

**Post of Commissioner of Grade I Sri Lanka Administrative Service of  
Land Title Settlement Department**

Applications are called from suitable qualified officers of Grade I of the Sri Lanka Administrative Service to be appointed to the below posts. Number of vacancies are 03.

- I. Commissioner (Admin)
- II. Commissioner (Investigation)
- III. Commissioner (Land)

In the absence of applicants of Grade I of the Sri Lanka Administrative Service, officers of Grade II of the Sri Lanka Administrative Service with active and satisfactory service of minimum 01 year will be considered for appointment to attending to duties on full-time basis in the post.

Attending to duties Appointments, will be done for a maximum period of one year with the possibility of further extensions afterwards according to the occasion subject to provisions of Public Commission Procedural Rule 141.

Applicants must forward their duly filled curriculum vitae *in the format attached hereto* to Land Title Settlement Department through the head of Department to the Secretary of Ministry of Tourism and Lands on or before 04<sup>th</sup> April, 2023

Late applications, incomplete applications and those not submitted in the prescribed format will be rejected without any notice.

## **1.0 Candidate Profile**

### **1.1 Experience & Professional Qualifications;**

- i. Preferably at least 03 years of experience in the Land field
- ii. Postgraduate qualification in accordance with 13.2.(A).(i) of Service Minute of Sri Lanka Administrative Service
- iii. Proficiency in English

### **1.2 Strengths;**

- i. Bring fresh approaches to effectively tackle land related administrative issues
- ii. Strive for quality outcomes and excellence in service delivery.
- iii. Effectively manage team dynamics to drive forward to achieve department goals

### **1.3 Behavioral competencies;**

- i. Being positive and inspirational in leading and supporting others
- ii. Having self-motive to achieve department goals
- iii. Provide stability and cohesion within teams, finding common ground and purpose

### **2.0 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.

### 3.0 Marking Scheme

Heading	Maximum Marks	Method of assessment
<p><b>Seniority</b> Maximum marks will be awarded to the senior most applicant and other applicants will receive marks for seniority proportionately. Herein, only “the Satisfactory Period of Service” of each applicant will be considered</p>	50	
<p><b>Experience in the field of Administration for the post of Commissioner (Admin)</b> In addition to the length of service in the filed/exposure to the subject, the depth of knowledge or mastery of the subject of/in the field of administration gained through involvement in or exposure to it will be assessed</p> <p>Or</p> <p><b>Experience in the field of Administration for the post of Commissioner (Investigation)</b> In addition to the length of service in the filed/exposure to the subject, the depth of knowledge or mastery of the subject of/in the field of land administration and related areas gained through involvement in and/or exposure to ‘Bimsaviya Programme’ will be assessed.</p> <p>Or</p> <p><b>Experience in the field of Administration for the post of Commissioner (Land)</b> In addition to the length of service in the filed/exposure to the subject, the depth of knowledge or mastery of the subject of/in the field of land administration and related areas gained through involvement in and/or exposure to ‘Bimsaviya Programme’ or settlement Programme will be assessed.</p>	20	Curriculum vitae (CV) /Interviews
<p><b>Professional qualifications *</b> <b>(1) Postgraduate qualifications in the field of land and/or in accordance with 13.2.(A).(i) of Service Minute of Sri Lanka Administrative Service</b></p> <p>a. Research based postgraduate degree - 7 marks b. Taught postgraduate degree - 6 marks</p>	10	

- c. Postgraduate diploma - 4 marks
- d. Graduate/Postgraduate certificate - 2 marks

**(2) Training in the field of Land Administration**

- e. Of duration of 3 months or more - 1 mark
- f. Of duration of 10 days or more - 0.5 marks
- g. Of duration of 3 days or more - 0.2 marks

**(3) Proficiency in English**

- a. Diploma in English obtained from a recognized university or government training institute/IELTS Academic overall score 6.5 or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above, or TOEFL-PBT or above - 02 Marks
- b. Certificate in English obtained from a recognized university or government training institute - 01 Mark

\*Marks will be awarded only for the highest qualification achieved.

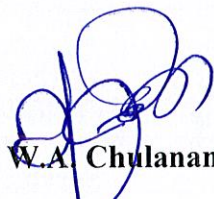
<p><b>Strengths</b> Work has to be done effectively and should motivate the applicant as specified in section 1.2 above</p> <ul style="list-style-type: none"> <li>i. Effectively tackle the issues- 03Marks</li> <li>ii. Quality outcomes with excellence in service delivery- 03 Marks</li> <li>iii. Managing team dynamics to achieve department goals- 04 Marks</li> </ul>	10	Interview
<p><b>Behavioral competencies</b> Action and activities that are needed to be done effectively as specified in section 1.3 above</p> <ul style="list-style-type: none"> <li>i. positive and inspirational leadership- 03 Marks</li> <li>ii. self-motive to achieve department goals- 03 Marks</li> <li>iii. Communication skills for cohesiveness- 04 Marks</li> </ul>	10	

Awarding marks and the Appointment will be done as per the Provisions of the Public Service Commission Circular No 02/2022. Evaluation of each and every Criteria of the marking scheme will be done according to the Annex II of above Circular.

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.

By Order of the Public Service Commission

  
**W.A. Chulananda Perera**  
Secretary

Ministry of Tourism and Lands

**W.A. Chulananda Perera**  
Secretary  
Ministry of Tourism and Lands  
"Mihikatha Medura"  
Land Secretariat  
1200/6, Rajamalwatta Avenus, Battaramulla.



## 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. Current working place

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	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 relevant to the field of land administration (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 the regulatory and/or institutional changes you propose to improve the productivity/effectiveness/efficiency of service delivery in the area of land and land administration (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\***

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.

*\* Strike off the inapplicable statement*

.....  
Signature of Head of Department

**Guidelines for Award of Marks for Experience, Strengths and Behavioural Competencies in Selection of Officers to Posts of Grade I**  
**Sri Lanka Administrative Service of Land Title Settlement Department**

**1. Experience**

1.1 Purpose - Assessment of the applicants experience in a subject of lands

1.2 Method of assessment - Based on information furnished in sections 4.2 and 4.3 of the CV

Examples: Please describe changes you propose to the present procedure/process in dealing with land related issues.

**1.3 Procedure**

The length of service during which the applicant had been in charge of the subject must be determined based on the copies of letters of duty assignment furnished with the CV.

Marks should be awarded in the following manner.

<b>Duration of exposure to the subject</b>	<b>Marks</b>
3 ≤ 5 years	04
5 ≤ 6 years	08
6 years ≤	10

If the applicant has an exposure to the subject, the depth of knowledge/mastery that has been acquired must be assessed considering the answer to the question 4.3 in the CV format/at the interview.

Marks should be awarded in the following manner.

<b>Assessment</b>	<b>Marks</b>
Despite exposure to subject, no clear evidence of sufficient depth of knowledge or mastery in the subject	01
There is evidence of having acquired a satisfactory level of knowledge/mastery in the subject	05
There is clear evidence of having acquired in-depth knowledge/mastery in the subject	10

## 2. Strengths

2.1 Purpose - To assess the extent to which the strengths of the applicant match with the strengths required to effectively discharge the duties and responsibilities of the post

2.2 Method of assessment — Interview

### 2.3 Procedure

Strengths of the applicant must be assessed by questions focused on motivation and passion. Instead of structured or detailed responses and they must elicit natural and honest answers around areas of enjoyment and effectiveness.

Examples: “Would you say you are...?” “How do you feel about...?” “How comfortable are you...?”

All strength questions can be followed up by one probing question where required: “Why do you say that?” or “Why do you feel that way?” No further probing is permitted.

Marks should be awarded in the following manner

Assessment	Marks
Displays little or no engagement and enthusiasm in the required strength/s	01
Displays a moderate level of engagement and enthusiasm in the required strength/s	05
Displays a high level of engagement and enthusiasm in the required strength/s	10

## 3. Behavioral competencies

3.1 Purpose: To assess the extent to which the strengths of the applicant match with the strengths required to effectively discharge the duties and responsibilities of the post

3.2 Method of assessment: Interview

3.3 Behavioral competencies should be assessed using situational interview questions. These questions must be structured around reacting to a certain situation and seek to provide an insight into natural instinct and thought process as well as give an indication on how realistic scenarios within the role would be handled by the applicant.

The situations should be made as realistic and as relevant as possible in order to provide true insight into the duties and challenges of the role.

Interview panel should have pre-prepared the best answer and possible satisfactory answers, if any, to the questions.

Marks should be awarded as follows.

<b>Assessment</b>	<b>Marks</b>
Failing to give satisfactory answers to most of the questions	01
Satisfactory answers to most of the questions	05
The expected best answers to all questions	10