

**Promotion of Grama Niladharies who have completed 15 years of service to Grade 1 of the service with effect from 01-10-2009 on seniority and merit as per Cabinet Decision arrived at the Cabinet Meeting held on 16-09-2009.**

Applications are hereby called from Grama Niladharies in Grade II who were in service as at 01-10-2009 and have possessed following qualifications, to promote to Grade I on seniority and merit.

*1. Prescriptions for promotions*

Grama Niladharies who have satisfied qualifications in No: 2 below will be interviewed by and interview board appointed by me. Accordingly, marks will be allocated considering their seniority and merit. Candidates who have proved basic qualifications at the interview based on the revision made in procedure of promotion as per the cabinet decision will be promoted to Grade I from 01-10-2009.

*2. Qualifications*

- a. Shall have completed 15 years in service in Grade II of Grama Niladhari Service as at 01-10-2009 including the period of absorption to Provincial Public Service. (If the officer has been absorbed into Grama Niladhari Service whilst serving as Samurdhi/Govi Animator/Agriculture Extension Officer/Special Services Officer/Cultivation Officer, his permanent service in the previous service shall also be included in the 15 years of service in Grade II. Further when calculating the service of officers who lost their posts in 1977 due to political reasons and have been reinstated in service in 1995 as per the Cabinet Decision No: CP/97/0419/05/016, the service period from the date of first appointment in 1977 shall be taken into consideration)
- b. Shall have completed five years satisfactory service in Grade II of Grama Niladhari Service immediately preceding 01-10-2009 and earned salary increments due within that period.
- c. Shall have passed the efficiency bar examination as prescribed in the procedure of recruitment of Grama Niladhari Service before 01-10-2009.

*3. Salary scale*

- i. Grade I of Grama Niladhari Service - Monthly - Rs. 16680 - 09 x 240 - 10 x 320 - Rs. 22040 (as per Public Administration Circular No: 06/2006 (iv) )
- ii. Officers who are promoted will be placed on due salary step of the above salary scale in consistent to the provisions of PA Circular 06/2006 and revisions which have already been and would be made to the above circular.

#### *4. Method of Promotion*

Candidates will be called for an interview as to whether they have satisfied qualifications mentioned in Para II.

- (a) 20 marks for satisfactory service records – 2 marks will be allocated for each year of satisfactory service falling before the satisfactory service of five years prior to due date.
- (b) 20 marks for commendations – 4 marks will be allocated for commendation certificates issued in accordance with the approved form. Two marks will be allocated for each of other commendation certificates.
- (c) 10 marks for creating activities
- (d) 30 marks for seniority – two marks will be allocated for each year of satisfactory service beyond 15 years of service.
- (e) 20 marks for the service experience and candidate's understanding on entrusted duties.
  
- (f) Candidates, who are recommended by the interview board to the effect that they have satisfied basic qualifications as per the decision of the cabinet of Ministers, will be promoted with effect from 01-10-2009. However, the officer will not have any right for the promotion if he was not in the service by 01-10-2009.

#### *5. Calling of applications*

- i. Application should be perfected in duplicate. One of these applications should be sent by registered post to relevant District Secretary through Divisional Secretary before 20.09 2010. The other copy should be filed in the personal file.
- ii. District Secretary should send a document containing particulars of applications received on due date to the Ministry within two weeks. (It is not required to send applications)
- iii. Candidates should prepare their applications strictly in accordance with the specimen form. Candidates may prepare their applications either on a computer or using a typewriter and it should be perfected with the inclusion of their particulars accurately and clearly.
- iv. Copies of any document or documents should not be attached to the applications. However, they should be kept at hand by the candidate to submit them whenever requested.

- v. Applications which are incomplete and which are not forwarded through the channel indicated in this notification will be rejected.

D. Dissanayake  
Secretary  
Ministry of Public Administration & Home Affairs

Ministry of Public Administration  
& Home Affairs,  
Independence Square,  
Colombo 07.  
29 July 2010.

Specimen Form of Application  
(Application should be prepared on paper of A4 size using both sides)

**Application for Promotion to Grade I of Grama Niladhari Service on merit**

Part I

1. i. Name with initials: -----  
Names denoted by initials: -----
2. i. Official Address: -----  
ii. Private address: -----
3. NIC No: -----
4. Date of Birth: -----
5. Period of service in the post of Grama Niladhari as at 01-10-2009 :  
Years ----- Months----- Days-----
6. Date of first appointment to the public service:-----
7. Date of appointment/absorption to Grama Niladhari service:-----
8. Particulars of absorption, if the officer has been absorbed to Grama Niladhari service (Please complete the relevant para) :

	Service	Date of Appointment	Period of Service
A	Service as a Special Services Officer		
B	Cultivation Officers' Service		
C	Agriculture Extension Service		
D	Samurdhi or Govi Niyamaka Service		
E	Other		

9. i. Name and number of the Grama Niladhari Division where the officers serves at present :-----  
ii. Divisional Secretary's Division to which the above grama niladhari service belongs:-----  
iii. District :-----

10. Districts and Divisional Secretary' Division where the officer has served (including durations)

District	Divisional Secretary's Division	Duration	
		From	To

11. i. Whether all salary increments within the service period have been earned? :-----  
 ii. If not, furnish particulars: -----
12. Particulars of the release to other service, if you have/had been released for the service in a corporation or any other service:-----
13. Particulars of no-pay leave obtained for foreign employment or any other purpose, if any:-----
14. Creative activities of the candidate during the service period (Indicate the activities carried out and people benefited etc:-----
15. Commendations received during the service period:-----
16. Whether any disciplinary action has been taken against you. If so, furnish particulars: -----

I \_\_\_\_\_ do hereby certify that the above particulars mentioned above by me are true and correct. I am fully aware that I am liable to be disqualified for the promotion to Grade I of the service and also liable to be subjected to disciplinary action if any particular furnished by me is found to be false. Further, I have no objection for taking above action against me.

Date:-----

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 Signature of Applicant

Part II  
To be completed by Divisional Secretary

District Secretary,  
District Secretariat

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I hereby certify that

- i. the particulars mentioned by Mr./Mrs./Miss-----  
have been compared with the particulars in his/her personal file and  
found to be true and correct and
- ii. Disciplinary action are not being taken/is not intended to be taken  
against her/him and
- iii. His/her service had been satisfactory during the immediately  
preceding five years and he/she has been appointed to Grade II of  
Grama Niladhari Service with effect from \_\_\_\_\_ and  
promoted/exempted beyond efficiency bar and this application has  
been filed in the personal file of the officer.

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Divisional Secretary

Name:-----

Designation:-----

Official Stamp:-----

Date:-----