

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 07.
9th March, 1990.

To: All Secretaries of Ministries,
Chief Secretaries of Provincial Councils,
Heads of Departments, Secretaries to Governors,
Chairmen of Public Corporations
Chairmen of Govt. Owned Companies and
Competent Authorities of Govt. Owned
Business Undertakings.

National Policy for future recruitment to Public Service
Provincial Public Service and the Public Corporation Sector

The Government has decided that future recruitment, and the appointment on promotion to the Public Service, (All Island Services and Central Services) Provincial Public Service, and Public Corporate Sector (Public Corporations, Govt. Owned Companies/Business Undertakings) should be carried out as outlined below:

02. (i) Criteria for recruitment to Clerical grades and above shall be as follows:
- (a) All appointments should be free of political patronage;
 - (b) Appointments should be entirely on merit, subject to criteria (e), (f) and (g) below;
 - (c) All posts should have approved Schemes of Recruitment;
 - (d) Merit should be determined either by a written examination or written test or trace test. In case there is only one applicant there shall be an interview.
 - (e) Recruitment to the Public Service, Public Corporate Sector and companies fully owned by the Government should be distributed to district on the basis of population, subject to (g) below. district population ration (percentages) shall be as per ratio table (Annex I). In the Provincial Public Service, this principle will apply to the Districts within the province concerned, also subject to (g) below. This is operative with effect from 01.01.1990;
 - (f) If certain districts do not absorb the places allocated to such districts (as per (e) above), the number of places will be re-distributed to adjoining districts in the province on the basis of population rations;
 - (g) Recruitment and promotion at the national level should be on the national ethnic proportion, at the provincial level on the provincial ethnic proportion, and at the district level on the district ethnic proportion subject to (a) to (f) above with effect from 01.01.1990;

The composition of the ethnic ration for the Sinhalese community will be 75% of the total number of vacancies. Tamils, persons of Indian Origin and Muslims shall be selected on the ration of 12.7%, 5.5% and 8% respectively. However, if there is a difficulty in determining the exact numbers, a variation of minus or plus 2% could be permissible;

Recruitment and promotion within a Province shall be in accordance with the ethnic ration of that Province and recruitment and promotion within a District shall be in accordance with ethnic ration of that District. provincial ethnic ration (percentages) shall be as per ration table (Annex II).

(h) A viva voce should be only for the purpose of scrutinizing the qualification certificates and relevant physical fitness.

02. (ii) Criteria for recruitment to posts below clerical grades shall be as follows.

(a) Recruitment to all vacancies of posts below clerical grades except in Public Corporate Sector should be at the district level. However, vacancies at the district level should be distributed on the basis that the district having the vacancies gets a ratio which is double its quota with effect from 01.01.1990;

Policy and Principles applicable to the Public corporate Sector will be examined by the Cabinet Sub-Committee and recommendations made to Cabinet;

(b) All appointments should be free of political patronage and be on merit subject to criteria (c) and (d) below. Merit should be determined by examination or written test or trade test;

(c) In recruitment the ethnic shares of the composition of the district shall be ensured subject to (a) above with effect from 01.01.11990. The ethnic ratios of the districts shall be as per ratio table (Annex III);

(d) In distributing the vacancies, if there is any district which does not absorb the places allocated to it, such number of places shall be re-distributed to adjoining districts within the province.

03. All instances of promotions including promotions from grade to grade in

- (i) Public Service,
- (ii) Public Corporation Sector, and
- (iii) Provincial Service

shall be made on the principle of ethnic ratio applicable to such service with effect from 01.01.1990. Where promotions have already been made after 01.01.1990 in regard to earlier year vacancies such as year 1987, 1988, 1989 etc., these promotions should not be disturbed. Ethnic ratio in such instances should be implemented by creating supernumerary posts.

Any other problems that may arise, such as difficulties in instances where automatic promotions from grade to grade have to be made in a service after a certain time period and the existing ethnic composition of the service does not reflect the ethnic ratio, a scheme to overcome such problems will be prepared by the Secretary to the Ministry of Public Administration, Provincial Councils & Home Affairs and the Secretary to the Ministry of Finance.

04. Recruitment to the Provincial Public Service should be made by the respective Provincial Public Service Commissions only after absorption and appointment of officers already in the Public Sector and Local Government Service are completed in terms of Public Administration Circular No: 56/89 of 15.11.1989.

05. The ethnic ratio in exceptional situations may not be applicable, if the total number of promotional positions available are few in number, (e.g. below four in number) and therefore not facilitating such a ratio application. In such cases merit will be the sole criterion of selection. Every such case should be indicated to the Committee set up under para 8 below. If no such case is reported, a Nil report should be forwarded every six months.

06. Appointing authorities should take necessary action to amend existing Schemes of Recruitment. Appointing authorities should ensure that, all information regarding the vacancies in various posts be made known preferably one year, in advance. Where an examination is to be held, the relevant institutions should announce the Syllabus in time, so that candidates could prepare for the various examinations. Examinations and interviews should be conducted in the language of the interviewee's choice.

07. Appointing authorities should establish a Board of Review and make arrangements where necessary for candidates to apply for re-scrutiny of their answer scripts. This Board should have powers to recommend remedial action to cases where it is necessary.

08. The Ministry of Public Administration, Provincial Councils and Home Affairs will set up a Committee to monitor the implementation of provisions above. This Committee will review and evaluate the functioning of this scheme after it has operated for one year and submit its recommendations thereon to the Government.

09. This scheme should be implemented by the Secretaries to Ministries, Chief Secretaries to Provincial Councils, Heads of Departments, Chairmen of Public Corporations, Chairmen of Govt. Owned Companies and Competent Authorities of Govt. Owned Business Undertakings, as a matter of National Policy. The officials earlier mentioned in this paragraph will be held responsible for implementing this scheme.

10. Corporations and Government Owned companies should bring these decisions to the attention of their Board of directors at their next Board Meeting, and record it in the Minutes as a preliminary for implementation.

11. The Cabinet Sub-Committee will review this scheme every six months and where necessary make recommendations to the Cabinet.

Sgd: P.N.M. Fernando
Secretary
Ministry of Public Administration,
Provincial Councils & Home Affairs