

Public Administration Circular : 12/2019

My Number : VI/වි.ඉ.උ./Cir/TS
Ministry of Public Administration &
Disaster Management
Independence Square
Colombo 07.

21.05.2019

Secretaries of Ministries
Heads of Departments
District Secretaries
Divisional Secretaries

Promotion to Special Class of Translators' Service on seniority in accordance with the Minute on the Translators' Service

Applications are hereby called from officers in Translators' Service who become eligible to be promoted to Special Class as per the provisions in Minute on the Translators' Service published in the gazette extraordinary No. 829/7 dated 26th July 1994.

02. The salary segment MN 6-2006 (Step 23) of Public Administration Circular 06/2006(IV) dated 24.08.2007 is determined to this post and the monthly salary scale relevant to this post is Rs. 25,345 – 450 x 15 – 31,545.

03. Methodology for evaluation :-

Appointment to a number of vacant posts which is equivalent to 40% from the total number of posts fallen vacant in the Special Grade will be made on seniority. The order of the priority for this purpose will be determined by a board appointed by the Director General of Combined Services based on the order of the marks allocated on the seniority and experience.

	Total Marks
I. Seniority	60
II. Experience	40
	<u>100</u>

I. Seniority:-

For the purpose of allocating marks for the seniority, 06 marks will be allocated per each year of active and satisfactory service fallen after the completion of active and satisfactory service of 08 years in Class I of Translators' Service subject to a maximum of 60 marks. Three marks will be allocated for a period of service of more than six months but less than one year. Marks will not be allocated for a service which is less than six months.

II. Experience:-

Four marks will be allocated subject to a maximum of 40 marks for a satisfactory period of one year as an acting officer in Special Class of Translators' Service.

04. Qualifications for promotion to Special Class
- I. Should have been confirmed in the post.
 - II. Should have completed an active and satisfactory service of 08 years in Class I and earned 08 salary increments.
 - III. Should have passed the efficiency bar examination within the prescribed period.
 - IV. Should have acquired the competency in second language within the prescribed period.
05. All the officers belonging to Translators' Service, who become eligible to be promoted to Special Class and serving in ministries and departments, should submit their applications prepared in accordance with the specimen attached herewith to the respective Heads of Departments. Accordingly, the Heads of the respective departments should certify that the particulars in the application are correct and then submit the application to the Director General of Combined Services along with the recommendation of the Secretary of the respective ministry and certified copies of the certificate of birth, letter of appointment, letter of confirmation, letter of absorption to Class I, educational certificates and other relevant certificates to prove the qualifications of the officer.
06. The closing date of applications is 26.06.2019.
07. Kindly take action to make the officers aware of the above facts.

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Administration &
Disaster Management

Specimen Application

Application for promotion to Special Class as per the provisions of the Minute on Translators' Service published in the gazette extraordinary No. 829/7 dated 26th July 1994

01. Service station

- i. Ministry :-
- ii. Department :-
- iii. Sub office :-

02. Name of the officer as indicated in the letter of appointment :-

Mr./Mrs./Miss.....

03. Name after change if any change has been made :-

.....

04. Date of birth :-

.....

05. Permanent personal address:-

.....
.....

06. Date of first appointment to the Translators' Service :-

.....

07. i Number of the letter of appointment :-

.....

ii Date of the appointment :-

.....

08. Have you been confirmed in service? :- Yes / No

09. Educational qualifications:-

i

ii

iii

iv

v

10. Date of completion of an active and satisfactory service period of 08 years in Class I of Translators' Service:-

11. If you have served as an acting officer, mention the particular date of appointment :-

12. Date of passing the relevant efficiency bar examination:-

13. Date of passing the relevant language proficiency :-

14. I,.....
(Full name) serving in Class of the Translators' service at the Ministry/ Department/ Office of
hereby declare that all the particulars furnished by me are true and accurate and I become eligible to be promoted to Special Grade as per the provisions of the Minute on Translators' Service published in the gazette extraordinary No. 829/7 dated 26th July 1994.

Date :-

.....
Signature of the officer

Attestation of the Head of the Department

I hereby certify that the particulars furnished from 1 to 12 in the application for promotion to Special Grade submitted by Mr./Mrs./Miss.....holding a post of Translator in Classat the Ministry/ Department/ Office ofare accurate as per his/ her personal file. The following information regarding the officer is submitted herewith.

I. Particulars on leave on half pay / no pay obtained during the period of service :-

.....
.....

II. The total period of service the officer has served as a Translator as at the date on which the officer applies for the promotion :-

III. Whether the officer has completed an active and satisfactory period of service and earned all the salary increments during the 08 years:-

.....

IV. Whether disciplinary action has been taken against the officer? (Mention the details if any)

.....
.....

V. Acting period

Service station	From – to	Duration

VI. Recommendation of the Head of the Ministry/ Department / Institution :-

I hereby recommend the promotion of this officer to Special Class from

Date:-

Signature of the Head of the Department :-

Name :-

Post :-

Official stamp

Recommendation of the Secretary of the Ministry

I hereby recommend the above recommendation made by the Head of the Department.

Date :-

Signature of the Secretary of the Ministry :-

Official Stamp