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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
Independence Square, Colombo 07, Sri Lanka.
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මගේ අංකය

எனது இல } 76/1/15/විශේෂ IX වෙළුම
My No

ඔබේ අංකය

உமது இல }
Your No

දිනය

திகதி: } 19.10.2017
Date

Officers (S.L.A.S. – Grade I) who are called for the interview held to promote officers for the Special Grade, through

All Heads of Ministries/ Provincial Councils

Promotion of officers in Grade I of Sri Lanka Administrative Service to Special Grade- 01.01.2017

The interview in relation to your application submitted in accordance with my letter No.76/1/15/special Volume VIII dated 22.08.2017 on the above matter, will be held on 28.10.2017 at the Secretary's Office, in the first floor of the Ministry of Public Administration and Management. You are hereby kindly informed to appear for the above interview along with the following documents.

1. National Identity Card and an attested copy of the same. (Attested copy of the NIC is compulsory)
2. Original copies of the Post Graduate Degree and the detailed certificate of the same.
3. Following documents as per the approved marking scheme of the interview for promotion of officers to Special Grade:
 - (a) Particulars of 04 tasks completed successfully as per the performance reports relevant to the last 05 years, under "Innovativeness and Creativity" of the marking scheme, as per Annex 01.
 - (b) Awards, compliments or certificates received in respect of the tasks mentioned in Annex 01, if any.
 - (c) Soft copy (PDF Format) of the Power Point Presentation and two hard copies of the same. (If the Power Point Presentation is prepared in Sinhala or Tamil medium, a copy in English should also be submitted.)

02. No allowance will be paid for the participation in this interview.

Thushara D. Pathiranage
Director(S.L.A.S.)

SGD. / J.J.Rathnasiri
Secretary,
Ministry of Public Administration
and Management

Interview for promotion of officers of Sri Lanka Administrative Service to Special Grade

Merit

I. Innovativeness and Creativity

Particulars of 04 tasks completed successfully as per the performance reports relevant to the last 05 years.

Serial Number	Task completed (as per the performance reports)	Relevant year
01		
02		
03		
04		

II. Power Point Presentation

1. Medium of Presentation -

2. The task which is presented out of the above tasks.

.....

Date :

Signature ;.....

Name:

(For Office Use Only)
Checked with Performance reports. :