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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

PUBLIC UTILITIES COMMISSION OF SRL LANKA ACT, No. 35 OF 2002

RULE made by the Public Utilities Commission of Sri Lanka under Section 12 of the Public Utilities Commission of Sri Lanka Act, No.35 of 2002, read in conjunction with Section 38 of the aforesaid Act.

Chairman,
Public Utilities Commission of Sri Lanka.

Colombo,
08th December, 2025

Rule

1. This Rule may be cited as the “Rates at which the staff in Public Utilities Commission of Sri Lanka shall be remunerated, Rule No. 02 of 2025”.

2. The rates of remuneration of the staff in Public Utilities Commission of Sri Lanka shall be determined in accordance with the “mechanism of determination of rates of remuneration” in Appendix hereto.



APPENDIX - MECHANISM OF DETERMINATION OF RATES OF REMUNERATION

CHAPTER A: MECHANISM OF FIXING THE RATES AT WHICH SUCH STAFF SHALL BE REMUNERATED.

1. Shall determine the rates of remuneration every 3 years.
2. Effective date of such rates of remuneration is 01st January of the corresponding year.
3. The rates of remuneration shall be determined after conducting a comprehensive market survey of remuneration of staff of similar and relevant institutions.
4. The survey shall be conducted by an independent, reputed organization who is capable and have experience in conducting such surveys and the findings of such survey will be included in the Annual Report as per Section 37 of the Public Utilities Commission of Sri Lanka Act No. 35 of 2002.
5. The rates of remuneration shall be fixed considering the recommendations of the survey.
6. The salary scale shall be fixed at 75th percentile (total benefit/ remuneration) of the surveyed sample.
7. The remuneration data used for the survey shall be the data prevailed as of 30th June of the previous year of the surveyed institutions.
8. Every employee shall be placed at the same salary point corresponding to the salary point where he or she was placed in the salary scale prior to the Revision.
9. Allowances shall not exceed 65% of basic salary except allowances paid to cover risk of post relinquishing duties.

CHAPTER B: DETERMINATION OF INCREMENTS

1. Only one annual increment step can be granted to any employee within a year, and no increments will be granted once a particular employee reaches the highest salary point of his employee category.
2. The increment for all below the grade of Director shall be granted only upon conducting a performance appraisal by the Director of the respective Division.
3. Increments of Deputy Director Generals and Directors shall be determined by the Commission based on the recommendation of Director General and upon a presentation to the Commission of the performances of their Divisions in case of Directors and performance of Divisions under the Deputy Director Generals in case of Deputy Director Generals.
4. Increment of Director General to the Commission shall be determined by the Commission considering the performance of the institution upon a presentation to the Commission by the Director General.
5. Increment of Secretary to the Commission shall be determined by the Commission.
6. All increments shall be effective on 01st of March of each year.
7. All performance appraisals for the prior year shall be completed by 15th February of each year and shall be effective from the March salary of that year.
8. Increments shall not be granted to an employee unless he/she has not completed minimum of 90% of tasks assigned to him/her and has not utilized 90% of the allocated budget.
9. Increments shall not be granted to the Deputy Director Generals unless every Division under him/ her has not achieved minimum of 90% of tasks assigned to such Division and budget utilization of minimum 90% has not achieved out of the allocated budget of such Division.

10. Increments shall not be granted to the Director General unless,
- Every Division has not achieved minimum of 90% of tasks assigned to such Division and budget utilization of minimum 90% has not been achieved out of the allocated budget of such Division.
 - In the event the Government Audit has expressed a qualified opinion on Accounts.
11. Increments shall not be granted to the Secretary to the Commission unless the Commission is guided on the discharge of its responsibilities and ensures the procedures are followed in compliance with statutory requirements and industry best practices.

EOG 12 - 0041/1

PUBLIC UTILITIES COMMISSION OF SRL LANKA ACT, No. 35 OF 2002

RULE made by the Public Utilities Commission of Sri Lanka under Section 12 of the Public Utilities Commission of Sri Lanka Act, No.35 of 2002, read in conjunction with Section 38 of the aforesaid Act.

Chairman,
Public Utilities Commission of Sri Lanka.

Colombo,
08th December, 2025

Rule

- This Rule may be cited as the “Scheme of Recruiting the Staff in Public Utilities Commission of Sri Lanka, Rule No. 01 of 2025”.
- All recruitments of the Public Utilities Commission of Sri Lanka shall be conducted in accordance with the Schemes of Recruitment (SOR) in Appendix hereto.
- In this rule, unless the context otherwise requires:-
“SLQFL” means the Sri Lanka Qualifications Framework Level

APPENDIX – SCHEMES OF RECRUITMENT

CHAPTER A: SCHEME OF RECRUITMENT FOR THE POST OF DIRECTOR GENERAL

1. **Employee Category:**

Director General- **Senior Management Category**

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

The Director General is the Chief Executive Officer (C.E.O) of the Commission.

The Director General is accountable and responsible for all the activities, and administrative and financial affairs of the Commission, who is under the general direction and control of the Commission, exercise,

perform and discharge powers, functions and duties of the Commission as may be delegated by the Commission and provide leadership and encouragement to the staff of the Commission, for excelling in official achievements to ensure objectives stipulated in Public Utilities Commission Act and other relevant industry Acts applicable.

In addition to that, Director General is accountable and responsible to provide cognitive coaching/guidance and overall leadership to support the requirements of every Division of the Commission and furthermore directly guide and monitor the activities performed by the Legal and Corporate Communication Divisions.

(b) Posts falling within this service category:

Director General (Chief Executive Officer)

(c) Nature of Appointment:

Permanent.

3. Salary Scale

3.1 The Salary Scale of the employee category

LKR 494,120 + 29,647 x 15

4. Recruitment to the Post of Director General

This position should be appointed internally from the personnel identified in the succession plan through a competitive interview process.

4.1 Minimum Qualifications:

A bachelor's degree in engineering/management/law/economics/science/ IT/Communication/ Finance /Public Policy (SLQFL 6 or equivalent) from a university which is recognized by the U.G.C.

And

A Postgraduate Degree in Engineering/Management/Law/Economics/Science/ IT/Communication/ Finance /Public Policy (SLQFL 10 or equivalent) from a university which is recognized by the U.G.C.

And

At least twenty (20) years' experience in Managerial Level after obtaining the first degree and out of which ten (10) years of experience should be at Director and Deputy Director General level at PUCSL.

4.2 Age:

Age should not be more than 55 years.

Other:

Every applicant

- i. Should be a citizen of Sri Lanka who is not carrying dual citizenship.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Recruitment will be done by calling for applications internally from the suitably qualified candidates followed by a structured interview conducted based on the marking scheme herein.

4.4 Structured Interview:

Marks allocated for the interview are as follows:

| <i>Description</i> | <i>Allocated Marks</i> |
|---|--|
| Relevant additional experience | 20 Marks (10 marks for each year) |
| Relevant additional professional qualifications | 20 Marks (10 marks for each qualification) |
| Relevant additional academic qualifications | 20 Marks (10 marks for each qualification) |
| Past performance | 20 Marks |
| Performance at the interview | 20 Marks |
| Total | 100 Marks |

Threshold of 50 Marks to be acquired by any applicant at the interview to be qualified for the post.

Appointments will be made purely in order of merit at the interview.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of DG Category. However, he shall be qualified to be placed at a chosen level of salary scale of the post above the initial step based on the mechanism approved by the Commission, depending on the additional qualifications or seniority he has secured at the time of placement in the position.

5. Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6. **Definitions:** The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER B: SCHEME OF RECRUITMENT FOR THE POST OF DEPUTY DIRECTOR GENERAL

1. **Employee Category:**

Deputy Director General- Senior Management Category

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

The Deputy Director General is from Senior Management Level of the Commission.

The Deputy Director General is accountable and responsible to provide strategic and cognitive coaching/ guidance and overall leadership in designing of corporate activities of support divisions under him and the routing activities to support the requirements of the core divisions. Further, he is responsible for monitoring and providing guidance during the implementation of all the corporate activities planned by the support divisions together with the administrative and financial affairs of the Commission under the executive direction and control of the Director General.

Further, he is responsible to exercise, perform and discharge powers, functions and duties of the Commission as may be delegated by the Director General and provide leadership and encouragement to the staff of the Commission, for excelling in official achievements to ensure objectives stipulated in Public Utilities Commission Act and other relevant industry Acts applicable.

(b) **Posts falling within this service category:**

Deputy Director General

(c) **Nature of Appointment:**

Permanent.

3. **Salary Scale**

3.1 The Salary Scale of the employee category

LKR 363,226 + 21,794 x 15

4. **Recruitment to the Post of Deputy Director General**

This position should be appointed internally from the personnel identified in the succession plan through a competitive interview process.

4.1 **Minimum Qualifications:**

A bachelor's degree in Engineering/ Management/ Law/ Economics/ Science/ IT/ Communication/ Finance /Public Policy (SLQFL 6 or equivalent) from a university which is recognized by the U.G.C.

And

A Postgraduate Degree in Engineering/ Management/ Law/ Economics/ Science/ IT/ Communication/ Finance /Public Policy (SLQFL 10 or equivalent) from a university which is recognized by the U.G.C.

And

At least Seven (07) years' experience as a Director in PUCSL.

4.2 Age:

Age should not be more than 52 years.

Other:

Every applicant

- i. Should be a citizen of Sri Lanka who is not carrying dual citizenship.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Recruitment will be done by calling for applications internally from the suitably qualified candidates followed by a structured interview conducted based on the marks scheme herein.

4.4 Structured Interview:

Marks allocated for the interview are as follows:

| <i>Description</i> | <i>Allocated Marks</i> |
|---|--|
| Relevant additional experience | 20 Marks (10 marks for each year) |
| Relevant additional professional qualifications | 20 Marks (10 marks for each qualification) |
| Relevant additional academic qualifications | 20 Marks (10 marks for each qualification) |
| Past performance | 20 Marks |
| Performance at the interview | 20 Marks |
| Total | 100 Marks |

Threshold of 50 Marks to be acquired by any applicant at the interview to be qualified for the post.

Appointments will be made purely in order of merit at the interview.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of Deputy Director General Category. However, he shall be qualified to be placed at a chosen level of salary scale of the post above the initial step based on the mechanism approved by the Commission, depending on the additional qualifications or seniority he has secured at the time of placement in the position.

5. Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6. **Definitions:** The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER C: SCHEME OF RECRUITMENT FOR THE POST OF SECRETARY TO THE COMMISSION

1. **Employee Category:**

Secretary to the Commission -Senior Management Category

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

The secretary to the Commission is from Senior Management Level of the Commission.

The Secretary to the Commission is mainly responsible for guiding the Commission on the discharge of its responsibilities and should ensure that all procedures are followed in compliance with statutory requirements and industry best practices. The Secretary to the Commission should regularly review the entity’s governance framework in view of emerging best practices, regulatory changes, and stakeholder interests.

(b) **Posts falling within this service category:**

Secretary to the commission

(c) **Nature of Appointment:**

Permanent.

3. **Salary Scale**

3.1 The Salary Scale of the employee category

LKR 291,005 + 17,460 x 15

4. **Recruitment to the Secretary to the Commission Category:**

4.1 **Minimum Qualifications:**

Attorney at law with Company Secretary qualification

And

A Postgraduate Degree in law (LLM) (SLQFL 10 or equivalent) from a university which is recognized by the U.G.C.

And

At least fifteen (15) years' experience in Senior Management Level and ability to work guide and advise the Commission on the responsibilities, rules, and regulations that impact the operations of the Commission and to work. independently ensuring the procedures governing meetings are followed, and out of which Five (05) years of experience should be at the Bar.

4.2 Age:

Age should not be more than 50 years.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Applications will be called through public advertisement process followed by a structured interview conducted by a panel appointed by the Commission and evaluated based on the marking scheme given below. Both external and internal candidates shall apply on a competitive basis.

4.4 Selection and Evaluation Criteria

4.4.1 Interview1:

Marks allocated for the interview are as follows:

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Demonstration relevant technical and subject knowledge | 20 Marks |
| Experience of handling teams and teamwork | 15 Marks |
| Demonstration Strategic thinking | 15 Marks |
| Demonstration of operations excellence | 10 Marks |
| Relevant additional experience | 5 Marks/year (max. 20) |
| Relevant additional academic qualifications | 5 Marks/each (max. 5) |

| <i>Description</i> | <i>Allocated Marks</i> |
|---|------------------------|
| Relevant additional professional qualifications | 5 Marks/each(max. 5) |
| Other achievements national level achievements | 5 Marks |
| Other achievements global level achievements | 5 Marks |
| Total Marks | 100 |

Threshold of 60 Marks to be acquired by any applicant at the first interview to be qualified for the second interview.

4.4.2 Interview 2 (Soft Skills)

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Communication skills | 10 Marks |
| Demonstration leadership | 10 Marks |
| Persuasive skills | 10 Marks |
| Demonstration of negotiations skills | 10 Marks |
| Naturalization skills to new environment | 10 Marks |
| Basic knowledge of PUCSL and its objectives | 10 Marks |
| Basic knowledge of countries' legal structure | 10 Marks |
| Personality and confidence | 10 Marks |
| Ability to explain why he/she should select for the position | 10 Marks |
| Experience in public speaking, talk shows and bilingual skills | 10 Marks |
| Total | 100 Marks |

Threshold of 70 Marks to be acquired by any applicant at the second interview to be qualified for the post.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of D Category. However, he shall be qualified to be placed at a chosen level of salary scale of the post above the initial step based on the mechanism approved by the Commission, depending on the additional qualifications or seniority he has secured at the time of placement in the position.

4.7 Confirmation:

An employee appointed to this category externally will be on probation for a period of one year. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one year.

5. Appointing Authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6. Definitions: The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER D: SCHEME OF RECRUITMENT FOR THE POST OF DIRECTOR

1. Employee Category:

Director - Senior Management Category

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

The Director is a senior management position of the Commission.

The Director is accountable and responsible for providing strategic and cognitive coaching/ guidance and overall leadership in designing corporate activities and routing activities of his Division to realize the objectives of relevant industry Acts and consumers.

He shall monitor and provide guidance during the implementation of all the corporate activities planned by his Division together with administrative and financial affairs of the Commission under the guidance of Deputy Director Generals and Director General.

Further, he shall, under the direction and control of the respective Deputy Director Generals, exercise/ perform and discharge powers, functions and duties of the commission as may be delegated by the Director General and the Deputy Director Generals and provide leadership and encouragement to the staff of the commission in achieving the objectives stipulated in Public Utilities Commission Act and other relevant industry Acts applicable.

(b) Posts falling within this service category:

Director Tariff and Economic Affairs
Director Environment, Efficiency and Renewable Energy
Director Licensing
Director Regulatory Affairs
Director Inspectorate
Director Consumer Affairs
Director Finance
Director Corporate Communication
Director Human Resources and Administration
Director Information Technology and Management Information Systems
Director Compliance and Research

(c) Nature of Appointment:

Permanent

3. Salary Scale

3.1 The Salary Scale of the employee category

LKR 291,005 + 17,460 x 15

4. Recruitment to Director Category:

4.1 Minimum Qualifications:

4.1.1 External:

A bachelor's degree in the relevant field as mentioned below (SLQFL 6 or equivalent) from a university which is recognized by the U.G.C.

And

A Postgraduate Degree in Engineering/ Management/ Law/ Economics/ Science/ IT/Finance/ Communication/ Public Policy (SLQFL 10 or equivalent) from a university which is recognized by the U.G.C.

And

Professional Qualifications as mentioned below

And

At least fifteen (15) years' experience in Managerial Level out of which eight (08) years of experience should be at Senior Managerial Level after obtaining the first degree.

4.1.2 Internal:

A bachelor's degree in the relevant field as mentioned below (SLQFL 6 or equivalent) from a university which is recognized by the U.G.C.

And

A Postgraduate Degree in Engineering/ Management/ Law/ Economics/ Science/ IT/ Communication/ Finance /Public Policy (SLQFL 10 or equivalent) from a university which is recognized by the U.G.C.

And

Professional Qualifications as mentioned below

And

At least twelve (12) years' experience in Managerial Level after obtaining the first degree.

Areas of expertise required for each Director position are described below;

Director Tariff and Economic Affairs

Relevant Field– Engineering/Economics

Professional Qualifications – ACA/ CFA/ CGMA/ACCA /ACMA

Director Environment, Efficiency and Renewable Energy

Relevant Field– Engineering/Science

Professional Qualifications – Not required

Director Licensing

Relevant Field– Engineering/Law

Professional Qualifications – AEng (ECSL)/AAL and Commissioner of Oath

Director Regulatory Affairs

Relevant Field– Engineering/Economics/Law

Professional Qualifications – Not required

Director Inspectorate

Relevant Field– Engineering

Professional Qualifications – CEng (ECSL)

Director Consumer Affairs

Relevant Field– Not specified

Professional Qualifications – Not required

Director Finance

Relevant Field– Finance/Accountancy/Economics/Commerce/Management

Professional Qualifications – ACA / ACCA/ACMA

Director Corporate Communication

Relevant Field– Not specified

Professional Qualifications – Not required

Director Human Resources and Administration

Relevant Field– HR/Management

Professional Qualifications – CQHRM/CIPD

Director Information Technology and Management Information Systems

Relevant Field–ICT/Engineering/Science

Professional Qualifications – Not required

Director Compliance and Research

Relevant Field– Management/ Finance/ Law/ Engineering

Professional Qualifications – Not required

4.2 Age:

Age should not be more than 50 years.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Applications will be called through public advertisement process followed by a structured interview conducted by a panel appointed by the Commission and evaluated based on the marking scheme given below. Both external and internal candidates shall apply on a competitive basis.

4.4 Selection and Evaluation Criteria

4.4.1 Interview1: (Technical and Subject Knowledge and other achievements)

Marks allocated for the interview are as follows:

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Demonstration relevant technical and subject knowledge | 20 Marks |
| Experience of handling teams and teamwork | 15 Marks |
| Demonstration Strategic thinking | 15 Marks |
| Demonstration of operations excellence | 10 Marks |
| Relevant additional experience | 5 Marks/year (max 20) |
| Relevant additional academic qualifications | 5 Marks/each(max 5) |
| Relevant additional professional qualifications | 5 Marks/each(max 5) |
| Other achievements national level achievements | 5 Marks |
| Other achievements global level achievements | 5 Marks |
| Total Marks | 100 |

Threshold of 60 Marks to be acquired by any applicant at the first interview to be qualified for the second interview.

4.4.2 Interview 2 (Soft skills)

| <i>Description</i> | <i>Allocated Marks</i> |
|--------------------------------------|------------------------|
| Communication skills | 10 Marks |
| Demonstration leadership | 10 Marks |
| Persuasive skills | 10 Marks |
| Demonstration of negotiations skills | 10 Marks |

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Naturalization skills to new environment | 10 Marks |
| Basic knowledge of PUCSL and its objectives | 10 Marks |
| Basic knowledge of countries' legal structure | 10 Marks |
| Personality and confidence | 10 Marks |
| Ability to explain why he/she should select for the position | 10 Marks |
| Experience in public speaking, talk shows and bilingual skills | 10 Marks |
| Total | 100 Marks |

Threshold of 70 Marks to be acquired by any applicant at the second interview to be qualified for the post.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of D Category.

However, he shall be qualified to be placed at a chosen level of salary scale of the post above the initial step based on the mechanism approved by the Commission, depending on the additional qualifications or seniority he has secured at the time of placement in the position.

4.7 Confirmation :

An employee appointed to this category externally will be on probation for a period of one year. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. Probation period may be extended based on his/her performance.

5. Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6 Definitions: The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER E: SCHEME OF RECRUITMENT FOR THE POST OF DEPUTY DIRECTOR

1. Employee Category:

Deputy Director - **Middle Management Category**

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

The Deputy Director is a **Middle Management** position of the Commission.

The Deputy Director is accountable and responsible for providing strategic support to his immediate superior, i.e. Director, and providing strategic and cognitive guidance to the Assistant Directors and other junior staff in the division. Deputy Director shall play a leadership role in designing corporate activities and routing activities of his division to realize the objectives of relevant industry Acts and consumers under the guidance of the Director.

He shall monitor and provide guidance for the implementation of all the corporate activities planned by his division. Also, responsible and accountable for the administrative and financial affairs of the division under the direction and control of the respective Director.

He shall exercise, perform and discharge duties and functions of the division as may be delegated by the Director, Deputy Director Generals and Director General and provide leadership and encouragement to the subordinate staff of the division in achieving the objectives stipulated in Public Utilities Commission Act and other relevant industry Acts applicable.

(b) Posts falling within this service category:

Deputy Director Economic Studies
Deputy Director Lubricants
Deputy Director Security of Supply
Deputy Director Licensing
Deputy Director Inspectorate
Deputy Director Consumer Affairs
Deputy Director Water
Deputy Director Legal
Deputy Director Finance
Deputy Director Information Technology
Deputy Director Internal Audit
Deputy Director PA to Chairman

(c) Nature of Appointment:

Permanent

3. Salary Scale

3.1 The Salary Scale of the employee category

LKR 170,362 + 10,222 x 15

4. Recruitment to Deputy Director-Category:

4.1 Minimum Qualifications:

4.1.1 External (excluding DD Legal):

A bachelor's degree in the relevant field as mentioned below (SLQFL 6 or equivalent) from a university which is recognized by the U.G.C

And

A Postgraduate Degree in Engineering/ Management/ Law/ Economics/ Science/ IT/Finance/ Communication/ Public Policy (SLQFL 10 or equivalent) from a university which is recognized by the U.G.C.

And

Professional Qualifications as mentioned below

And

At least ten (10) years' experience in Managerial Level after obtaining the first degree.

4.1.2 Internal (excluding DD Legal)

A bachelor's degree in the relevant field as mentioned below (SLQFL 6 or equivalent) from a university which is recognized by the U.G.C.

And

A Postgraduate Degree in Engineering/ Management/ Law/ Economics/ Science/ IT/Finance/ Communication/ Public Policy (SLQFL 10 or equivalent) from a university which is recognized by the U.G.C.

And

Professional Qualifications as mentioned below

And

At least Seven (07) years' experience in Junior Managerial Level after obtaining the first degree.

Deputy Director Legal

4.1.3 External:

A Postgraduate Degree in legal field (SLQFL 10 or equivalent) from university recognized by U.G.C.

And

Professional Qualifications as mentioned below

And

At least Twelve (12) years' experience with minimum Five (05) years' experience should be at the Bar.

4.1.4 Internal

A Postgraduate Degree in the legal field (SLQFL 10 or equivalent) from university recognized by U.G.C.

And

Professional Qualifications as mentioned below

And

At least Ten (10) years' experience in the legal field

Areas of expertise required for each Deputy Director position are described below;

Deputy Director Economic Studies

Relevant Field– Engineering/Economics/Science

Professional Qualifications – ACA/CFA/CGMA/ACCA/ACMA

Deputy Director Licensing

Relevant Field– Engineering/Law

Professional Qualifications- AEng(ECSL)/AAL and Commissioner of Oaths

Deputy Director Security of Supply

Relevant Field– Engineering

Professional Qualifications- AEng(ECSL)

Deputy Director Inspectorate

Relevant Field– Engineering

Professional Qualifications – AEng(ECSL)

Deputy Director Consumer Affairs

Relevant Field– Not specified

Professional Qualifications- not specified

Deputy Director Water

Relevant Field– Engineering/Economics/ Law

Professional Qualifications- not specified

Deputy Director Finance

Relevant Field– Finance/Accountancy/Economics/Commerce/Management

Professional Qualifications – ACA/ACCA/ACMA

Deputy Director Information Technology

Relevant Field–ICT/Engineering/ Science

Professional Qualifications- not specified

Deputy Director Legal

Relevant Field–Legal

Professional Qualifications – AAL and Commissioner of Oaths

Deputy Director Lubricant

Relevant Field–Engineering(Chemical/Mechanical/Marine)/ Science(Chemistry)
Professional Qualifications- not specified

Deputy Director Internal Audit

Relevant Field– Finance/Accountancy/Economics/Commerce/Management
Professional Qualifications – ACA/ACCA/ACMA/CIA

Deputy Director PA to Chairman

Relevant Field– Not specified
Professional Qualifications- not specified

4.2 Age:

Age should not be more than 45 years.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Applications will be called through public advertisement process followed by a structured interview conducted by a panel appointed by the Commission and evaluated based on the marking schemes given below. Both external and internal candidates shall apply on a competitive basis.

4.4 Selection and Evaluation Criteria

4.4.1 Interview1: (Technical and Subject Knowledge and other achievements)

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Demonstration relevant technical and subject knowledge | 20 Marks |
| Experience of handling teams and teamwork | 15 Marks |
| Demonstration Strategic thinking | 15 Marks |
| Demonstration of operations excellence | 10 Marks |
| Relevant additional experience | 5 Marks/year (max. 20) |
| Relevant additional academic qualifications | 5 Marks/each (max. 5) |
| Relevant additional professional qualifications | 5 Marks/each (max. 5) |
| Other achievements national level achievements | 5 Marks |
| Other achievements global level achievements | 5 Marks |
| Total Marks | 100 |

Threshold of 60 Marks to be acquired by any applicant at the interview to be qualified for the written examination.

4.4.2 Written examination

-100 marks

Threshold of 60 Marks to be acquired by any applicant at the written examination to be qualified for the second interview.

4.4.3 Interview 2 (Soft Skills)

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Communication skills | 10 Marks |
| Demonstration leadership | 10 Marks |
| Persuasive skills | 10 Marks |
| Demonstration of negotiations skills | 10 Marks |
| Naturalization skills to new environment | 10 Marks |
| Basic knowledge of PUCSL and its objectives | 10 Marks |
| Basic knowledge of countries' legal structure | 10 Marks |
| Personality and confidence | 10 Marks |
| Ability to explain why he/she should select for the position | 10 Marks |
| Experience in public speaking, talk shows and bilingual skills | 10 Marks |
| Total | 100 Marks |

Threshold of 60 Marks to be acquired by any applicant at the second interview to be qualified for the post.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of DD Category.

However, he shall be qualified to be placed at a chosen level of salary scale of the post above the initial step based on the mechanism approved by the Commission, depending on the additional qualifications or seniority he has secured at the time of placement in the position.

4.7 Confirmation :

An employee appointed to this category externally will be on probation for a period of one year. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. Probation period may be extended based on his/her performance.

5 Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6 Definitions: The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER F: SCHEME OF RECRUITMENT FOR THE POST OF ASSISTANT DIRECTOR

1. Employee Category:

Assistant Director -Junior Management Category

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

The Assistant Director is a Junior Management position of the Commission.

The Assistant Director is accountable and responsible for providing support to the senior staff and providing strategic and cognitive guidance to the junior staff in the Division. He shall play an active role in implementing corporate activities and routing activities of his Division to realize the objectives of relevant industry Acts and consumers under the guidance of the senior staff.

Further, he should monitor and provide guidance for the implementation of all the corporate activities planned by his Division and be responsible and accountable for the administrative and financial affairs of the Division under the direction and control of the respective senior staff.

He shall exercise, perform and discharge duties and functions of the Division as may be delegated by the Deputy Directors, Director, Deputy Director Generals and Director General and provide leadership and encouragement to the subordinate staff of the Division in achieving objectives stipulated in Public Utilities Commission Act and other relevant industry Acts applicable.

(b) Posts falling within this service category:

Assistant Director System Studies
Assistant Director Tariff Analysis
Assistant Director Lubricants
Assistant Director Security of Supply
Assistant Director Licensing
Assistant Director Inspectorate
Assistant Director Consumer Affairs
Assistant Director Legal
Assistant Director Finance
Assistant Director Management Information Systems and Statistics
Assistant Director Systems
Assistant Director Human Resources and Administration
Assistant Director Electricity Supply
Assistant Director Dispatch and Network
Assistant Director Environment, Efficiency and Renewable
Assistant Director English

Assistant Director Tamil
Assistant Director Web
Assistant Director Information Management
Assistant Director Compliance

(c) **Nature of Appointment:**

Permanent

3. Salary Scale

3.1 The Salary Scale of the employee category

LKR 133,246 + 7,995 x 15

4. Recruitment to Assistant Director Category:

4.1 Minimum Qualifications:

4.1.1 External (excluding AD Legal): (1 or 2 below).

1. A bachelor's degree in relevant field (SLQFL 6 or equivalent) with first class or second-class upper division from a university recognized by the U.G.C

And

Professional Qualifications as mentioned below

OR

2. A bachelor's degree in the relevant field as mentioned below (SLQFL 6 or equivalent) from a university recognized by the U.G.C

And

Professional Qualifications as mentioned below

And

At least Three (03) years' experience in managerial level in the relevant field having obtained the bachelor's degree.

4.1.2 Internal (excluding AD Legal)

A bachelor's degree in the relevant field as mentioned below (SLQFL 6 or equivalent) from a university recognized by the U.G.C

And

Professional Qualifications as mentioned below

And

At least three (03) years' experience in Managerial level after obtaining the Bachelors' degree or at least five (05) years' experience in Management Assistant category after obtaining the bachelor's degree

Assistant Director Legal

4.1.3 External:

AAL and Commissioner of Oaths

And

At least Five (05) years' experience should be at Bar.

Areas of expertise required for each Assistant Director position are described below;

Assistant Director System Studies
Relevant Field– Engineering
professional Qualifications– AEng(ECSL)

Assistant Director Tariff Analysis
Relevant Field– Engineering/ Economics/ Finance
professional Qualifications– AEng(ECSL)/CCA/ CIMA Adv Dip MA/ CMA Managerial Level

Assistant Director Lubricants
Relevant Field– Engineering (Chemical/Mechanical/Marine)/ Science(Chemistry)

Assistant Director Security of Supply
Relevant Field–Engineering
professional Qualifications– AEng(ECSL)

Assistant Director Licensing
Relevant Field–Engineering/Law
professional Qualifications– AEng(ECSL) /AAL and Commissioner of Oaths

Assistant Director Inspectorate
Relevant Field–Engineering
professional Qualifications– AEng(ECSL)

Assistant Director Consumer Affairs
Relevant Field– Not specified

Assistant Director Legal
Relevant Field– Law
professional Qualifications– AAL and Commissioner of Oaths

Assistant Director Finance
Relevant Field– Commerce/ Finance/Accountancy/ Management
professional Qualifications– MAAT/CCA/ CIMA Adv Dip MA/ CMA Managerial Level

Assistant Director Management Information Systems and Statistics

Relevant Field– ICT/ Engineering/Science/ Mathematics

Assistant Director Systems

Relevant Field– ICT/ Engineering/Science/ Mathematics

Assistant Director Human Resources and Administration

Relevant Field– HR

Professional Qualification- PQHRM/Part Qualified CIPD

Assistant Director Electricity Supply

Relevant Field–Engineering

professional Qualifications– AEng(ECSL)

Assistant Director Dispatch and Network

Relevant Field–Engineering

professional Qualifications– AEng(ECSL)

Assistant Director Environment, Efficiency and Renewable

Relevant Field–Engineering

professional Qualifications– AEng(ECSL)

Assistant Director English

Relevant Field– Not Specified

Assistant Director Tamil

Relevant Field– Not Specified

Assistant Director Web

Relevant Field–IT

Assistant Director Information Management

Relevant Field–Not Specified

Assistant Director Compliance and Research

Relevant Field–Finance/ Law/ Management

4.2 Age:

Age should not be more than 32 years.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Applications will be calling through public advertisement process followed by a structured interview conducted by a panel appointed by the Commission and evaluated based on a marking scheme given below. Both external and internal candidates shall apply through competitive basis.

4.4 Selection and Evaluation Criteria

4.4.1 Interview1: (Technical and Subject Knowledge and other achievements)

Marks allocated for the interview are as follows:

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Demonstration relevant technical and subject knowledge | 20 Marks |
| Experience of handling teams and teamwork | 15 Marks |
| Demonstration Strategic thinking | 15 Marks |
| Demonstration of operations excellence | 10 Marks |
| Relevant additional experience | 5 Marks/year (max. 20) |
| Relevant additional academic qualifications | 5 Marks/each (max. 5) |
| Relevant additional professional qualifications | 5 Marks/each (max. 5) |
| Other achievements national level achievements | 5 Marks |
| Other achievements global level achievements | 5 Marks |
| Total Marks | 100 |

Threshold of 60 Marks to be acquired by any applicant at the first interview to be qualified for the written examination.

4.4.2 Written examination -100 marks

Threshold of 60 Marks to be acquired by any applicant at the written examination to be qualified for the second interview.

4.4.3 Interview 2 (Soft skills)

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Communication skills | 10 Marks |
| Demonstration leadership | 10 Marks |
| Persuasive skills | 10 Marks |
| Demonstration of negotiations skills | 10 Marks |
| Naturalization skills to new environment | 10 Marks |
| Basic knowledge of PUCSL and its objectives | 10 Marks |
| Basic knowledge of countries' legal structure | 10 Marks |
| Personality and confidence | 10 Marks |
| Ability to explain why he/she should select for the position | 10 Marks |

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Experience in public speaking, talk shows and bilingual skills | 10 Marks |
| Total | 100 Marks |

Threshold of 60 Marks to be acquired by any applicant at the second interview to be qualified for the post.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of AD Category. However, he shall be qualified to be placed at a chosen level of salary scale of the post above the initial step based on the mechanism approved by the Commission, depending on the additional qualifications or seniority he has secured at the time of placement in the position.

4.7 Confirmation :

An employee appointed to this category externally will be on probation for a period of one year. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. Probation period may be extended based on his/her performance.

5. Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6. Definitions: The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER G: SCHEME OF RECRUITMENT FOR THE POST OF MANAGEMENT EXECUTIVE

1. Employee Category:

Management Executive –Lower Junior Management

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

The Management Executive is a lower junior management position of the Commission.

The Management Executive is accountable and responsible for providing support to the senior staff and he shall play an active role in implementing corporate activities and routine activities of his Division to realize the objectives of relevant industry Acts and consumers under the guidance of the senior staff.

He shall monitor and provide guidance in implementation of all the corporate activities planned by his Division. Also responsible and accountable for the file management, Divisional logistic handling and control under the direction and control of the respective senior staff and should also exercise, perform and discharge duties and functions of the Division as may be delegated by the Assistant Directors, Deputy Directors, Director, Deputy Director Generals and Director General.

He shall provide leadership and encouragement to the subordinate staff of the Division in achieving the objectives stipulated in Public Utilities Commission Act and other relevant industry Acts applicable.

(b) Posts falling within this service category:

Management Executive Licensing
Management Executive Inspectorate
Management Executive Consumer Affairs
Management Executive Finance
Management Executive Human Resources and Administration

(c) Nature of Appointment:

Permanent

3. Salary Scale

3.1 The Salary Scale of the employee category

LKR 72,327 + 3,952 x 15

4. Recruitment to Management Executive Category:

4.1 Minimum Qualifications:

4.1.1 External:

A bachelor's degree (SLQFL 5 or equivalent) in relevant field from a university recognized by the U.G.C

And

At least three (03) years' experience in the relevant field after obtaining the first degree.

4.1.2 Internal:

A bachelor's degree (SLQFL 5 or equivalent) in relevant field from a university recognized by the U.G.C

And

At least two (02) years' experience in Management Assistant level category after obtaining the first degree.

Areas of expertise required for each Management Executive position is described below;

Management Executive_Licensing

Relevant Field–Science

Management Executive_Inspectorate

Relevant Field–Engineering/Technology/Science

Management Executive_Consumer Affairs

Relevant Field– Not specified

Management Executive_Finance

Relevant Field– Commerce/ Finance/ Management

professional Qualifications– AAT passed finalist/CSBA/CIMA Dip MA/CMA Operational Level

Management Executive_Human Resources and Administration

Relevant Field– HR

Professional Qualification- Part Qualified PQHRM/Part Qualified CIPD

4.2 Age:

Age should not be more than 30 years.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Applications will be calling through public advertisement process followed by a written examination to be qualified for the structured interview conducted by a panel appointed as given herein. Both external and internal candidates shall apply through competitive basis.

4.4 Selection and Evaluation Criteria

4.4.1 Written examination

-100 marks

Threshold of 60 Marks to be acquired by any applicant at the written examination to be qualified for the first interview.

4.4.2 Interview1: (Technical and Subject Knowledge and other achievements)

Marks allocated for the interview are as follows:

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Demonstration relevant technical and subject knowledge | 20 Marks |
| Teamwork | 15 Marks |
| Demonstration Strategic thinking | 15 Marks |
| Demonstration of operations excellence | 10 Marks |
| Relevant additional experience | 5 Marks/year (max. 20) |
| Relevant additional academic qualifications | 5 Marks/each (max. 5) |
| Relevant additional professional qualifications | 5 Marks/each (max. 5) |
| Other achievements national level achievements | 5 Marks |
| Other achievements global level achievements | 5 Marks |
| Total Marks | 100 |

Threshold of 60 Marks to be acquired by any applicant at the first interview to be qualified for the second interview.

4.4.3 Interview 2 (Soft skills)

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Communication skills | 10 Marks |
| Demonstration leadership | 10 Marks |
| Persuasive skills | 10 Marks |
| Demonstration of negotiations skills | 10 Marks |
| Naturalization skills to new environment | 10 Marks |
| Basic knowledge of PUCSL and its objectives | 10 Marks |
| Basic knowledge of countries' legal structure | 10 Marks |
| Personality and confidence | 10 Marks |
| Ability to explain why he/she should select for the position | 10 Marks |
| Experience in public speaking, talk shows and bilingual skills | 10 Marks |
| Total | 100 Marks |

Threshold of 60 Marks to be acquired by any applicant at the second interview to be qualified for the post.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of ME Category.

However, he shall be qualified to be placed at a chosen level of salary scale of the post above the initial step based on the mechanism approved by the Commission, depending on the additional qualifications or seniority he has secured at the time of placement in the position.

4.7 Confirmation :

An employee appointed to this category externally will be on probation for a period of one year. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. Probation period may be extended based on his/her performance.

5. Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6. **Definitions:** The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER H: SCHEME OF RECRUITMENT FOR THE POST OF MANAGEMENT ASSISTANT

1. Employee Category:

Management Assistant –Non-Executive Category

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

The Management Assistant is a non-executive position of the Commission

The Management Assistant is accountable and responsible for providing support to the senior staff. He shall play an active role in implementing corporate activities and routine activities of his Division to realize the objectives of relevant industry Acts. Also, responsible and accountable for file management, Divisional logistic handling and control under the direction and control of the respective senior staff.

He shall exercise, perform and discharge duties and functions of the Division as may be delegated by the Management Executives, Assistant Directors, Deputy Directors, Director, Deputy Director Generals and Director General.

(b) **Posts falling within this service category:**

Management Assistant

(c) **Nature of Appointment:**

Permanent

3. Salary Scale

3.1 The Salary Scale of the employee category

MA1 - LKR 77,887 + 2,726 x 10

MA2 - LKR 54,947 + 1,924 x 10

MA3 - LKR 38,764 + 1,357 x 10

4. Recruitment to Management Assistant Category:

4.1 Minimum Qualifications:

4.1.1 External:

Advanced Level passed (all three subjects)

And

Credit pass in Sinhala/Tamil and English language in Ordinary Level

Area of expertise required for Management Assistant position in Finance is described below;

Management Assistant_Finance

Relevant Advanced Level Stream– Commerce stream

Professional Qualifications– AAT Certificate Level/CA business level/CIMA or CMA Foundation Level

4.2 Age:

Age should not be more than 25 years.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Applications will be calling through public advertisement process followed by a written examination to be qualified for the structured interview conducted by a panel appointed as given herein. Both external and internal candidates shall apply through competitive basis.

4.4 Selection and Evaluation Criteria

4.4.1 Written examination

-100 marks

Threshold of 60 Marks to be acquired by any applicant at the written examination to be qualified for the first interview.

4.4.2 Interview 1 : (Technical and Subject Knowledge and other achievements)

Marks allocated for the interview are as follows:

| Description | Allocated Marks |
|--|-------------------------|
| Demonstration relevant technical and subject knowledge | 40 Marks |
| Teamwork | 10 Marks |
| Demonstration of operations excellence | 10 Marks |
| Relevant additional experience | 10 Marks/year (max. 10) |
| Relevant additional academic qualifications | 10 Marks/each (max. 10) |
| Relevant additional professional qualifications | 10 Marks/each (max. 10) |
| Other achievements national level achievements | 10 Marks |
| Total Marks | 100 |

Threshold of 60 Marks to be acquired by any applicant at the first interview to be qualified for the second interview.

4.4.3 Interview 2 (Soft skills)

| Description | Allocated Marks |
|--|------------------|
| Communication skills | 10 Marks |
| Demonstration leadership | 10 Marks |
| Persuasive skills | 10 Marks |
| Demonstration of negotiations skills | 10 Marks |
| Naturalization skills to new environment | 10 Marks |
| Basic knowledge of PUCSL and its objectives | 10 Marks |
| Basic knowledge of countries' legal structure | 10 Marks |
| Personality and confidence | 10 Marks |
| Ability to explain why he/she should select for the position | 10 Marks |
| Experience in public speaking, talk shows and bilingual skills | 10 Marks |
| Total | 100 Marks |

Threshold of 60 Marks to be acquired by any applicant at the second interview to be qualified for the post.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of MA 3 Category.

However, he shall be qualified to be placed at a chosen level of salary scale of the post above the initial step based on the mechanism approved by the Commission, depending on the additional qualifications or seniority he has secured at the time of placement in the position.

4.7 Confirmation :

An employee appointed to this category externally will be on probation for a period of one year. He / She will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. Probation period may be extended based on his/her performance.

5. Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6. Definitions: The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER I: SCHEME OF RECRUITMENT FOR THE POST OF DRIVER

1. Employee Category:

Driver –Non-Executive Category

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

The Driver is a non-executive position of the Commission.

The Driver is accountable and responsible for providing support to the staff. Driver shall play an active role in implementing corporate activities of the Commission to realize the objectives of the Commission.

(b) Posts falling within this service category:

Driver

(c) Nature of Appointment:

Permanent/ Contract basis

3. Salary Scale

3.1 The Salary Scale of the employee category

DR 1 - LKR 72,530 + 2,539 x 10

DR 2 - LKR 47,468 + 1,982 x 10

DR 3 - LKR 36,097 + 1,065 x 10

4. Recruitment to Driver Category:

4.1 Minimum Qualifications:

4.1.1 External:

Ordinary Level Examination passed

And

At least Five (5) years' driving experience

And

Valid Driving License in Sri Lanka to drive Car, Dual Purpose Vehicle and Bike

4.2 Age:

Age should be between 25 - 35 years.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 Recruitment Procedure:

Applications will be called through public advertisement process followed by a structured interview conducted by a panel appointed as given herein. Candidates shall apply on a competitive basis.

4.4 Selection and Evaluation Criteria

4.4.1 Practical test

-100 marks

Threshold of 80 Marks to be acquired by any applicant at the practical test to be qualified for the interview.

4.4.2 Interview: (Technical and Subject Knowledge and other skills)

Marks allocated for the interview are as follows:

| Description | Allocated Marks |
|---|-----------------|
| Demonstration of operations skills | 10 Marks |
| Relevant additional experience | 10 Marks |
| Relevant additional academic qualifications | 10 Marks |
| Communication skills | 10 Marks |
| Demonstration of negotiations skills | 10 Marks |
| Naturalization skills to new environment | 10 Marks |

| Description | Allocated Marks |
|--|------------------|
| Basic knowledge of PUCSL and its objectives | 10 Marks |
| Personality and confidence | 10 Marks |
| Ability to explain why he should select for the position | 10 Marks |
| Experience in public speaking, talk shows and bilingual skills | 10 Marks |
| Total | 100 Marks |

Threshold of 60 Marks to be acquired by any applicant at the interview to be qualified for the post.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of DR 3 Category.

4.7 Confirmation :

An employee appointed to this category externally will be on probation for a period of one year. He will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. Probation period may be extended based on his / her performance.

5 Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1)(b) of the PUCSL Act 35, 2002.

6 Definitions: The pronoun “he” and its derivatives are used for any person, whether male or female.

CHAPTER J: SCHEME OF RECRUITMENT FOR THE POST OF OFFICE ASSISTANT

1. Employee Category:

Office Assistant –Non-Executive Category

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

The Office Assistant is a non-executive position of the Commission.

The Office Assistant is accountable and responsible for providing support to the staff. Office Assistant shall play an active role in implementing corporate activities of the Commission to realize the objectives of the Commission.

(b) **Posts falling within this service category:**

Office Assistant

(c) **Nature of Appointment:**

Permanent

3. **Salary Scale**

3.1 **The Salary Scale of the employee category**

OA 1 - LKR 72,530 + 2,539 x 10

OA 2 - LKR 47,468 + 1,982 x 10

OA 3 - LKR 36,097 + 1,065 x 10

4. **Recruitment to Office Assistant Category:**

4.1 **Minimum Qualifications:**

4.1.1 **External:**

Ordinary Level passed

And

Valid Motorcycle Driving License in Sri Lanka

4.2 **Age:**

Age should not be more than 25 years.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.3 **Recruitment Procedure:**

Applications will be called through public advertisement process followed by two structured interviews conducted by a panel appointed as given herein. Candidates shall apply on a competitive basis.

4.4 **Selection and Evaluation Criteria**

4.4.1 **Interview: (Technical, Subject Knowledge and other skills)**

Marks allocated for the interview are as follows:

| <i>Description</i> | <i>Allocated Marks</i> |
|--|------------------------|
| Demonstration of operations skills | 10 Marks |
| Relevant additional experience | 10 Marks |
| Relevant additional academic qualifications | 10 Marks |
| Communication skills | 10 Marks |
| Demonstration of negotiations skills | 10 Marks |
| Naturalization skills to new environment | 10 Marks |
| Basic knowledge of PUCSL and its objectives | 10 Marks |
| Personality and confidence | 10 Marks |
| Ability to explain why he should select for the position | 10 Marks |
| Experience in public speaking, talk shows and bilingual skills | 10 Marks |
| Total | 100 Marks |

Threshold of 60 Marks to be acquired by any applicant at the interview to be qualified for the post.

4.5 Date of Qualifying:

The applicant would be treated as qualified only if he has completed the necessary qualifications specified under 4.1 and 4.2 before the closing date of applications.

4.6 Salary at Recruitment:

Persons recruited will be placed at the initial step of the salary scale of OA 3 Category.

4.7 Confirmation :

An employee appointed to this category externally will be on probation for a period of one year. He will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. Probation period may be extended based on his/her performance.

5. Appointing authority:

Appointing authority will be the Commission of the Public Utilities Commission of Sri Lanka as per section 12(1) (b) of the PUCSL Act 35, 2002.

6. Definitions: The pronoun “he” and its derivatives are used for any person, whether male or female.

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