



සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව சமுர்த்தி அபிவிருத்தி திணைக்களம் Department of Samurdhi Development



කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය
மகளிர் சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment

මගේ අංකය
எனது இல
My No

DSD/HO/02/AD/10/CF/X

ඔබේ අංකය

உமது இல
Your No

දිනය

திகதி
Date

2023.09.13

දිස්ත්‍රික් ලේකම් / දිස්ත්‍රික් සමෘද්ධි අතිරේක අධ්‍යක්ෂ ජනරාල්වරුන්,
දිස්ත්‍රික් සමෘද්ධි අධ්‍යක්ෂවරුන්,
සියළුම අංශ ප්‍රධානීන්.

සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුවේ දෙපාර්තමේන්තුගත විධායක සේවයේ පුරප්පාඩු තනතුරු සඳහා අයදුම්පත් කැඳවීම.

මෙම දෙපාර්තමේන්තුවේ පහත සඳහන් පුරප්පාඩු තනතුරු සඳහා දෙපාර්තමේන්තුගත විධායක සේවයේ නිලධාරීන් වෙතින් අයදුම්පත් කැඳවනු ලැබේ.

අනු අංකය	තනතුර	පුරප්පාඩු සංඛ්‍යාව
01	අධ්‍යක්ෂ (ක්ෂුද්‍ර මූල්‍ය)	01
02	අධ්‍යක්ෂ (අලෙවි)	01

02. ඒ අනුව, ඔබ ආයතනයේ සුදුසුකම් සහිත නිලධාරීන් මේ සම්බන්ධයෙන් දැනුවත් කර, ඔවුන් අදාළ තනතුරු සඳහා අයදුම් කරන්නේ නම්, මේ සමඟ ඇති අයදුම්පත්‍රය සම්පූර්ණ කර ආයතන ප්‍රධානියාගේ නිර්දේශය සහිතව 2023.09.25 දිනට පෙර ඉදිරිපත් කරන ලෙස කාරුණිකව දන්වා සිටිමි.

ආර්.පී.ඩී. තිලකසිරි,
අධ්‍යක්ෂ ජනරාල්.



සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව
சமுர்த்தி அபிவிருத்தி திணைக்களம்
Department of Samurdhi Development



කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය
மகளிர் சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment

මගේ අංකය DSD/HO/02/AD/10/CF/EX
எனது இல
My No

ඔබේ අංකය
உமது இல
Your No

දිනය 2023.09.13
திகதி
Date

District Secretaries/District Samurdhi Additional Director General.
District Directors of Samurdhi,
Heads of all the Divisions.

Applications are invited for the vacant posts in Departmental executive service of Department of Samurdhi Development.

Applications are invited from Departmental executive service officers for the following vacant posts in this Department.

No.	Position	Vacancy
01	Director (Micro Finance)	01
02	Director (Marketing)	01

Accordingly, I kindly inform you to inform the qualified officers of the Department in this regard and if they are applying for the relevant post, please complete the attached application form and submit it with the recommendation of the head of the Department on or before 25.09.2023.

R.P.B. Thilakasiri
Director General



සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව சமுர்த்தி அபிவிருத்தி திணைக்களம் Department of Samurdhi Development

කාන්තා, ළමා කටයුතු හා සමාජ සවිලිගැන්වීම් අමාත්‍යාංශය
மகளிர் சிறுவர் அலுவல்கள் மற்றும் சமூக வலுவூட்டல் அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment



මගේ අංකය
எனது இல DSD/HO/02/AD/10/CF/EX
My No

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி 2023.09 13
Date

මාවட்ட සෙයලාභර් / මාවட்ட සමුර්ත්ති මේලතික පණිච්චාභර් තලෙමයතිපතිග්,
மாவட்ட சமுர்த்தி பணிப்பாளர்கள்,
சகல பிரிவுத் தலைவர்கள்.

සමුර්ත්ති අපිවිරුත්තිත් තිணෙක්කළත්තින් තිணෙක්කළමයමාන නිරිභවේරුනර් ජේවෙයියිල් වෙර්ඞිඞමාන පතවිකලිග් පොරුඞු විඞ්ණප්පඞ්කලෙ කොරුතල්

இத்திணைக்களத்தில் கீழ் குறிப்பிடப்படும் வெற்றிடமான பதவியின் பொருட்டு திணைக்கள ரீதியான நிறைவேற்றுனர் சேவை உத்தியோகத்தர்களிடமிருந்து விண்ணப்பங்கள் கோரப்படுகின்றது.

தொடர் இலக்கம்	பதவி	வெற்றிடங்களின் எண்ணிக்கை
01	பணிப்பாளர் (குறுநிதி)	01
02	பணிப்பாளர் (சந்தைப்படுத்தல்)	01

02. அதன் பிரகாரம் தங்களது நிறுவனத்தில் தகுதிகளையுடைய உத்தியோகத்தர்களை இது தொடர்பில் விளக்கமளித்து அவர்களை குறித்த பதவியின் பொருட்டு விண்ணப்பிக்கச் செய்வதாயின் இத்துடன் உள்ள விண்ணப்பப்படிவத்தினை பூர்த்தி செய்து நிறுவனப் பிரதானியின் சிபாரிசுடன் 2023.09.25ம் திகதிக்கு முன்னர் சமர்ப்பிக்குமாறு வினயமுடன் அறியத்தருகின்றேன்.

ஆர்.பி.பி. திலக்கசிரி
பணிப்பாளர் தலைமையதிபதி

Translated By: - M.M.M. Jawhar (Translator)

1 වන අදියර, 4 වන මහල, සෙත්සිරිපාය, බත්තරමුල්ල. / 1ம் கட்டம், 4 வது மாடி, செத்சிரிபாய பத்தரமுல்ல / 1st Step, 4 th floor, Sethsripaya Battaramulla

අධ්‍යක්ෂ ජනරාල්
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Director General
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අතිරේක අධ්‍යක්ෂ ජනරාල් (පාලන හා ආයතන)
மேலதிக பணிப்பாளர் தலைமையதிபதி (நிர்வாகம்/தாபனம்)
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பணிப்பாளர் (குறு நிதி)
Director (Micro Finance)
Tel- 011-2889003
011-2887469
Hot Line:0112-885582

කාර්යාලය
அலுவலகம்
Office
Tel- 0112872202
Hot Line: 011- 28877

දුරකථන
தொலைபேசி
Telephones

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011-2136650

ලේකම්
செயலாளர்
Secretary

011-2136602

ෆැක්ස්
தொலைநகல்
Fax

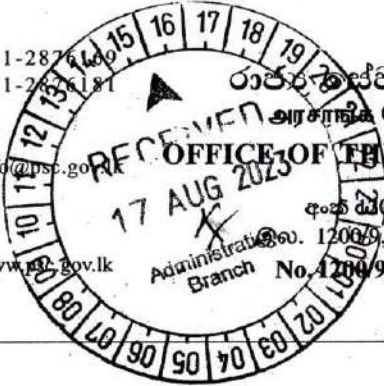
011-2876180
011-2876181

විද්‍යුත් තැපෑල
மின் - அஞ்சல்
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info@pssc.gov.lk

වෙබ් අඩවිය
இணையத்தளம்
Website

www.pssc.gov.lk



රාජ්‍ය සේවා කොමිෂන් සභා කාර්යාලය

அரசாங்க சேவை ஆணைக்குழு அலுவலகம்

OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල

இல. 1200/9, இரஜமல்வத்தை வீதி, பத்தரமுல்லை

Administrative Branch No. 1200/9, Rajamalwatta Road, Battaramulla

අයදුම්
මගේ අංකය
எனது இல.
My No.

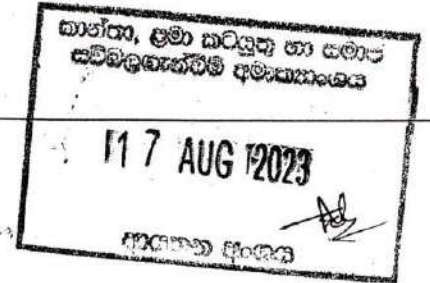
PSC/APP/17/7/32/2023

මගේ අංකය
உமது இல.
Your No.

MWCA&SE/ADM/1/154

දිනය
திகதி
Date

2023 අගෝස්තු මස 14 දි



ලේකම්,

කාන්තා, ළමා කටයුතු හා සමාජ සවිබලගැන්වීම් අමාත්‍යාංශය.

රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ 02/2022 හි විධිවිධාන ක්‍රියාත්මක කිරීම.

උක්ත කරුණ හා සම්බන්ධ ඔබේ සමාංක හා 2023.07.25 දිනැති ලිපිය හා බැඳේ.

02. ඒ අනුව, ඔබ අමාත්‍යාංශය යටතේ ඇති සමාද්ධි සංවර්ධන දෙපාර්තමේන්තුවේ, විධායක සේවා ගණයේ I ශ්‍රේණියේ අධ්‍යක්ෂ (දෙපාර්තමේන්තුගත) තනතුරුවලට පත්කිරීමට අදාළ අයදුම්පත් කැඳවීමේ නිවේදනය සංශෝධනවලට යටත්ව අනුමත කිරීමට රාජ්‍ය සේවා කොමිෂන් සභාව විසින් තීරණය කර ඇත. සංශෝධිත කෙටිමපත් නිවේදනය ඇමුණුම 1 ලෙස මේ සමඟ ඉදිරිපත් කරමි.

03. මෙම අයදුම්පත් කැඳවීමේ නිවේදනය සඳහා අයදුම්පත් ඵවය යුතු ලිපිනය හා විද්‍යුත් ලිපිනය පැහැදිලිව ඇතුළත් කර ඉහත චක්‍රලේඛ විධිවිධාන අනුව ප්‍රසිද්ධ කිරීමට කටයුතු කරන ලෙස කාරුණිකව දන්වමි.

04. තවද, සම්මුඛ පරීක්ෂණ මණ්ඩලය සඳහා 2022.06.31 දිනැති රාජ්‍ය සේවා කොමිෂන් සභා චක්‍රලේඛ අංක 02/2022(II) හි විධිවිධාන අනුව සුදුසු කටයුතු සිදු කරන ලෙස කාරුණිකව දන්වා සිටිමි

වී.වී.ගනාපව්

ජ්‍යෙෂ්ඨ සහකාර ලේකම් (පත්වීම්)

රාජ්‍ය සේවා කොමිෂන් සභාවේ

ලේකම් වෙනුවට.

Post of Director of Grade I of the Executive Service Category of the Department of Samurdhi, in the Ministry of Women, Child Affairs and Social Empowerment

Applications are called from suitably qualified officers of Grade I of Executive Service Category of the Department of Samurdhi to be appointed to the following posts in the Department of Samurdhi.

	Post	No. of vacancies
1.	Director (Micro Finance)	01
2.	Director (Marketing)	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 135 and government policy.

Applicants must forward their duly filled curriculum vitae **in the format attached hereto** to..... through the head of department to reach on or before.....

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;

- Preferably at least 03 years of experience in *Grade I of the Executive Service Category of the Department of Samurdhi*
- Postgraduate qualification in **any of the fields specified in the Section 10.2.1.1.i of the Scheme of Recruitment of Executive Service Category of the Department of Samurdhi.**
- Proficiency in English

2.2. Strengths;

(Things have to be done effectively and which should motivate the applicant)

- Networker
- Strategic
- Team player

2.3. Behavioural competencies

(Actions and activities that are needed to be done effectively)

- Leadership
- Managing a quality service
- Communicating and influencing

3.0. Method of selection

Selection will be based on assessment of seniority and merit through the curriculum vitae and an interview. **Please refer to section 7 of the Public Service Commission Circular No. 02/2022 dated 15.09.2022.**

[Handwritten signature]

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 social development, regional/rural development 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 qualifications in any of the fields specified in the Section 10.2.1.1.i of the Scheme of Recruitment of Executive Service Category of the Department of Samurdhi* 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 (2) Training in development planning * 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 b. Certificate in English obtained from a recognized university or government training institute – 01 Mark * Marks will be awarded only for the highest qualification	10	

guy

Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2. above.	10**	Interview
Behavioural competencies Actions and activities that are needed to be done effectively as specified in section 2.3. above.	10**	
**For question formats and rating scales, please refer to Annexure II of the Public Service Commission Circular No. 02/2022 dated 15.09.2022		

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 qualifications indicated in the marking scheme above should have been obtained either;

- 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
- from a government training institute or government recognized foreign institute

Secretary, Ministry of **Women, Child Affairs and Social Empowerment**

Date.....

CURRICULUM VITAE FORMAT

1. Post applying for

Post	Department/Division/District/Institute	Preference
1	Director (Micro Finance)	
2	Director (Marketing)	

2. Particulars about the applicant

- Name
- National Identity Card No.
- Age
- Residential Address
- Contact Nos.
- Email
- Grade of the service
- Date of appointment to the service
- Date of promotion to the present grade of the service
- Designation
- Date of appointment to the present post
- Ministry
- Department

3. Particulars about the service in the present grade

Thrup

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	

guy-

4.3. Please describe briefly one of the challenging cases you have dealt with using the knowledge you have gained in Social welfare (Max. 150 words) or;

Please describe an instance where you used your creativity and innovation in dealing with a case in Social welfare or social development (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

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.

.....
.....

Signature of Head of Department

