

17. *Transitional Arrangement.*—

(a) Present scheme of promotion of Class II of the service will be remain up to 31.12.2005.

(1) The promotion scheme enumerated in section 14 and 15 shall be fully operative after four years from the date of publication of the minute in the government *gazette*.

(2) However, during the intervening four years, the promotions will be made in the following manner.

(a1) 50% of the promotion to class II : An officer who completes 10 years service in the Class II Grade II during the transitional period will be eligible to be promoted to a vacancy in Class II if he/she ;

(i) has passed or has been exempted from the 1st and 2nd Efficiency Bar Examination on the due date.

(ii) has passed or has been exempted from sitting for the Second Language examination.

(iii) has successfully completed the General Management Course conducted by the Sri Lanka Institute of Development Administration.

(iv) has earned on the due dates all the increments during the period of 5 years prior to his/her becoming eligible for promotion.

(v) has not been subject to any disciplinary punishment for any offence committed during a period of 5 years immediately prior to his/her becoming eligible for promotion.

(a2) Appointments of the 10% of the Class II will be promoting under the section (13.3).

(a3) Appointments to 40% of the vacancy of the class II under the section (13.2) of the minute.

(b) *Promotion to Class I.*—An officer who is absorbed into the Class II of the Service under sub paragraph 18(iii) of this Minute will be eligible to be promoted to the vacancies in Class I of the Service strictly on seniority and merit if he/she

(i) has earned on the due dates all the increments during the period of 05 years prior to his/her becoming eligible for promotion ;

and

(ii) has not been subject to a disciplinary punishment for any offence committed during a period of 5 years immediately prior to his becoming eligible for promotion.

Recommendations for promotion to this Class will be made after an interview by a Selection Board approved by the PSC. For this purpose, the Board shall interview such in a number not exceeding three times the number of vacancies to be filled.

(c) *Promotion to Special Grade.*—An officer will be absorbed into Class I of the Service on the effective date of this Service under para. 18(ii) of the Minute. The vacancies in the Special Grade will be filled in the following manner :-

(i) 80% of the posts will be filled by promoting officers who have completed 5 years service in Class I during the interim period and who obtained qualifications under sub-para 14(1)(d) or 19(1)(b) on seniority and merit of this Service if :

- (a) they have earned all increments during the preceding 5 years prior to becoming eligible for promotion,
 - (b) they have not been disciplinary dealt with during the preceding 5 years,
 - (c) their work and conduct is good as reflected in the Annual Performance Appraisal Reports of such officers.
- (ii) 20% of the posts will be filled by promoting officers who have completed 10 years service in Class I during the interim period and who fulfilled the requirement under sub-para 14(1) (b) and 19(1) (b) of this Minute, if ;
- (a) they have earned all increments during the preceding 5 years,
 - (b) they have not been disciplinary dealt with during the preceding 5 years,
 - (c) their work and conduct is good as reflected in the Annual Performance Appraisal Reports of such officers.

Note 1 :

An officer who has already been appointed to the post in the Special Grade will be considered for the vacancies mentioned in 17(c)(i) without 5 years service in Class I, if he or she has obtained the qualifications mentioned in 14(1) (d) of this Minute.

Note 2 :

An officer who has already been appointed to a post in the Special Grade without the qualifications mentioned in 14(i) (d) or 19(i) (b) of this Minute will be considered for the post mentioned in sub-para 17(c) (ii) during the interim period.

For this purpose a board consisting of 3 members appointed by the Public Service Commission shall interview such numbers of officers not exceeding thrice the number of vacancies to be filled.

18. *Absorption of Serving Officers into the new class Structure of the Sri Lanka Administrative Service.*—Officers in the service on the prescribed date shall be absorbed into the reconstituted of the Sri Lanka Administrative Service in the following manner :

- (i) Into the Special Grade of the Service :

According to the Section 17 (c)

- (ii) Into Class I of the Service :

All officers who are on the prescribed date in Class I of the Sri Lanka Administrative Service. If number of officers to be absorbed exceeds the approved cadre, the number shall be absorbed in supernumerary basis.

- (iii) Into Class II of the Service :

All officers who, on the prescribed date, are in Class II Grade I of the service.

- (iv) Into Class III of the Service :

All officers who, on the prescribed date, are in Class II Grade II of the Service.

19. *Salary of officers on Absorption to the Service.* — The officers absorbed into the reconstitute Sri Lanka Administrative Service in terms of paragraph 18 of this minute will be placed on the corresponding salary scale effective from 01st January, 2005, converted under step-for-step basis on the salary scales given in Section 3 of this Minute, subject to the following conditions ;

- (1) Officers absorbed into the Class I of the Service under Section 18(ii) of the Minute shall satisfy the following requirements during a period of four years from the date of publication of the Minute in the *Government Gazette*.
 - (a) Obtain qualifications required under paragraph 14(1)(d) of this Minute ;
or
 - (b) Submit a written paper on an issue relating to Public Administration, Management, Public Policy, Economic and Social Development, as agreed in advance with the Director/SLIDA in consultation with the Secretary. The officer should make a presentation on the paper before a panel appointed by the Director/SLIDA.
- (2) Officers absorbed into the Class II of the Service under Section 18(iii) of the Minute shall satisfy the following requirements during a period of four years from the date of publication of this Minute in the *Government Gazette*.
 - (a) Completion of Postgraduate Diploma Course in Public Administration/Management/Public Policy/ Economic and Social Development or and equivalent qualifications acceptable to the PSC.
- (3) Officers absorbed into the Class III of the Service under Section 18(iii) of the Minute shall satisfy the following requirements during a period of four years -

Successful completion of four Training Programmes under Paragraph 9(2)(a) (i) of this Minute, including the General management course.

20. *Option to Retire.*—An officer who is in the Service on the prescribed date and who has not reached the age of optional retirement will on application, be given the option to retire from the Service under Section 7 of the Minute on Pensions. Such option shall be exercised within five years from that date, provided that the PSC is satisfied that he/she was adversely affected by the provisions of this Minute to such an extent as to justify the grant of such concession.

21. *Matters not Provided for.*— The PSC shall determine any matter not provided for in this Minute.

Appendix 'A'

DETAILS OF THE OPEN COMPETITIVE FOR APPOINTMENT TO THE CLASS III OF SRI LANKA ADMINISTRATIVE SERVICE {PARAGRAPH 5(1)}

1. *Method of Testing.*—

- (1) A written examination in the following subjects :
 - (a) General Intelligence - Duration 1 hours, 100 marks
 - (b) Essay and Precis - Duration 2 hours, 100 marks
 - (c) General Knowledge - Duration 2 hours, 100 marks
 - (d) Aptitude for management - Duration 2 hours, 100 marks.

All candidates should sit all papers and obtain a minimum of 40% marks in each paper to qualify for the oral test.

(2) *The Structured Oral Test - 100 marks.*— Selection of those to be summoned for the oral Test will be made from among those who have sat all the papers in the written examination. Only those candidates who obtain a minimum of 40% marks in each paper and a sufficiency high aggregate of marks, as determine by the PSC will be eligible to be called for the Oral Test. If there is an adequate number of such persons, twice the number of candidates as there are vacancies will be called for the Oral Test. Marks scored by a candidate in the written papers will not be made available to the Board that conducts the Oral Test. (Marking Scheme will be approved by the appointing authority/PSC as the recruitment stage).

2. The number to be appointed at any one time will be decided by the PSC.

3. *Syllabuses :*

(1) *Written Examination :*

(a) General Intelligence - (Duration 1 hour, and 100 marks) :

To asses the candidate's capacity for comprehension, qualification and preception of time-space relations by measuring the candidate's inferences and responses to problems presented in verbal, numerical and spatial contexts.

(b) Essay and Precis - (Duration 2 hour, and 100 marks) :

To test the candidate's capacity for conceptualization, critical reasoning and his judgment abilities in the development, organization and presentation of ideas and information on an topic/theme chosen by the candidate from a given set of topics/themes ; and the ability to comprehend a fairly complex passage, a piece of written or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(c) General Knowledge - (Duration 2 hours - 100 marks) ;

To test the candidate's awareness and understanding of the social, cultural, educational, scientific political, economic and any other relevant factors operating at the national, regional and global environment of organizations as well as of our soceity.

(d) Aptitude for management - (Duration 2 hours ; and 100 marks) ;

This paper is designed to asses the candidate's aptitude for sound management, as reflected in the candidate's responses to problems and situations requiring diagnosis and decision making, dealing with interpersonal relations, communicating and developing policy and strategy, and managing self.

Appendix 'B'

DETAILS OF THE LIMITED COMPETITIVE FOR APPOINTMENT TO THE SRI LANKA ADMINISTRATIVE SERVICE {PARAGRAPH 5(2)}

1. *Method of Testing.*—

(1) A written examination in the following subjects :

- | | | |
|----------------------------|---|-----------------------------|
| (a) General Administration | - | Duration 3 hours, 100 marks |
| (b) Financial Regulations | - | Duration 3 hours, 100 marks |
| (c) Case Study | - | Duration 2 hours, 100 marks |

All candidates should sit all papers and obtain a minimum of 40% marks in each paper to qualify for the oral test.

- (2) Oral Test - 100 marks.— Selection of those to be summoned for the Oral Test will be made from among those who have sat all the papers in the written examination. Only those candidates who obtain a minimum of 40% marks in each paper and a sufficiently high aggregate of marks, as determine by the PSC will be eligible to be called for the Oral Test. If there is an adequate number of such persons, twice the number of candidates as there are vacancies will be called for the Oral Test.

Marks scored by a candidate in the written papers will not be made available to the Board that conducts the Oral Test. Marking Scheme will be approved by the PSC/Appointing Authority at the recruitment stage.

2. *The number to be appointed at any time will be decided by the PSC.*

3. *Syllabuses :*

(1) *Written Examination*

(a) *General Administration :*

Candidates will be given a paper to test the candidates' knowledge in good office practice and systems, current circular instructions and the Provisions of the Establishments Code. Special reference will be made to Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII.

(b) *Financial Regulations.—*

- (i) The Financial Regulations of the Government Part I (except chapter X).
(ii) The Estimates of the current year - their arrangements, the heads of Revenue, the Finance and appropriation acts.
(iii) Ordinance related to specific accounts maintained in Kachcheries.

(c) *Case Study—* A paper designed to test the candidate's power of constructive thinking and problem solving ability. The candidate will be presented with one or more situations posing problems to which solutions are required.

Appendix 'B 1'

ELIGIBLE SERVICES UNDER PARAGRAPH 5 (II)

Services or Grades :

(a) An Officer in any of the following combined Services under the control of the Director General of Combined Services :-

Management Assistant Service and Translators, Librarian.

(b) An officers in any of the following Clerical Services :-

Railway, Government Press, Health.

(c) An officer in any of the following Department Grade or who had been in such a grade and subsequently absorbed to a Similar Grade in the Provincial Public Service.

<i>Ministry</i>	<i>Department</i>	<i>Grade</i>
All Ministries		Assistant Secretary (Non SLAS), Public Relation Officer.
Youth Affairs and Sports		Assistant Director (Sports) District Sports Officer, Sports Officer
Finance and Implementation	Policy Planning and Implementation	Project Officer, Statistical Survey Officer, Statistical assistant Plan and Implementation Officer
Public Security law and Order	Emigration and Immigration	Senior Authorized Officer Authorized officer
	Registration of Persons	Assistant Commissioner (Departmental)
Presidential Secretariat	Census and Statistics	Statistics Investigation
Indigenous Medicine	Ayurvedic	Hospital Secretary, Investigation Officer
Social Welfare	Social Service	Assistant Director (Departmental)
		Superintendent of State Home for the aged and infirmed
		Superintendent of Rehabilitation of Disabled institute of Social Welfare Social Service Officer.
	Probation and Child Care	Head Master, Head Mistress, Probation Officer, Warden, House Master, Home Mistress.
Land	Land Commissioner	Land Officer, District Land Officer (Departmental), Land Ytilization, Planning Officer, Kachcheri Surveyor, Colonization officer.
Public Administration and Home Affairs		Grama Niladari
	Official Language	Research Assistant, Translator
Labour		Assistant Commissioner (Departmental)
Small and Rural Industries		Industrial Assistant