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திகதி: } 18.11.2016
Date }

Secretaries to Ministries
Chief Secretaries of Provinces
District Secretaries.

**Promotion of officers in Grade I of Sri Lanka Administrative Service to
Special Grade**

The approved marking scheme for the promotion of grade I officers to special grade in Sri Lanka Administrative Service published in the ministry web site by my even no. letter dated 06.10.2016, is amended by the letter of the secretary Public Service Commission no: PSC/APP/07/930/2016 dated 16.11.2016. (A copy is attached)

02. You are kindly requested to inform the relevant officers accordingly.

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

**Marking Scheme of the Interview for Promotion of officers in Sri Lanka Administrative Service to
Special Grade**

Seniority

(Maximum 60 marks)

Marks will be allocated for each year which falls after completion of an active and satisfactory period of 18 years and five years in Grade I of Sri Lanka Administrative Service, as 10 marks per year, 05 marks for a period not less than 06 months and 2.5 marks for a period not less than 03 months.

Skills

(Maximum 40 marks)

I. Innovativeness and Creativity

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

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

(b) If awards, compliments or certificates which prove the successful completion of such tasks are produced at the interview by the applicants, they should be considered to prove above tasks.

II. Power Point Presentation

25 marks

Power Point Presentation of 10 minutes on a task mentioned in (I) above.

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|------|-----------------------------------|----------|
| i. | Objectives and Vision | 05 marks |
| ii. | Relevancy | 05 marks |
| iii. | Creativity | 05 marks |
| iv. | Time Management | 05 marks |
| v. | Proficiency in any other Language | 05 marks |

- Note: - (a) Marks can be obtained under the criterion (v) above only if the applicant makes this presentation in other official language or link language other than the language in which he/she was recruited to Sri Lanka Administrative Service.
- (b) After the presentation, questions will be asked by the Board of Interview from the applicant for 05 minutes.
- (c) The hard copy of the presentation should be produced to the Board of Interview at that time. In addition, it is compulsory to produce a hard copy of the presentation prepared in English medium at this time.

III. 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 |