

My No: 75/10/CC/2007(3) II
Ministry of Public Administration
And Home Affairs
Independence Square
Colombo 07.
09.07.2014

All Secretaries of Ministries,
Chief Secretaries of Provincial Councils,
Head of Departments,
District Secretaries.

**RELEASE ON SECONDMENT OF OFFICERS IN SRI LANKA ADMINISTRATIVE
SERVICE TO SERVE IN SRI LANKA MISSIONS ABROAD**

Applications are hereby called from the SLAS officers who have the following qualifications for release on secondment to serve in Sri Lanka Missions Abroad.

02. Officers in the SLAS will be eligible to apply if the applicant,
- I. Is a graduate of a University recognized by the University Grants Commission.
 - II. Has completed six years in the service and
 - a. has been confirmed.
 - b. passed first and second E.B. Examinations on the due date as applicable.
 - III. Should not exceed 45 years of age on the closing date of application.
 - IV. Earned all increments on the due date during the 5 years prior to the prescribed date of Application closed
 - V. Not been subjected to any disciplinary punishment
 - VI. Has good command in the English Language/ Foreign Languages
 - VII. Has Computer Literacy.

Selection should be on the performance of an interview.

03. Eligible candidates should forward their **applications prepared according to the Annex 01 and relevant Certified Annexes in a file**, to the Secretary, (Sri Lanka Administration Service Branch, Combined Service Division) Ministry of Public Administration & Home Affairs, Independence Square, Colombo 07, before 11th August 2014.

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

15. Academic Qualifications (Degree/ Post Graduate Diploma/ Post Graduate Degree)

15.1 No.	15.2 Name of the Qualification	15.3 Medium	15.4 Field of study	15.5 University/ Institute	15.6 Whether that university has been recognized by the *UGC as a University	15.7 Duration of the Course. (starting date and ending date)	15.8 Effective date of the qualification	15.9 Status
1.								
2.								
3.								
4.								
5.								

* UGC = University Grants Commissions

(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 15, 15a etc.)

16. Professional Qualifications & Computer Literacy (CIMA, CIM, ACA, ACCA, BCS, ACS, Attorney-at-Law etc.)

16.1 No.	16.2 Name of the Qualification	16.3 Medium	16.4 Field of study	16.5 University/ Institute	16.6 Duration of the Course. (starting date and ending date)	16.7 Effective date of the qualification.	16.8 Status
1.							
2.							
3.							
4.							
5.							

(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 16, 16a etc.)

17. Language Proficiency (English & Other Foreign Languages)

17.1 No.	17.2 Language	17.3 Reading			17.4 Writing			17.5 Speech			17.6 Highest Qualification Obtained	17.7 University/ Institute	17.8 Effective date of the qualification
1.	English	1	2	3	1	2	3	1	2	3			
2.		1	2	3	1	2	3	1	2	3			
3.		1	2	3	1	2	3	1	2	3			
4.		1	2	3	1	2	3	1	2	3			
5.		1	2	3	1	2	3	1	2	3			

1	Excellent	2	Average	3	Poor
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(Certified copies of relevant certificates and the detailed results sheets shall be attached as Annex 17, 17a etc.)

18. Service Records (Start from the first appointment to the SLAS)

18.1 No.	18.2 Service Station	18.3 Designation	18.4 District	18.5 From Date (YYYY: MM: DD)	18.6 To Date (YYYY: MM: DD)	18.7 Duration
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
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16.						
17.						
18.						
19.						
20.						

Application containing all accurate information from 01 to 18 above and **certified copies** of all required documents are hereby **submitted in a file.**

Date :-

.....
Signature of the Applicant
Designation & Official Stamp

Part (b) – To be filled by the Head of the Departments.

Secretary,
Ministry of Public Administration and Home Affairs/ relevant Ministry

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 11, 12, 13, 14, & 18 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct, they have been submitted in perfect manner and further **certified copies** of all relevant documents are hereby attached.
3. Whether any disciplinary action **has been taken/ has not been taken*** against the officer within the service period of SLAS
*(Cross words inapplicable)

If any disciplinary action has been taken,

3.1 The date on which the officer committed the offense:

3.2 Date of issuance of the charge sheet by disciplinary authority:

3.3 Date of issuance of the disciplinary decision by the relevant authority :

3.4 Other information :

4. No pay/ Half pay leave has been/ has not been obtained by the officer within the service period of SLAS If obtained;

Time period of Leave From: To:

Duration:

Years		Months		Dates	
Y	Y	M	M	D	D

5. Work, attendance and conduct of Mr./ Mrs./ Miss., are satisfactory. Further the officer's performance, leadership, capability and the capacity to hold posts and responsibilities have been taken in to consideration. Accordingly, the release on secondment of the officer is here by recommended to serve in Sri Lanka Missions Abroad

6. Application perfected in each and every way, and the **file containing certified copies of relevant documents which have been numbered consecutively** are sent herewith.

.....
Signature of the Head of the
Department/ Institution,
Designation and Official Stamp

Date:-

Note :- cross words in applicable

Part (c) - To be filled by the Secretary of the respective Ministry.

Secretary,
Ministry of Public Administration and Home Affairs

1. I agree/ do not agree with the recommendations made by the Head of Department/ Institutions on the work and conduct of Mr./ Ms./ Miss., officer in Class of Sri Lanka Administrative Service.

2. The work/ conduct/ special skill and performance of the officer have been duly evaluated.

3. The release on secondment of Mr./ Mrs./ Miss. is here by recommended* to serve in Sri Lanka Missions Abroad

*(Indicate reasons if the release on secondment is not recommended)

4. Application perfected in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively are sent herewith.

.....
Secretary
Ministry of
Official Stamp

Date:-