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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு
Ministry of Public Administration and Home Affairs

හිඳහස් වතුරඟුය, කොළඹ 07. சுதந்திர சதுக்கம், கொழும்பு 07. Independence square - Colombo 7.

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எனது இல } உமது இல } நிகதி } 09.06.2014
My No } Your No. } Date }

Secretaries to Ministries
Chief Secretaries of Provinces
District Secretaries.

**Promotion of officers in Grade I of Sri Lanka Administrative Service to
Special Grade (01.01.2013 - 01.01.2014)**

- (01) As per the provisions mentioned in section 2.14 of schedule II of Sri Lanka Administrative Service Minute published in gazette (Extra Ordinary) No. 1842/2 dated 23.12.2013, approval of the Public Service Commission has been granted to call the applications from the officers who have satisfied qualifications on seniority to fill existing vacancies in the approved cadre in special grade from 01.01.2013 to 01.01.2014.
- (02) Accordingly, action is being taken to call, applications from officers who have satisfied qualifications and interview 124 officers as per the order of the seniority list in order to fill 62 existing vacancies in special grade in Sri Lanka Administrative Service as at a foreside dates.
- (03) Qualifications to be satisfied for promotion to Special Grade
- Having a post graduate degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute at least in one of the fields such as Public Administration, Management, Public Policies, Human Resource Management, Economics, Development Economics, Social Development, Law, Financial Management, Project Planning and Management, Information Technology or other fields approved by the Public Service Commission on the recommendation of the Secretary of the Ministry in charge of the subject of Public Administration as appropriate to obtain knowledge and skills to perform multi management functions entrusted to the officers in Sri Lanka Administrative Service.
 - Having completed a minimum of five (05) years active and satisfactory service in Grade One (I) of the service as at the date of becoming eligible for promotion and earned five (05) increments after being promoted to Grade One (I)
 - Having completed an active period of service not less than eighteen (18) years as at the date of promotion.

- IV. Showed an annual performance of satisfactory or above satisfactory level throughout the period of five (05) years immediately preceding the date of becoming eligible for promotion according to the approved performance appraisal scheme
- V. Possessed a satisfactory period of service during the period of five (05) years immediately preceding the date of promotion and not being subjected to a disciplinary punishment.

(04) Method of promotions:

4.1 Recommendations for appointments to special grade shall be made after the observation received from a board of selection consists of three members appointed by the Public Service Commission. A number of candidates' equivalent to twice the number of existing vacancies shall be interviewed.

4.2 Promotion to special grade shall be made based on the total evaluation on the seniority of the officers. The seniority list relevant to each date of promotion shall be prepared on the order of the seniority existed before the promotion of officers who become qualified to be promoted on each date.

(05) As all the vacancies filled from 01.01.2013 to 01.01.2014 Officers who have satisfied qualifications shall send their applications filled with the recommendation to the date of becoming eligible for promotion and to the date of 01.01.2014 in accordance with the specimen attached herewith, to reach the Secretary, Ministry of Public Administration through Secretary's of respective Ministries, Chief Secretaries and Heads of Departments before **07.07.2014**. Under no circumstance, application sent after above date shall be accepted and applications, which are incomplete and with false information, shall be rejected.

(06) Those officers, who have been in the service up to the date on which they become qualified for promotions in relation to above dates or after that date and **possessed qualifications prescribed for promotions in para 4 above**, but did not receive promotion even though appeared for interview or who could not apply for promotion, shall apply for these promotion even though they are now retired.

(07) If officers who have not satisfied required qualifications to be promoted to special grade in Sri Lanka Administrative Service on due date, you are kindly informed to submit it to me along with your recommendations.

(08) Kindly note to make the relevant officers aware in this regards.

(09) Relevant applications form, calling list of names and soft copies of other formats can be downloaded through www.pubad.gov.lk

Sgd / P.B. Abeykoon,
Secretary,
Ministry of Public Administration and
Home Affairs.