

PUBLIC SERVICE COMMISSION

Ministry of Lands

LIMITED EXAMINATION FOR THE RECRUITMENT OF THE POSTS OF DEPARTMENTAL ASSISTANT DIRECTOR (DISTRICT LAND USE), GRADE III EXEC- UTIVE SERVICE CATEGORY OF LAND USE POLICY PLANNING DEPARTMENT - 2018 (2021)

APPLICATIONS are called from the officers who are having following qualifications to fill the 07 vacancies in the posts of Assistant Director (District Land Use), Grade III Executive Service Category of this Department as an order given by the Public Service Commission. This examination will be conducted by Commissioner General of Examinations in the month of August 2021 in Colombo District. The application should be prepared as the specimen given at the end of this advertisement and filled application should be sent under registered post to the Director General, Land Use Policy Planning Department, No. 31, Pathiba Road, Colombo 05, on or before the date mentioned below. The words "Limited Examination for the recruitment of the posts of Departmental Assistant Director (District Land Use) - 2018 (2021)" should clearly be indicated on the top left hand corner of the envelop.

(a) Closing Date of the application: 07.06.2021

Note: Any complain about the late application or lost of application in the post will not be considered. Any damage due to delaying the application should be borne by the applicant still closing date.

1. *Recruitment Procedure to the Service.* – Applicants who are having the below mentioned qualifications are subjected to a written examination. Those who showed the highest skill at the examination will be called for a structured interview as per list prepared as five times as existing vacancies and arranged according to the English alphabetical order. Suitable applicants who obtained highest total marks both from the examination and from the interview will be appointed by Public Service Commission.

Number of officers to be appointed and the date of appointment will be decided by Public Service Commission.

2. *Salary Scale.* – Monthly Salary Scale of this post will be based on the schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016 Rs. 47,615-10x1335-8x1630-17x2170 - Rs. 110,895/- (SL-1-2016). Salaries are paid in accordance with the provisions as mentioned in Schedule II of that Circular.

3. *Conditions of Service :*

- (i) This post is permanent and pensionable. Contributions should be made to Widows' and Orphans' Pensions (W&OP) Scheme.

- (ii) Recruited officers will be subjected to one year probation period.
- (iii) Language proficiency should be obtained within 5 years from the recruitment according to the PA Circular 01/2014 and associated circulars.
- (iv) The appointment will be subjected to procedures of the Public Service Commission, Establishment Code of the Democratic Republic of Sri Lanka, Government Financial Regulations, Departmental Orders or Regulations.

4. *Educational Qualifications.*– Special Degree in Geography or Agriculture or General Degree in Geography obtained from a University accepted by University Grants Commission.

5. *Experience.*– The officers worked as in the Departmental post/s of Land Use Planning Officer, Assistant Land Use Planning Officer and Land Use Planning Assistant of the Land Use Policy Planning Department with five years (05) active and satisfactory service and permanent officers working & worked in the Departmental post of Land Use Planning Officer.

or

Officers should have completed the above qualifications, held departmental posts previously and currently absorbed into the Development Officer Service.

6. *Physical fitness :*

- I. Every candidate is able to work in any part of the country
- II. Physically and mentally fit to discharge the duties assigned to the post.

7. *Age Limit.*– Age Limit is not applicable since this post is limited to the officers of the Government Service.

8. *Other Qualifications :*

- I. Applicants should be Citizens of Sri Lanka.
- II. Applicants should have a good character.
- III. All qualifications requested for the post should be completed by the closing date of the applications.

09.1 *Written Examination :*

09.1.1 This examination will be conducted by Commissioner General of Examinations. The examination contains the following question papers.

<i>Subject No.</i>	<i>Subject</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01	Subject Paper	03 hrs	100	40%
02	Intelligence quotient (IQ)Test	01 hr	100	40%

09.1.2 *Syllabus :*

(a) Subject Paper

Applicant's knowledge will be tested on Land Use Planning at different levels and techniques that can be used for the rational allocation of land for different uses.

(b) Intelligence quotient (IQ)Test

It consists of 50 questions in multiple choice and short answer mode that measure analysis, interpretation, logical ability, *etc.*, related to numerical, linguistic and morphological structures and interrelationships.

10. *Interview :*

10.1 *Structured Interview :*

Number of applicants for the interview will be as five times as existing vacancies. Applicants those who obtained the highest marks at the written examination will be interviewed and give marks by a board

appointed by Public Service Commission.

Minimum of 40% marks should be obtained at the written examination for each paper is required for calling for the interview. Marks given at the interview will be as follows :-

	<i>Testing fields for marks to be given</i>	<i>Maximum marks</i>
01	Additional educational qualifications	20
02	Language Proficiency	15
03	Professional qualifications	20
04	Qualifications on IT/Computer Science	20
05	Additional Experience	20
06	Skill showed at the interview	05
	Total	100

11. *Conditions of the Examination :*

- I. Examination will be held on Sinhala, Tamil and English medium. Applicant can be sit for the examination in any of the three languages. Applicants should be written their answers using one of the above languages for all papers. Changing of the medium of language which appeared in the application will not be allowed. All applicants have to sit for both papers.
- II. Examination fee will be Rs. 1200/=. The fee should be paid to any Post Office/Sub Post Office, credit to vote no. 20-03-02-13of Commissioner General of Examinations and affix the receipt by its margin firmly on the application. It is useful to keep a photocopy of the receipt.
- III. The fee will not be refunded due to any reason.
- IV. Examination will be held only in Colombo. Date of the examination will be informed later.
- V. Incomplete applications will be rejected without a notice.
Note: Enter to the examination hall will not be allowed without an admission. Only the attested admission should be produced to the supervisor at the Examination.
Issuing of an admission is not an acceptance that the applicant is fulfilled his/her qualifications for the Examination.
- VI. Application should be prepared according to the specimen given here using a both side of a A4 paper of 22-29 cm in size and include number 01 to 7.2 of the application on the first page and rest on the next page. Application should be filled clearly by own hand writing. Applications which are not accordance with specimen and incomplete applications will be rejected without a notice. It is useful to keep a copy of the relevant application. Applicant must be check whether the application is accordance with the specimen before sending to avoid the rejection. Name of the Examination on the application must be written in English in addition to the Sinhala and Tamil names in Sinhala and Tamil applications respectively.
- VII. Receipt of the applications will not be informed and once the admission has been issued to the applicants, a newspaper advertisement will be published by the Department of Examinations, Sri Lanka. Any applicant who has not received the admission at least 05 days prior to the date of examination should make an inquiry from the Organization and Examination Branch of the Department of Examinations, as given in the advertisement. It is better to send the request to the Department of Examinations with a copy of the application, receipt of the payments of examination fee and registered post receipt and mentioning a fax number which can be used to send the admission. It is better to keep a copy of your request with you while you are sending the request to the Department of Examination.

- VIII. Commissioner General of Examinations is having authority to postpone or cancel the examination with the approval of the Public Service Commission.
- IX. Candidates should follow the rules and regulations of the examination issued by Commissioner General of Examinations. Candidates are liable to a punishment given by Commissioner General of Examinations if the rules and regulations of the examination are violated.
- X. *Identity of the Applicant:* Every applicant must be prove their identity to the Supervisor at the examination. One of the following documents will be accepted.
- I. National Identity Card.
 - II. Valid Passport
 - III. Valid Driving License issued in Sri Lanka
- Candidates should enter the examination hall without covering their face and ears to verify their identity. Candidates who refuse to prove their identities will not be admitted to the examination hall. Further, from the moment of entering the examination hall until the end of the examination and leaving, the candidates should not cover the face and ears in order to identify the candidate by the examination authorities.
- XI. Results of the written examination will be sent either personally to every candidate or published in the www.results.exams.gov.lk web site.

Officers employed in the Public Service / Provincial Public Service, State Corporations should send applications through their Heads of Departments / Institutions. It is mandatory for every candidate to attest his / her signature by the Head of the Institution before appearing for the examination. Officers attached to the District Offices of the Land Use Policy Planning Department should send their applications through the Assistant Director (District Land Use) of their District Office.

12. Procedures of Public Service Commission, circulars issued regarding the public service from time to time and recruitment procedures of executive service category of the Land Use Policy Planning Department and their amendments are applicable to this post.

13. *Furnishing inaccurate details.* – If any of the particulars furnished by you in the application form is found to be false or erroneous before the recruitment, your candidature will be cancelled. If such false or erroneous particulars are revealed after recruitment, actions will be taken to dismiss from the service according to the relevant procedures.

14. Final decision will be taken by Public Service Commission regarding any particulars not mentioned in this *Gazette* notification. The Public Service Commission reserves the right to fill or not to fill or to partly fill the vacancies.

15. When any inapplicable or inconsistency between the Sinhala, Tamil and English texts, the Sinhala text shall prevail.

By order of the Public Service Commission,

Secretary,
Ministry of Lands.

23rd Date of the Month of April in 2021,
"Mihikatha Madura"
1200/6 Rajamalwatta Lane,
Battaramulla.

SPECIMEN APPLICATION FORM

(For office use)

LIMITED EXAMINATION FOR THE RECRUITMENT TO THE POST OF DEPARTMENTAL ASSISTANT DIRECTOR (DISTRICT LAND USE), GRADE III EXECUTIVE SERVICE CATEGORY OF LAND USE POLICY PLANNING DEPARTMENT - 2018(2021)

Medium:

Sinhala - 2, Tamil - 3, English - 4

(Write the relevant number inside the box)

1.0 Full Name (in English block capitals):.....

(e.g.- HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.1 Name with Initials, with initials at the end (in block capitals):

(e.g.- GUNAWARDANA H.M.S.K.)

1.2 Full Name (in Sinhala/Tamil):

2.0 Address the admission has to be sent (in block capitals):

2.1 Official Address (in block capitals):.....

2.2 Permanent Address(in Sinhala/Tamil):

3.0 National Identity Card Number :-

4.0 Sex:- Male - 0 Female - 1 (Write the relevant number inside the box)

5.0 Mobile number:-

6.0 Marital status:- Married - 1 Unmarried - 2 (Write the relevant number inside the box)

7.0 7.1 Date of Birth : Year : Month : Date :

7.2 Age as at 07.06.2021 : Years : Months : Days :

8.0 Date of the first appointment:-

8.1 Designation:

8.2 Class/Grade:

9.0 Language Proficiency:.....

10.0 District in which currently working:-.....

11.0. Highest Educational Qualifications: (Post Graduate/Degree/Diploma) :

(Indicate subjects and the passing dates)

12.0 Description of the receipt of the exam fee:

12.1 Post Office/Sub Post Office in which the payment has been made:

12.2 Receipt No. and Date:

12.3 Amount:.....

Affix the receipt firmly here by a margin

I hereby certify that the above particulars furnished by me are true and correct. I am aware that if any particulars contained here are found to be false or incorrect, I am liable to be disqualified if detected before the selection or to be dismissed if detected after selection without any compensation.

Further, I abide to the rules and regulations of the examination imposed by the Commissioner General of Examinations.

.....,
Applicant's Signature.

Date :.....

13.0 Attestation :

Officer Mr. / Mrs. / Miss I know in my office and I hereby certify that he/she signed in front of me on

.....,
Attester.
(Signature and Stamp)

Date:.....

Name of the Attester:-

Designation:-

Address:-

14.0 Certificate of the Head of the Department :

Particulars furnished in the application by the officer are true and correct and he/she has paid the relevant examination fee and affixed the receipt.

Since He/She has/has not obtained required qualification, the application is recommended/not recommended.

.....,
Signature of the Head of the Department.

Date:.....