

## Public Service Commission

### Promotion of Officers in Grade 1 of the Sri Lanka Scientific Service to Special Grade on the basis of Seniority and Merit

As per the provisions in Section 10.3 of the Minute of the Sri Lanka Scientific Service, effective from 01.01.2006, published on 28<sup>th</sup> August 2014 in Gazette No. 1877/27 and revised by Gazette Extraordinary No. 1996/25 dated 06<sup>th</sup> December 2016 and the provisions in the approved schemes of recruitment, applications are called for the promotion of qualified officers in Grade I of the Sri Lanka Scientific Service to Special Grade so as to be appointed to the post of Director General of the Department of National Botanic Gardens, which is a post in Special Grade of Sri Lanka Scientific Service.

#### 01. Number of Vacancies:

S/No	Ministry/ Department	Post	Number of Vacancies	Description
01	Department of National Botanic Gardens.	Director General	01	Promotion to Special Grade

#### 02. Qualifications to be fulfilled for Promotion.

- I. Shall have obtained a Post Graduate Degree from a University recognized by the University Grants Commission or any other institution recognized by the University Grants Commission as a degree awarding institution or in the subject area specifically mentioned in the Recruitment Procedure.
- II. Shall have completed five (05) years of active and satisfactory service in Grade I of the Sri Lanka Scientific Service on the date of qualification for promotion and shall have earned five (05) salary increments after promotion to Grade I.
- III. Shall have completed at least 18 years of active service in Sri Lanka Scientific Service on the date of satisfying the qualifications for promotion.
- IV. Shall have proved an annual performance at satisfactory level or above within the five years immediately preceding the date of satisfying the qualifications for promotion.
- V. Shall have not been subject to any disciplinary punishment as per the provisions in Public Service Commission Circular No. 01/2020.

S/No	Department/ Ministry	Post	Qualification
01	Department of National Botanic Gardens.	Director General	Shall be an officer of the Department of National Botanic Gardens who has satisfied all the qualifications from I to V.

### 03 Method of Promotion

- (i) The Public Service Commission carries out the promotion to Special Grade considering the result of the interview conducted by an interview board approved by the Public Service Commission and the number of vacancies.
- (ii) Seniority and merit will be evaluated at the interview. The marking scheme in Annex I is used for this purpose.

04. The officers who are selected subject to the general conditions by which the appointments of the public service are governed, terms and conditions of the Minute of Sri Lanka Scientific Service and the revisions made and to be made in the future to the said Service Minute, shall be promoted to the Special Grade in Sri Lanka Scientific Service in accordance with the number of existing vacancies.

05. Applications perfected in line with the format given below should be sent to reach Secretary, Ministry of Public Services, Provincial Councils and Local Government, Independence Square, Colombo 07” on or before 27<sup>th</sup> of September 2023 via registered post with the recommendation of the Secretary of the Line Ministry, having attested the signature placed before the Secretary of the Line Ministry or an authorized officer to sign for Secretary of the Line Ministry, by the Secretary of the Line Ministry. On the top left corner of the envelope in which the application is sent, the words “Promotion to the Special Grade in Sri Lanka Scientific Service should be clearly indicated. No application received after the said date shall be accepted and complaints on misplaced or lost applications shall not be entertained.

06 In the event of any inconsistency between Sinhala, Tamil and English texts of this notice, Sinhala text shall prevail.

Application can also be downloaded via [www.pubad.gov.lk](http://www.pubad.gov.lk)

On the order of the Public Service Commission,

**Sgd/ K.D.N. Ranjith Asoka**  
Secretary,  
Ministry of Public Administration, Home  
Affairs, Provincial Councils and Local  
Government  
..... September 2023

Ministry of Public Administration, Home Affairs, Provincial  
Councils and Local Government  
Independence Square  
Colombo 07.

**The marking scheme of the interview for promotion to Special Grade of the Sri Lanka Scientific Service**

**01. Seniority** **60**  
**Marks**

- Maximum marks shall be given to the most senior officer.
- Marks for the seniority of the other officers =  $\frac{\text{Maximum marks allocated of for the seniority}}{\text{Extra service period of the most senior officer (Years x12+Months)}} \times \text{Extra service period of the relevant officer (Years x12+months)}$

**02. Merit** **40**  
**Marks**

I.

	<b>Maximum Marks</b>
<p>I. Individual or group work relevant to the field:</p> <p>i. Research Publication (For group publications, the Head of the Department should confirm that the publications were made at the initiative of the relevant officer) - 04 marks for each publication (For maximum of 2 publications)</p> <p>ii. Abstracts</p> <ul style="list-style-type: none"> <li>➤ Local - 02 marks for each abstract (for maximum of 02 abstracts)</li> <li>➤ International - 02 marks for each abstract (for maximum of 02 abstracts)</li> </ul>	08
<p>II. Dissertation – 2.5 marks for each thesis</p> <p>(Marks will be awarded only for dissertations other than the dissertation submitted for the Second Efficiency Bar or Post Graduate degree considered for promotion to Grade I)</p> <p>(Maximum of 2 dissertations)</p>	05
<p>III. Innovation - Head of the Department should ensure that the innovations are successfully implemented under the leadership of the relevant officers (04 points for each innovation)</p> <p>(Maximum of 2 innovations)</p>	08
<p>IV. Newspaper / Magazine Articles - Articles written by the officer himself/herself to educate the public (02 marks for each newspaper / magazine)</p> <p>(Maximum of 2 newspaper/ magazine articles)</p>	04
<b>Total Marks</b>	<b>25</b>

II. Power Point Presentation

(15 Marks)

10 minute Power Point Presentation related to an innovation / innovation task mentioned in I. above.

- |      |  |   |          |
|------|--|---|----------|
| i.   | Objective & Vision related to the Performance of the post to be Selected | - | 03 Marks |
| ii.  | Relevancy  | - | 03 Marks |
| iii. | Creativity / Innovation  | - | 03 Marks |
| iv.  | Time Management  | - | 03 Marks |
| v.   | Proficiency in English   | - | 03 Marks |

Note -

- a) Marks under Criteria (v) above can be obtained only if the applicant conducts the presentation in English language.
- b) The hard copy of the presentation should be submitted to the interview board at the same time. In addition a hard copy of the presentation prepared in English medium is also mandatory.

**Specimen Application**

Application for the promotion to Special Grade of Sri Lanka Scientific Service at the Department

of.....

1. Particulars of the Officer

i. Name in Full in English (in block letters)

.....  
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

ii. Name with initials in English (in block letters) ):.....

.....  
(Ex: GUNAWARDHANA, H. M. S. K.)

iii. Name in Full (In Sinhala):.....

.....

iv. Date of Birth:.....

v. Age as at the Closing Date of Application: .....Years .....Months .....Days

vi. NIC No : .....

vii. Permanent Address :.....

.....

viii. Telephone No :

Office : .....

Mobile :.....

ix. Email:.....

2. Particulars of the Post :

i. Place of work at present and address :

ii. Date of appointment to Grade III:

iii. Date of appointment to Grade II:

iv. Date of appointment to Grade I:

v. Post held at present:

vi. Date of appointment to the post:

vii. Service period in Grade III as at 28.07.2023

viii. Service period in Grade I as at 28.07.2023

3. Seniority

01	Period of active and satisfactory service in the Sri Lanka Scientific Service as at the closing date of applications	
02	Period of active and satisfactory service in Grade I of the Sri Lanka Scientific Service as at the closing date of applications	
03	Whether the officer has obtained/ has not obtained no-pay leave (Mention the dates of no-pay leave, if any)	

4. Qualifications in the relevant field :

4.1. Special contribution made to the relevant field

<b>Researches and Publications</b>	<b>Description</b>	<b>Year</b>
Research Publications		
Dissertations		
Innovations		
Newspaper Articles		

❖ Research abstract should be submitted at the time of interview

5. Declaration of the applicant

I hereby confirm that the above information is as true and correct to the best of my knowledge

Date : .....

.....

Signature of the Applicant

Part II

( Should be completed by the Head of the Department)

Particulars in the application submitted by Mr/Mrs/Miss ....., an Officer in Grade I of Sri Lanka Scientific Service at the Ministry/ Department of ..... are correct/incorrect as per the personal file. I kindly inform that disciplinary actions have not been/have been taken against the officer, such actions are / are not intended to be taken in the future, he/she has earned/not earned the immediately preceding 05 salary increments. I recommend/ do not recommend his/her application.

.....

Signature of the Secretary of the Ministry/ Head of the Department

Official Frank

Date