

My No: EST-4/02/MSF/0419
Ministry of Public Administration,
Management and Law & Order
Independence Square
Colombo 07.

23.08.2018

Secretaries to Ministries

**Confirmation of Management Assistant and Primary Category Officers
belonging to the Support Staff of Hon. Ministers/ Deputy Ministers**

It has been decided at the meeting of the Cabinet of Ministers held on 11.10.2016 to confirm the employees, who have been recruited to the staff of Hon. Ministers/ Deputy Ministers from persons outside the Public Service and satisfied the following qualifications.

- i. Shall be an employee who has been recruited to the staff of Hon. Ministers/ Deputy Ministers from persons outside the Public Service and completed a continuous service of 03 years, including the weekends and public holidays, in a post belonging to Primary Service category and Management Assistants' Service.
- ii. Shall have satisfied the qualifications as per the approved Service Minutes or Schemes of Recruitment applicable to the posts to which they are appointed.

02. The respective Heads of the Institutions should take necessary action to appoint all the employees, who are eligible to be confirmed, to the permanent service in accordance with the following provisions.

- i. Appointing the employees recruited to the post of Management Assistant to the departmental posts which are in lower service category than the post of Public Management Assistant Service.
- ii. Appointing the employees in the Primary Service category to posts in the Combined Service, if they have fulfilled the qualifications prescribed in the Service Minutes of the Combined Services.
- iii. Taking necessary steps to make appointments to the said posts after consulting the appointing authorities in other Ministries, if there are no vacancies in the respective Ministry or Institutions under the respective Ministry.
- iv. Attaching such employees to the Ministries and Departments to which they have been appointed permanently, only at the end of the terms of the Hon. Ministers and Deputy Ministers.

Sgd/ Padmasiri Jayamanna
Secretary

Ministry of Public Administration, Management
and Law & Order