

Date.....08/06/2023.....

M P D U K Mapa Pathirana
Secretary
Ministry of Power & Energy
Sir Ernest De Silva Mawatha,
Colombo 07.

CURRICULUM VITAE FORMAT

1. Post applying for, (Please Specify your priority)

Director

Senior Assistant Secretary

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

II. 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 of the commission of 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. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained through the experience in the subject of **Power**

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

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