

**Post of Secretary (Mediation Boards Commission) of Grade I of Sri Lanka
Administrative Service of Ministry of Justice, Prison Affairs and
Constitutional Reforms**

Applications are called from suitably qualified officers of Grade I of Sri Lanka Administrative service to be appointed to the above post.

Number of vacancies: 01

In the absence of applicant of Grade I officers of the Sri Lanka Administrative Service, officers of Grade II of the Sri Lanka Administrative service with active and satisfactory service of 10 years will be considered for appointment to attending to duties on full-time basis in the post.

Attending to duties appointment will be done for a maximum period of one year with the possibility of further extensions afterward subject to provisions of Public Service Commission Procedural Rule 121.

Applicant must forward their duly filled curriculum vitae to Secretary, Ministry of Justice, Prison Affairs and Constitutional Reforms, NO.19, Sri Sangaraja Mawatha, Colombo 10 through the head of department to reach on or before 21st of March 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. Experience & Professional Qualifications;

- I. Preferably at least 03 years of experience in administration or establishment.
- II. Postgraduate degree as per the section 13.2.(a).i of the Sri Lanka Administrative Service Minute.
- III. Proficiency in English

2.2. Strengths;

- I. Visionary
- II. Change Agent
- III. Improver

2.3. Behavioral competencies

- I. Leadership
- II. Seeing the big picture
- III. Changing and Improving

3.0. Method of selection

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.

Selection will be based on assessment of seniority and merit at an interview.

3.1. Marking scheme

Heading	Maximum Marks	Method of assessment								
<p>Seniority</p> <p>Maximum marks will be awarded to the senior – most applicant and other applicants will receive marks for seniority proportionately.</p> <p>Note: - Only satisfactory service will be considered.</p>	50 Marks	Curriculum vitae (CV)/ Interviews								
<p>Experience</p> <p>Experience in the field of Administration</p> <p>Length of the service during the applicant had been in charge of the subject is going to be determined based on the copies of the letters of duty assignment by Secretary or the Head of the Department. All relevant letters should be submitted with CV.</p> <p>Exposures to the subject, the depth of knowledge or mastery in the field of administration are assed. Marks will be given for the brief on following topic and the brief should be included to curriculum vitae as per the public service Commission circular 02/2022.</p> <p>Topic Please explain a case of staff conflict which had been properly handled by you (Max 150 words)</p>	<p>20 marks will be as follows.</p> <p>10 marks are allocated for the experience specified in 4.2 of the CV</p> <table border="1" data-bbox="706 985 1209 1288"> <thead> <tr> <th>Duration of exposure to the subject (Experience in the field of administration)</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>3 ≤ 5 years</td> <td>04</td> </tr> <tr> <td>5 ≤ 6 Years</td> <td>08</td> </tr> <tr> <td>6 Years ≤</td> <td>10</td> </tr> </tbody> </table> <p>10 marks</p> <p>Knowledge/mastery that has been acquired is going to be assed considering the answer to the question 4.3 in the CV and at the interview.</p> <p>Exposures to the subject, the depth of knowledge or mastery in the field of administration are assed in accordance with annex II of Public Service Commission Circular 02/2022</p>	Duration of exposure to the subject (Experience in the field of administration)	Marks	3 ≤ 5 years	04	5 ≤ 6 Years	08	6 Years ≤	10	Curriculum vitae (CV)/ Interviews
Duration of exposure to the subject (Experience in the field of administration)	Marks									
3 ≤ 5 years	04									
5 ≤ 6 Years	08									
6 Years ≤	10									

<p>Professional qualifications and Research</p> <p>(1) Having a postgraduate degree as per the section 13.2.(a).i of the Sri Lanka Administrative Service Minute</p> <p>2) Training in the field of administration/procurement/Disciplinary control/productivity/organizational reform*</p> <p>3) Proficiency in English*</p> <p>*Marks will be awarded only for the highest qualification</p>	<p>10 marks</p> <p>a. Research based postgraduate degree -7 marks b. Taught postgraduate degree – 6 marks c. Postgraduate diploma – 4 marks d. Graduate/ postgraduate certificate – 2 marks</p> <p>a. Duration of 3 months or more – 1 mark b. Duration of 10 days or more – 0.5 mark c. Duration of 3 days or more – 0.2 mark</p> <p>a. Diploma in English obtained from recognized university or government training institute/ IELTS Academic overall score 6.5 or above, TOEFL –IBT 79 or above, TOEFL –CBT 213 or above TOEFL –PBT or above – 02 marks b. Certificate in English obtained from recognized university or government training institute – 01 mark</p>	<p>Curriculum vitae (CV)/ Interviews</p>
<p>Strengths Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.</p> <p>Marks will be given for the strength specified in 2.2 above</p>	<p>10 marks</p> <p>Marks should be awarded in accordance with annex II of Public Service Commission Circular 02/2022</p>	<p>Interview</p>

Behavioural competencies Actions and activities that are needed to be done effectively as specified in section 2.3. Marks will be given for the behavioural competencies specified in 2.3	10 marks Marks should be awarded in accordance with annex II of Public Service Commission Circular 02/2022	Interview
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Note1: The term “recognized university” in the above marking scheme means a university recognized by the University Grant Commission of Sri Lanka.

Note2: All Postgraduate Qualification indicated in the marking scheme above should have been obtained from a University Grand Commission of Sri Lanka and such qualifications obtained from other degree awarding institutes should have recognition of that commission



Secretary

Ministry of Justice, Prison Affairs and Constitutional Reforms

.....2023

Wasantha Perera
Secretary
Ministry of Justice, Prison Affairs and
Constitutional Reforms
No. 19, Sri Sangaraja Mawatha,
Colombo 10.

CURRICULUM VITAE FORMAT

1. Post applying for

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 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	

4.3 Please answer the following question respect to the post you are applying.

Secretary (Mediation Boards Commission)

Please explain a case of staff conflict which had been properly handled by you
(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

5.4 (If applicable) Research, Innovation and inventions

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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