

Combined Services Circular : 02/2026

My Number : CS/VII/GTS/Promotion  
Ministry of Public Administration &  
Provincial Councils and Local  
Government  
Independence Square  
Colombo 07.

29.04.2026

Secretaries of Ministries  
Heads of Departments  
District Secretaries  
Divisional Secretaries

**Promotion to Special Class of Government Translators' Service on Seniority in accordance with the Minute of the Government Translators' Service**

In accordance with the provisions of the Translators' Service Minute published in the Gazette Extraordinary No. 829/7 dated 26<sup>th</sup> July 1994 and the approval of the Public Service Commission received in this regard via the letter of the Secretary of the Public Service Commission No. PSC/EST/03-05/02/2018 dated 21.04.2026, applications are called from officers of the Government Translators' Service for the promotion to the Special Class of the Government Translators' Service.

02. The salary segment MN 6-2025 (Step 23) of Public Administration Circular 10/2025 dated 25.03.2025 is determined to this post and the monthly salary scale relevant to this post is Rs.62,230 – 10 x 1190 – 11 x 1360 – 15 x 1670 –114,140. According to the said circular, the 23<sup>rd</sup> step of that scale is Rs.90,760.

03. Methodology for evaluation:-

- I. Appointments for 40% of the vacancies existing as of 31.03.2026 in the Special Class of the Government Translators' Service shall be made based on seniority. For this purpose, priority will be determined according to the order of the aggregate marks awarded based on seniority by an interview board appointed by the Director General of Combined Services.
- II. Marks for seniority shall be awarded in accordance with Public Service Commission Circular 01/2019. In addition to the minimum period of active and satisfactory service (10 years) required to fulfill the eligibility criteria, the officer with the highest additional active and satisfactory service period shall be awarded the total marks allocated for seniority; other officers shall be awarded marks for their additional periods of service calculated proportionately to that total mark.

04. Qualifications for promotion to Special Class

- I. Shall have been confirmed in the post.
- II. To appear for this interview, an officer of the Government Translators' Service must have reached the 22<sup>nd</sup> salary step of the MN 6 - 2025 salary scale of Public Administration Circular 10/2025.
- III. Shall have passed the efficiency bar examination within the prescribed period.
- IV. Shall have acquired competency in the second language within the prescribed period.

05. All the officers belonging to Translators' Service, who become eligible to be promoted to Special Class and serving in ministries and departments, should submit their applications prepared in accordance with the specimen attached herewith to the respective Heads of Departments. Accordingly, the Heads of the respective departments should certify that the particulars in the application are correct and then submit the application to the Director General of Combined Services along with the recommendation of the Secretary of the respective ministry and certified copies of the certificate of birth, letter of appointment, letter of confirmation, educational certificates and other relevant certificates to prove the qualifications of the officer.

06. The closing date of applications is **25.05.2026**.

07. In parallel with this promotion, the competitive examination conducted in accordance with Section 10 of the service minute of Translators' Service will also be held in due course.

Sgd/ N.U. Nishan Mendis  
Director General of Combined Services  
Ministry of Public Administration  
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Specimen Application

**Application for promotion to Special Class as per the provisions of the Service Minute of Goernment Translators' Service published in the Gazette Extraordinary No. 829/7 dated 26<sup>th</sup> July 1994**

1. Service Station

- i. Ministry: .....
- ii. Department:.....
- iii. Sub Office: .....

2. Full name of the officer: Mr/Mrs/Miss: .....

3. Name with initials: .....

4. Name after revision, if any: .....

5. Date of Birth: ..... 6. National Identity Card Number: .....

7. Permanent Personal address: .....

8. Telephone Number (Personal): .....

(Office): .....

9. Date of first appointment to the Government Translators' Service (to Class D): .....

I. Number of the letter of appointment: .....

10. Have you been confirmed in service? : Yes/ No

I. Date of confirmation: .....

11. Educational qualifications:-

i .....

ii .....

iii.....

iv.....

v .....

12. Date of completion of an active and satisfactory service period of 10 years in Class I of Translators' Service: .....

13. Date of passing the relevant efficiency bar examination: .....

14. Date of passing the relevant language proficiency : .....

15. I ..... (Full Name) serving in Class ..... of the Government Translators' service at the Ministry / Department / Office of ..... hereby declare that all the particulars furnished by me are true and accurate and I become eligible to be promoted to Special Class as per the provisions of the Minute of Translators' Service published in the Gazette Extraordinary No. 829/7 dated 26th July 1994.

.....

Date

.....

Signature of the officer

**Certification of the Head of the Department**

I hereby certify that the particulars indicated from 1 to 14 of this application for promotion of Mr/Mrs/Miss....., who is serving in the post of Government Translator (Class I) at the Ministry/ Department/ Office of ....., to Special Class as per his/ her personal file. The following particulars of this officer are submitted herewith.

1. Date on which the officer satisfies the qualifications indicated in No: 04 of the circular:  
.....
2. Has the officer passed the Efficiency Bar examination?  
.....
3. Details of half-pay / no-pay leave obtained by the officer during their period of service:

Period of half pay/ no-pay leave obtained	Number of days			Reason
	Years	Months	Days	

4. Total period of service of the officer as a Government Translator as at the date on which the promotion is requested: Years:.....Months:.....Days:.....
5. Date of passing the relevant language proficiency:.....
6. Manner in which the officer has earned all salary increments by completing an active and satisfactory period of service in Class I of the Government Language Translator Service:

\* Prepare the table in accordance with the period completed by the officer and submit as an annex

Serial No:	Salary Increment date	Salary earned	Recommendation of the Moderator in the performance report relevant to the salary increment year			
			Very good	Good	Satisfactory	Unsatisfactory

(\*Mark √ in the relevant cage)

7. Have any disciplinary actions been taken against the officer to date, during their service as a Government Translator of the Combined Services?

7.1 If yes,

I. Nature of the offence (As per Schedule I or II) :

.....

II. Punishment given and the nature of the punishment:

.....

III. If the salary increments have been deferred, the relevant years:

.....

Duration	Number of days			Reason
	Years	Months	Days	

**8. Recommendation of the Head of the Ministry/ Department/ Institution:**

I recommend/ do not recommend the officer to be promoted to Special Class with effect from .....

Date: ..... Signature of the Head of the Department: .....

Name :

Designation :

Official Stamp :

**9. Recommendation of the Secretary of the Ministry:**

I hereby recommend the same recommendation made by the Head of Department.

Date: ..... Signature of the Secretary of Ministry: .....

Name:

Designation:

Official Stamp