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வெகுசன ஊடக அமைச்சு
MINISTRY OF MASS MEDIA

163, අයිදීම් මධුරා, කිරුලපො මාවත, පොල්හෙණකොට, කොළඹ 05.
163, அடிதீம் மதுரா, கிருளப்பனை மாவத்தை, பொல்ஹேன்கொட்டை, கொழும்பு 05.
163, Aaidisi Medura, Kirulapone Mawatha, Polhengoda, Colombo 05.

වෛද්‍ය අංකය

எனது இல.
My No.

MMI/AD02/02/01-02/2022

වෛද්‍ය අංකය

உமது இல.
Year No.

දිනය

திகதி
Date

2023.07.14

Posts of Chief Internal Auditor of Grade I of Sri Lanka Accountants' Service of Ministry of Mass Media

Applications are called from suitably qualified officers of Grade I of Sri Lanka Accountants' Service to be appointed to the above post. Number of vacancies is 01.

1. Chief Internal Auditor

In the absence of applicants of Grade I of the service, officers of Grade II of the 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 afterwards subject to provisions of Public Commission Procedural Rule 121.

Applicants must forward their duly filled curriculum vitae as per the specimen application appeared in PSC circular 02/2022 and send to The Secretary, Ministry of Mass Media through the head of Department. The soft copy to admin@media.gov.lk may be sent on or before 04th August 2023 and hard copy may follow.

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 the relevant subject field
- Postgraduate qualification as mentioned in the Service Minute of Sri Lanka Accountants service
- Proficiency in English
- Experience at least for 02 years in a media related institution will be an added Qualification.

2.2 Strengths;

- i. Team Player
- ii. Service Focused
- iii. Efficient

2.3 Behavioral Competencies

- i. Leadership
- ii. Making Effective Decisions
- iii. Developing self & others

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.

3.1 Marking scheme

Heading	Maximum Marks	Methods 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 / Interviews
Experience in the relevant field In addition to the length of service in the field/exposure to the subject, the depth of knowledge or mastery of the subject in the relevant field gained through involvement in or exposure to it will be assessed. <i>(Experience need not to be strictly confined to the field under which the vacant post comes. Wherever possible, the list of fields must include such other fields where an officer may have gained transferable experience. (e.g., An officer who has worked in fields like rural development, small industries development, social services etc., may have gained experience transferable to regional administration.)</i>	20	

<p>Professional qualifications/ Research & Innovations</p> <p>1. Postgraduate qualifications in the Service Minute of SLACS</p> <p>a. Research based postgraduate degree - 7 marks</p> <p>b. Taught postgraduate degree – 6 marks</p> <p>c. Postgraduate diploma - 4 marks</p> <p>d. Graduate/ Postgraduate certificate - 2 marks</p> <p>2. Training in the relevant field</p> <p>a. Of duration of 3 months or more - 1 mark</p> <p>b. Of duration of 10 days or more – 0.5 marks</p> <p>c. Of duration of 3 days or more – 0.2 marks</p> <p>3. Proficiency in English</p> <p>a. Diploma in English obtained from a recognized university or government training institute/ IELTS Academic overall score 6.5 or above, TOEFL-CBT 213 or above, or TOEFL-PBT or above - 02 marks</p> <p>b. Certificate in English obtained from a recognized university or government training institute - 01 marks</p> <p>Marks will be awarded only for the highest qualification</p>	10	
<p>Strengths</p> <p>Things have to be done effectively and which should motivate the applicant as specified in section 2.2 above.</p>	10	Interviews
<p>Behavioral Competencies</p> <p>Actions and activities that are needed to be done effectively as specified in section 2.3 above.</p>	10	

Note 1: The term "recognized university" in the above marking scheme means a university recognized by the University Grants Commission of Sri Lanka

Note 2: All postgraduate qualifications indicated in the marking scheme above should have been obtained from a university recognized by the University Grants Commission of Sri Lanka and such qualifications obtained from other degree awarding institutes should have the recognition of that commission.



Secretary

Ministry of Mass Media

'Asidisi Madura'

No. 163,

Kirulapone Avenue,

Polhengoda,

Colombo 05.

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

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

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 (<i>If still pending, please indicate</i>)	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 describe briefly your proposals to enhance the effectiveness of management audit in government ministries and departments (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.

.....

* *Strike off the inapplicable statement*

Signature of Head of Department

