

PUBLIC SERVICE COMMISSION

Ministry of Defence

RECRUITMENT OF OPEN BASIS FOR THE POST OF DIRECTOR OWNED TO THE EXECUTIVE SERVICE CATEGORY (TEMPORARY) OF THE INSTITUTE IN NATIONAL SECURITY OF SRI LANKA WHICH COMES UNDER THE MINISTRY OF DEFENCE

APPLICATIONS are invited from Sri Lankan citizens who fulfill qualifications indicated in this notification to fill 03 vacancies exist in posts of Director owned to the Executive service category (Temporary) of the Institute of National Security Studies of in Sri Lanka which comes under the Ministry of Defence.

01. *Mode of Recruitment.*— The applicants who obtained the highest marks on results of the Aptitude Evaluation Interview conducted by a panel of Aptitude Evaluation Board which is appointed by the Public Service Commission (PSC) will be recruited from among applicants who have fulfilled required qualifications mentioned in the notification. Aptitude Interview will be held according to the marking scheme referred under no. 06 approved by the Public service Commission.

02. *Required Qualifications :*

(i) *Educational qualifications :*

Director (Administration)

Having obtained a Post Graduate Degree on Business Administration/ Human Resources Management/ Management/ Accounts conferred from a University recognized by the University grant Commission or an institute awarding degrees recognized by the University grant Commission. (UGC)

Director (Research)

Having obtained a Post Graduate Degree on International Relations/Peace and Conflict Resolutions Studies/Defence Studies/ Intelligence Services Studies/Terrorism/ Social Science conferred from a University recognized by the University grant Commission or an institute awarding degrees recognized by the University grant Commission.

Director (Communications and Publications)

Having obtained a Post Graduate Degree on International Relations/Peace and Conflict Resolutions Studies/Defence Studies/ Intelligence Services Studies/Terrorism/ Social Science conferred from a University recognized by the University grant Commission or an institute awarding degrees recognized by the University grant Commission.

(ii) *Experience :*

Director (Administration)

Having minimum experience of 06 years in the management level obtained from a field involved to Administrative matters.

Director (Research)

Having minimum experience of 06 years in the management level obtained from a field involved to Research matters.

Director (Communications and Publications)

Having minimum experience of 06 years in the management level obtained from a field involved to Communications and Publications.

(iii) *Physical qualifications.*— Every applicant should be physically and mentally fit to perform duties of the post and to serve in any part of the Island

(iv) *Other Qualifications.*— Every applicant,

(a) must be a Sri Lankan Citizen.

(b) must have an excellent character.

(c) must have fulfilled qualifications for the recruitment to the post as at the closing date of applications in all aspects.

03. *Terms and Conditions of employment :*

(i) This post is Temporary.

(ii) This appointment is subjected to the procedural rules of the Public service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and to the other departmental Regulations.

04. *Age Limit.*— Should not be less than 30 years of age and not more than 50 years of age as at the closing date of applications. (The maximum age limit is not applicable to public sector officials)

05. *Salary scale.*– This post is entitled to a monthly salary - basic salary Rs.55, 786/- + Cost of Living allowance Rs.7800 - Rs.63, 586 (Salaries are paid to you in terms of provisions stipulated in Public Administration Circular No. 03/2016 dated 25.02.2016 as specified in schedule II therein.

06. Following marking Scheme is based for Interview of evaluating aptitudness :

	<i>Subjects of granting marks</i>	<i>Marks allocating</i>	<i>Maximum Marks</i>
01	<p>Additional educational (Other than basic qualifications and caused to basic qualification) Doctorate Obtained relevant to the field Post Graduate Degree obtained relevant to the field (Not less than one year) Post Graduate Diploma obtained relevant to the field Degree obtained relevant to the field Diploma obtained relevant to the field (Not less than one year) Diploma obtained relevant to the field (Not less than one year and not more than 06 months)</p>	<p>20 marks 15 marks Per 12 marks Per 10 marks Per 7 marks Per 5 marks</p>	20
02	<p>Additional Experience For the experience acquired relevant to the field (It is considered in addition to 06 years to be considered for basic qualifications) Per two marks for the experience more than 06 months and not less than one year (maximum of only 30 marks will be given)</p>	<p>Per 5 marks for one year</p>	30
03	<p>Computer Competency For a Degree Studied in a University recognized by the University Grant Commission (UGC) as a main subject of Information Technology (IT) For a Diploma course on Information Technology not less than one year or in 1500 hours in a recognized Institution. For a Certificate course on Information Technology in a Government's recognized Institution. - 06 months/ 720 hours - 03 months/ 360 hours</p>	<p>15 marks 10 marks 7 marks 5 marks</p>	20
04	<p>Language Proficiency English Language (15) Post Graduate Degree/ Degree Studied in English medium (Answers should be given in English medium for all examination question papers concerned) For a Diploma Course on English language in a university recognized by University Grant Commission (UGC) or a Government's recognized Institution. (Not less than one year or 1500 hours)</p>	<p>15 marks 10 marks</p>	20

	<i>Subjects of granting marks</i>	<i>Marks allocating</i>	<i>Maximum Marks</i>
	<p>For a certificate course on English language in a University recognized by University Grant Commission (UGC) or a Government's recognized Institution.</p> <ul style="list-style-type: none"> - 06 months/ 720 hours - 03 months/ 360 hours <p>(marks are given only for the highest qualifications)</p> <p><u>Second Language (05)</u></p> <p>For a certificate course on second language in a university recognized by University Grant Commission (UGC) or a Government's recognized Institution. (Not less than one year or 1500 hours)</p> <p>For a certificate course on second language in a university recognized by University Grant Commission (UGC) or a Government's recognized Institution. (Not less than one year or 1500 hours)</p> <ul style="list-style-type: none"> - 06 months/ 720 hours - 03 months/ 360 hours <p>(marks are given only for the highest qualifications)</p>	<p>07 marks</p> <p>05 marks</p> <p>05 marks</p> <p>04 marks</p> <p>02 marks</p>	
05	<p>Competencies Shown at the Interview</p> <ul style="list-style-type: none"> ➤ Leadership ➤ Attitudes ➤ Personality ➤ Communication 	<p>2.5</p> <p>2.5</p> <p>2.5</p> <p>2.5</p>	10
	Total		100

07. *Identity of candidates.*– Only those candidates who have submitted completed applications in all aspects are called for the interview of evaluating aptitudeness.

Original copies of all the certificates and copies of duly certified should be submitted at the interviews.

Following Identity cards are accepted to ensure his own identity at the interview :

- (i) National Identity Card issued by the commissioner of Registration of Persons
- (ii) Valid Passport.

08. *Forwarding Applications :*

- (i) Duly filled applications should be sent under registered post to reach the Secretary, Ministry of Defence, No. 15/5, Baladaksha Mawatha, Colombo 03 on or before 07.01.2019. All the applications received after the closing date will be rejected.
- (ii) A specimen application form to be forwarded is attached at the end of this notice. Applicants should prepare their applications on A4 sheets to contain number 01-05 on the first page and the rest from number 06-08 on the next page and complete it in their own handwriting.
- (iii) The top left hand corner of the envelope containing the application should mention the “Application for the post of Director (Temporary) owned to Executive Service Category of the Institute of National Security Studies in Sri Lanka which comes under the Ministry of Defence.”
- (iv) Signature of the applicant should be attested by a Principal in a government school/ Justice of the peace/ Commissioner of oaths/ Attorney-at-law/ Public Notary/ Commissioned officer in the Tri Forces or an officer who holds a permanent post in the government who earns a monthly salary of Rs.47, 615/-.

(v) The officers of those who are presently employed in public service or provincial public service should submit applications through their Heads of Department.

(vi) Applications which have not been submitted in conformity to the specimen application form attached herewith will be rejected. Complaints regarding lost or delayed applications will not be entertained.

09. *Furnishing False Particulars.* – If any of Particulars furnished by you are found to be false or erroneous before recruitment, your candidature will be cancelled. In such falsehood or error is detected after recruitment, actions will be taken to dismiss you from service subject to course of action concerned.

10. The Public Service Commission reserves the right either to fill or not to fill vacancies in the post.

By Order of the Public Service Commission.

Secretary,
Ministry of Defence.

No. 15/5, Baladaksha Mawatha,
Colombo 03,
21st November, 2018.

For official use

RECRUITMENT OF OPEN BASIS FOR THE POST OF DIRECTOR OWNED TO THE EXECUTIVE SERVICE CATEGORY
(TEMPORARY) OF THE INSTITUTE IN NATIONAL SECURITY OF SRI LANKA WHICH COMES UNDER THE MINISTRY OF DEFENCE

01. 1.1 Name with Initials : _____, Mr./Mrs./Miss :
(In block letters)

1.2 Name in Full : _____.
(In block letters)

1.3 Name in Full : _____.
(In Sinhala)

02. 2.1 Permanent Address : _____.

2.2 Telephone No :

Fixed : _____.

Mobile : _____.

03. 3.1 Ethnicity : Sinhala - 1, Tamil - 2, Muslim - 3, Others - 4

3.2 Sex : Male - 1, Female - 2

3.3 Marital Status : Married Unmarried

3.4 National Identity Card No. :

3.5 Date of Birth : Year : _____, Month : _____, Date : _____.

3.6 Age as at 21.08.2018: Years : _____, Months : _____, Days : _____.

04.1.1. General Degree :

(i) Date on which the Degree effective : _____.

(ii) University/ Institution : _____.

(iii) Degree : _____.

4.1.2. Master of Art/ Master of Science :

- (i) Date on which the Degree effective : _____.
- (ii) University/ Institution : _____.
- (iv) Degree : _____.

4.2 Experience : _____.

05. Whether you have been charged for any Criminal offence in a court of Law. If so, give details with the date and Case Number : _____.

06. *Certificate of the Applicant :*

I hereby certify that the particulars furnished in this application by me are true and accurate. I am also aware that any particulars contained herein are found to be false or incorrect before appointment, I am Liable to be disqualified and if found after appointment, I am liable to be dismissed from service without paying any Compensation.

Signature of the Applicant.

Date : _____.

07. *Attestation of the Signature of the Applicant :*

Applicant’s signature should be attested by a Principal, Justice of the peace Commissioner for oaths, Attorney - at Law, Public Notary, Commissioned officer of the Tri-Forces an officer holding a *Gazetted* post in the Police Service or an officer, holds a permanent post in the Government who earns a basic Annual Salary Over Rs. 571,380. I hereby Certify that the Candidate Mr. /Mrs. /Ms. (Name in full) who forwards this application is personally known to me and placed his/her signature before me on 2018.

(Signature of the officer, attesting the signature of the Applicant).

Date : _____.

Full Name of the Officer

attesting the signature : _____.

Designation : _____.

Address : _____.

(Should be ensured by an official Stamp)

08. *If the applicant is in the Government Service, report of the Head of Department :*

I hereby certify that the Candidate Mr. /Mrs. /Ms. (Name in full) who forwards this application is personally known to me and placed his/her Signature before me on 2018.

I further certify that his/her works, attendants and conduct is and it can / cannot be released him/her from the Service if Selected for this post.

(Signature of the Head of Department).

As at : _____.

Name : _____.

Designation : _____.

(Should be ensured by an official stamp)