

## **02. Qualifications required to be promoted to Special Grade**

- I. Having completed an active and satisfactory service period of 05 years in Grade I of Sri Lanka Engineering Service and having earned the five (05) salary increments after getting promoted to Grade I.
- II. Having completed a service period of not less than 18 years in Sri Lanka Engineering Service as at the date of becoming qualified for the promotion.
- III. Having achieved satisfactory or above annual performance level in the 05 years immediately preceding the date of becoming qualified for the promotion.
- IV. Having completed a satisfactory period of service and having not been subjected to any disciplinary punishment in the 05 years immediately preceding the date of becoming qualified for the promotion.
- V. (a) Having obtained the fellow membership at the Institution of Engineers Sri Lanka or any other similar fellow membership from an engineering institute recognized by Institution of Engineers Sri Lanka. Here, having obtained the fellow membership in the same field of engineering to which the chartered engineering status was obtained and continuously maintaining that fellow membership is a compulsory requirement.

or

(b) Having completed a Post Graduate Diploma/ Degree of not less than 09 months in the field of Engineering or having obtained Post Graduate Degree Certificate in Management or Business Administration and maintained the status of chartered engineer continuously.

## **03. Method of Promotion**

3.1 Officers who have satisfied the required qualifications shall be interviewed by an Interview Board approved by the Public Service Commission and promotions to special grade shall be made by the Public Service Commission considering the service period and merits and depending on the existing no of vacancies.

3.2 Marking Scheme for the Interview is as follows.

**(a) Seniority - (Maximum 60 marks)**

Marks will be allocated for each year which falls after completion of an active service period of 18 years in Sri Lanka Engineering Service and an active and satisfactory period of five years in Grade I, as 06 marks per year, 03 marks for a period not less than 06 months and 1.5 marks for a period not less than 03 months.

**(b) Skills - (Maximum 40 marks)**

**(b.01) Innovativeness and Creativity - 10 marks**

Maximum of 10 marks will be allocated for 04 programmes / projects, 2.5 marks per each, which were implemented successfully by the applicant for improvement of quality and productivity of the institution and service.

*Note – (a) The above programmes/projects will be identified based on the performance reports of the last 05 years of the applicants.*

*(b) Awards, compliments or certificates which prove the successful completion of such programmes/projects should be produced by the applicants at the interview.*

*Or*

*(c) Certificates/ photographs/ drafts/ plans/ technical reports or other documents which prove the implementation of above activities should be produced.*

**(b.02) Professional Skills - Maximum 15 marks**

Engineering skills which should be acquired in various engineering fields when promoting an officer of Sri Lanka Engineering Service from Grade III to Special Grade will be examined.

(a) Engineering Investigation/ Research/ Design & Planning

(b) Implementation of Engineering Construction & Development

(c) Engineering Services/ Maintenance/ Operation & System/ Project Management

15 marks will be allocated for the three tasks above by way of allocating 05 marks for maximum of three years engaged in each task mentioned under (a), (b) and (c) above. (Certificates/ photographs/ drafts/ plans/ technical reports or other documents which prove the implementation of above activities should be produced.

**(b.03) Power Point Presentation****10 marks**

Power Point Presentation of 10 minutes on a project/programme mentioned in (b.01) and (b.02) above.

i.	Objectives and Vision	02 marks
ii.	Relevancy	02 marks
iii.	Creativity	02 marks
iv.	Time Management	02 marks
v.	Proficiency in any other Language	02 marks

*Note: - (a) Marks can be obtained under the above criteria only if the applicant makes this presentation in the link language/ the other official language other than the language in which the applicant was recruited to Sri Lanka Engineering Service.*

*(b) After the presentation, questions will be asked by the Board of Interview from the applicant for 05 minutes.*

*(c) In addition, it is compulsory to produce a hard copy of the presentation prepared in English medium at this time.*

**(b.04) Performance at the Interview****05 marks**

Maximum of 05 marks will be allocated to the applicant under the following criteria in respect of the questions asked by the Board of Interview after the presentation.

i.	Leadership	01 mark
ii.	Communication Skills	01 mark
iii.	Confidence	01 mark
iv.	Analytical Thinking	01 mark
v.	Professional Courtesy	01 mark

*Note*

*At the interview, the documents which prove the relevant skills should be produced and the letters which prove the service experience should be produced along with the certified copies.*

04. Officers who have satisfied the qualifications as at the date of calling applications shall send the application perfected in line with the form attached herewith to reach the Secretary of the Ministry of Public Administration and Management through the Secretaries of Ministries, Heads of Departments before **04.01.2017**, by registered post or by hand. Applications sent after this date shall not be accepted under any condition and the incorrect and incomplete applications shall be rejected.

05. You are informed to forward your application only if you have satisfied the above basic qualifications and those who have full filed the basic qualifications are only invited for the interview.

On the order of the Public Service Commission

J. J. Rathnasiri  
Secretary,  
Ministry of Public Administration and Management  
20.12.2016