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**ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත**  
**பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்**  
**OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE**



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.  
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.



ප්‍රධාන ලේකම්  
 பிரதான செயலாளர்  
 Chief Secretary

දුරකථන / தொலைபேசி / Telephone - 011 - 2092599  
 ஃபாக்ஸ் / பெக்ஸ் / Fax - 011 - 2092601  
 වි. இமீல் / மின்னஞ்சல் / E-mail - chiefsecretary@wpc.gov.lk

සාමාන්‍ය දුරකථන  
 பொதுத் தலைப்பு } 011 - 2093000  
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ISO/IEC: 17021  
 QMS-001-01

මගේ අංකය  
 எனது இலக்கம்  
 My No.

} CSWP/PTR/18-4/FI/2(D)

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 உமது இலக்கம்  
 Your No. }

දිනය  
 திகதி  
 Date }

} 2023.06.14

Secretary,  
 Ministry of Agriculture,

**Translation**

Secretary,  
 Ministry of Health,

Chief Secretary,  
 (Northern/Eastern/Southern/ Sabaragamuwa/ Uva/ North Eastern/ Central/ North Central) Province.

Secretary,  
 Ministry of Local Government (W.P.).

Secretary,  
 Ministry of Agriculture, Animal Production and Health, and Agrarian Development (W.P.).

Director General,  
 Department of Animal Production and Health,

Director General,  
 Department of Wildlife Conservation,

Director General,  
 Department of National Zoological Gardens.

**Calling Applications for the Posts of Additional Provincial Director and Subject Related Specialist vacant in the Department of Animal Production and Health of Western Province**

Applications are called for the below mentioned posts that are being vacant in the Department of Animal Production and Health of Western Provincial Council.

- Additional Provincial Director - Grade I
- Subject Related Specialist - Grade I

**02. Qualifications -**

Post	Qualifications to be fulfilled
Additional Provincial Director	Being an officer with a Degree on Veterinary Medicine who has completed an active service period of 03 years in Grade I of Sri Lanka Animal Production and Health Service.
Subject Related Specialist	Being and Officer who has completed an active service period of 03 years in Grade I of Sri Lanka Animal Production and Health Service.

අමාත්‍යාංශ ප්‍රධාන ලේකම් பிரதான செயலாளர் Deputy Chief Secretary	පාලන தளவகம் Administration	සේවා සහ පුහුණු துறைகள் மற்றும் பயிற்சி Personnel & Training	நிලය நி.த. Finance	සැලසුම් திட்டமிடல் Planning	ඉංජිනේරු துறைகள் Engineering	ප්‍රධාන අභ්‍යන්තර විභාග இயக்குகை அதிகாரியர் Chief Internal Auditor	
	Tel : 0112092606 Fax : 0112092609 dcsadmm@cs.wpc.gov.lk	Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	Tel : 0112092532 Fax : 0112092533 dspln@cs.wpc.gov.lk	Tel : 0112092501 Fax : 0112092505 idcseng@wpc.gov.lk	Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	

03. Applications forwarded by the Officers shall be submitted along with the recommendation of their Heads of the Institution, Heads of the Department and the Secretary to the Ministry.

**04. Method of Selection -**

Applications will be called from the Officers of Sri Lanka Animal Production and Health Service who have fulfilled the qualifications with regard to the posts specified in the table under serial No. 02 and they will be subjected to a structural interview and will be given marks according to their seniority and merits. A maximum of 40 marks will be given for seniority where as it will be 60 marks for merits. (The marking scheme is attached herewith.)

05. Please notify in this regard of qualified officers in Sri Lanka Animal Production and Health Service who are working under your purview and the applications prepared according to the specimen attached herewith and forwarded by them should be sent to the “Chief Secretary”, Chief Secretary's Office (Western Provincial Council), No. 204, Denzil Kobbekaduwa Mawatha, Battaramulla in registered post on or before 04.07.2023. (This application can be downloaded via the website of the Personal and Training Unit of Chief Secretary's Office [pt.chiefsec.wp.gov.lk](http://pt.chiefsec.wp.gov.lk)).

06. The post applied for (Additional Provincial Director/ Subject Related Specialist) shall be clearly stated on the upper left corner of the Envelop which encloses the application. Applications received after the closing date will be rejected and the decision of the Chief Secretary of Western Province will be the final decision regarding the recruitment.

07. Further, please consider that the Chief Secretary's Office of Western Province cannot intervene in releasing of the officer selected for the post from the relevant administrative authority to the Western Province.

**Pradeep Yasarathne**  
Chief Secretary,  
Western Province.



(Should be completed according to the performance report of each year above. Certified copies of the 05 relevant performance reports numbered from 9.1 to 9.5 should be attached and the reports in which alternative recommendations have been mentioned in the final evaluation and those without the signature and official seal of the relevant officer will not be accepted)

10. No pay leave have been / have not been obtained during preceding 05 years. -

10.1 Details, if No pay leave have been obtained

11. Not having been subjected to disciplinary punishment during the preceding 05 (five) years

11.1 Has/has not been subjected to any disciplinary punishment during the 05 years preceding the date of application (Cut off the irrelevant word)

11.2 Details of disciplinary action, if any has been taken:

12. Post applied for -

I hereby certify that aforementioned information is true and accurate according to the best of my knowledge and belief.

Date-

.....  
Signature

**Recommendation of the Head of Institution -**

I hereby certify that there is/ is not any ongoing disciplinary inquiry against Mr./Mrs./Ms. .... and information provided by him/her is accurate according to the personal file. In case this officer gets selected for the above post, I agree/ disagree to release with/without a replacement from this office.

Date -

.....  
Signature and Official Seal

**Recommendation of the Head of Department -**

I agree/ disagree with the recommendation of the Head of the Institution.

Date -

.....  
Signature and Official Seal

**Recommendation of the Secretary to the Ministry**

I agree/ disagree with the recommendation of the Head of Institution/ Head of Department.

Date -

.....  
Signature and Official Seal

**Method of Awarding marks at the Selection Interview for the post of Additional Provincial Director**

Areas for which marks will be awarded	Maximum Marks	
Seniority - 40 Marks	40	For the total active and satisfactory service period completed beyond 3 years of service in the 1 <sup>st</sup> class of Sri Lanka Animal Production and Health Service (calculation of marks will accord to Public Service Commission Circular No. 1/2019)
Skill - 60 Marks	15	Performance for the preceding 5 years <b>Per Year-</b> Excellent - 03 Marks Above average - 02 Marks Satisfactory level - 01 Mark (Marks will be awarded only if there is only one choice in the performance, and no marks will be awarded if there are multiple choices.)
	10	Field related Post graduate qualification (from a University approved by the University Grants Commission) Post-Graduation - 10 Marks Postgraduate Diploma - 05 Marks
	5	Relevant experience in the field Experience of working as a Veterinary Officer in the concerned field – 01 mark per year
	5	Management courses (relevant durations should be confirmed by documents)  Degrees - 05 Marks ( Apart from the degree relevant to the post) Diplomas - 03 Marks Courses exceeding 3 months - 02 Marks
	5	Knowledge of Information Technology (acquired from a government recognized institution) Diploma and higher - 5 Marks Non-diploma exceeding One month - 3 Marks More than 7 days and less than a month - 1 Mark (The relevant period should be confirmed from the documents, failure to confirm will earn no marks)
	6	02 Marks per Service Evaluation - General Form 230 B
	4	Research theses conducted relating to the field Full paper 2*2 ( 2 marks for each ) Extended abstract 2*1 (1 mark for each) Only abstract 2*0.5 (0.5 mark for each) Newsletter / leaflets 2*0.25 (0.25 mark for each)  (These documents should be submitted in addition to the above documents submitted by you for Post-Graduation or Post Graduate Diploma.)
	5	A 7-minute presentation on the work carried out in the positions held so far (Presentation) Contents - 2 Marks Setting, design, presentation style, Time management - 1 Mark Response to the issues referred by the Examination Board- 2 Marks
	5	Competency shown in the interview

**Method of Awarding marks at the Selection Interview for the post of Subject Related Specialist**

Areas for which marks will be awarded	Maximum Marks	
Seniority - 40 Marks	40	For the total active and satisfactory service period completed beyond 3 years of service in the 1 <sup>st</sup> class of Sri Lanka Animal Production and Health Service (calculation of marks will accord to Public Service Commission Circular No. 1/2019)
Skill - 60 Marks	15	Performance for the preceding 5 years <b>Per Year-</b> Excellent - 03 Marks Above average - 02 Marks Satisfactory level - 01 Mark (Marks will be awarded only if there is only one choice in the performance, and no marks will be awarded if there are multiple choices.)
	10	Field related Post graduate qualification (from a University approved by the University Grants Commission) Post-Graduation - 10 Marks Postgraduate Diploma - 05 Marks
	5	Relevant experience in the field Experience of working as a Veterinary Officer in the concerned field – 01 mark per year
	5	Trainings on animal health, prevention of animal diseases, laws and regulations (at a university approved by the University Grants Commission) Diplomas - 05 Marks 3 month courses - 03 Marks Courses with duration of 1-3 months- 2 mark More than a week & less than month– 1 mark (One certificate per one subject will be accepted)
	5	Knowledge of Information Technology (acquired from a government recognized institution) Diploma and higher - 5 Marks Non-diploma exceeding One month - 3 Marks More than 7 days and less than a month - 1 Mark (The relevant period should be confirmed from the documents, failure to confirm will earn no marks)
	6	02 Marks per Service Evaluation - General Form 230 B
	4	Research theses conducted relating to the field Full paper 2*2 (2 marks for each) Extended abstract 2*1 (1 mark for each) Only abstract 2*0.5 (0.5 mark for each) Newsletter / leaflets 2*0.25 (0.25 mark for each)  (These documents should be submitted in addition to the above documents submitted by you for Post-Graduation or Post Graduate Diploma.)
	5	A 7-minute presentation on the work carried out in the positions held so far (Presentation) Contents - 2 Marks Setting, design, presentation style, Time management - 1 Mark Response to the issues referred by the Examination Board- 2 Marks
	5	Competency shown in the interview