රාජ්‍ය පරිපාලන, කළමනාකරණ සහ නීතිය හා සාමය පිළිබඳ අමාත්‍යාංශය
அரச நிருவாக முகாமைத்துவ மற்றும் சட்டமும் ஒழுங்கும் பற்றிய அமைச்சு
MINISTRY OF PUBLIC ADMINISTRATION, MANAGEMENT AND LAW & ORDER

මගේ අංකය எனது இல My No	ES/A/ESC/33/G-III	ඔබේ අංකය உமது இல Your No		දිනය திகத Date	21.09.2018

சகல அமைச்சுக்களினதும் செயலாளர்கள்,
திணைக்களத் தலைவர்கள்,
மாகாண சபை பிரதம செயலாளர்கள்,

இலங்கை பொறியியலாளர் சேவையின் I ஆந் தரத்துடைய அலுவலர்களை விசேட தரத்துக்கு பதவியுயர்த்தல் மற்றும் பதவிகளுக்கு நியமித்தல்.

இலங்கை பொறியியலாளர் சேவையின் விசேட தரத்துக்கு 2018.05.30 ஆந் திகதியில் நிலவும் வெற்றிடங்களை நிரப்புவதற்கான விண்ணப்பங்களை கோருவதற்கான அரசாங்க சேவை ஆணைக்குழுவின் அங்கீகாரம் கிடைக்கப்பெற்றுள்ளது. அதற்கமைய, தங்களது அமைச்சின் / திணைக்களத்தின் / மாகாண சபையில் கடமையாற்றும், இலங்கை பொறியியலாளர் சேவையின் I ஆம் தரத்துடைய அலுவலர்களிடமிருந்து விண்ணப்பங்கள் கோரப்படுகின்றன.

02. விண்ணப்பங்கள் கோரப்படும் அறிவித்தல் (இணைப்பு 01) மற்றும் மாதிரி விண்ணப்பப்படிவம் (இணைப்பு 02) இத்துடன் தங்களுக்கு அனுப்பப்பட்டுள்ளதுடன் திருத்தமாக பூரணப்படுத்தப்பட்ட விண்ணப்பங்களை தங்களது பரிந்துரையுடன் 2018/10/12 ஆந் திகதிக்கு முன்னர் பதிவுத் தபாலில் அல்லது நேரடியாக அரச நிருவாக, முகாமைத்துவ மற்றும் சட்டமும் ஒழுங்கும் பற்றிய அமைச்சின் பொறியியலாளர் சேவைப் பிரிவிற்கு கிடைக்கச் செய்ய ஏற்பாடு செய்யுமாறு உரிய அலுவலர்களை அறியப்படுத்துவதாயின் சிறந்தது.

03. 2018/10/12 ஆந் திகதிக்கு முன்னர் தனது விண்ணப்பப்படிவத்தினை இணைப்பு 02 மாதிரிப் படிவத்துக்கு ஏற்ப சமர்ப்பிப்பதற்கு தவறும் அலுவலர்களை விசேட தரத்திற்கு பதவியுயர்த்துவதற்கு கருத்திற் கொள்ளப்படுவதில்லை.

04. விண்ணப்பங்கள் கோரப்படும் அறிவித்தல் மற்றும் உரிய மாதிரி விண்ணப்பப்படிவத்தின் மென் பிரதிகளை WWW.pubad.gov.lk → சேவை → இலங்கை பொறியியலாளர் சேவையின் பக்கத்திலிருந்து பெற்றுக்கொள்ள முடியும்.

ஒப்பம்/ பத்மசிரி ஜயமான்ன
செயலாளர்,
அரச நிருவாக, முகாமைத்துவ மற்றும் சட்டமும்
ஒழுங்கும் பற்றிய அமைச்சு.

දූරකතන தொலைபேசி Telephone 011-2696211-13, 011-2166000 | ෆැක්ස් தொலைநகல் Fax 011-2695279 | ඊ-මේල් மின்னஞ்சல் E-mail information@pubad.gov.lk | ලිපිනය முகவரி Address නිදහස් චතුරශ්‍රය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07இலங்கை. Independence Square, Colombo 07, Sri Lanka.

වෙබ් අඩවිය/ வெப்தளம் / Website : www.pubad.gov.lk

Notification for calling applications

Public Service Commission

Promotion of the Officers in Grade I of Sri Lanka Engineering Service to Special Grade

01. Applications are called under the categories relevant to the posts to fill the following vacancies of Special Grade mentioned in Appendix I, Schedule (III) of the Minute of Sri Lanka Engineering Service published by the Gazette Extraordinary No. 1836/6 dated 11-11-2013, from the officers in Grade I who have been qualified as at the last date of calling applications as per the Section 10.3.1 of the said service minute.

No.	Designation	Ministry	Category
01	Additional General Manager of Railways (Technical)	Railway Department	Mechanical- 02
02	Additional Director General	Department of Government Factory	Mechanical -01
03	Additional Commissioner General of Labour (Engineering)	Department of Labour	Civil - 01 Mechanical -01 Chemical - 01
04	Additional Secretary (Water Resource Management)	Ministry of Mahaweli Development and Environment	Civil - 03
05	Additional Secretary (Urban Development)	Ministry of Megapolis and Western Development	All Civil
06	Additional Director General of Irrigation ((Riverine Management)	Department of Irrigation	Civil - 03
07	Additional Director General	Department of Coast Conservation and Coastal Resource Management	Civil - 05
08	Additional Director General of Irrigation (Construction and Development)	Department of Irrigation	Civil - 03
09	Deputy Chief Secretary (Engineering Services)	North Western Province	Civil - 07
10	Deputy Chief Secretary (Engineering Services)	Uva Province	Civil - 07
11	Deputy Chief Secretary (Engineering Services)	North Central Province	Civil- 07
12	Deputy Chief Secretary (Engineering Services)	Sabaragamuva Province	Civil- 07
13	Deputy Chief Secretary (Engineering Services)	Southern Province	Civil -07
14	Additional Director General of Irrigation (System Management)	Department of Irrigation	Civil -03
15	Additional Secretary (Technical)	Ministry of Defense	All Categories

16	Additional Secretary (Technical)	Ministry of City Planning and Water Supply	All Civil
17	Additional Secretary (Engineering Services)	Ministry of Health, Nutrition and Indigenous Medicine	Civil 01 Civil 07
18	Additional Secretary (Constructions)	Ministry of Housing and Construction	All Civil

Note

If the applicant applies for several posts, maximum of 05 posts in Special Grade should be mentioned on the order of the applicant's option.

However, the effective date for the promotion shall be the last date of the interview. Therefore, officers who retire between the closing date of application and the last date of the interview will not be entitled to the special grade promotion even though they are qualified to apply.

02. Qualifications required to be satisfied for being promoted to Special Grade

I. Shall have completed an active and satisfactory service period of 05 years in Grade I of Sri Lanka Engineering Service and having earned the five (05) salary increments after getting promoted to Grade I

II. Shall have completed a service period of not less than 18 years in Sri Lanka Engineering Service as at the date of becoming qualified for the promotion.

III. Shall have achieved satisfactory or above annual performance level in the 05 years immediately preceding the date of becoming qualified for the promotion.

IV. Shall have completed a satisfactory service period of 05 years and shall have not been subjected to any disciplinary punishment in the 05 years immediately preceding the date of becoming qualified for the promotion.

V. (a) Shall have obtained the fellow membership at the Institution of Engineers Sri Lanka or any other equivalent fellow membership from an engineering institute recognized by the Institution of Engineers Sri Lanka and it is compulsory to possess fellow membership in the same filed of engineering in which the chartered engineer status was obtained and to continuously maintain the fellow membership.

or

(b) Shall have completed a Post Graduate Diploma/ Degree of not less than 09 months in the field of Engineering or shall have obtained Post Graduate Degree Certificate in Management or Business Administration and maintained the chartered engineer status continuously.

Note:- The following documents to be submitted with the application.

1. *If the equivalent Fellow membership has obtained by an engineering institution other than the IESL, it is compulsory to submit a letter to certify that the said institution is recognized by the IESL to issue fellow membership.*
2. *A certified copy of the certificate of fellowship.*
3. *Letter issued by the relevant institution to confirm the continuity and the validity of the fellow membership.*

03. Method of Promotion

3.1 Officers who have satisfied the required qualifications shall be interviewed by an Interview Board approved by the Public Service Commission and promotions to Special Grade shall be made by the Public Service Commission considering the period of service and merits and depending on the existing number of vacancies.

3.2 Marking Scheme for the Interview is as follows.

A - Seniority - (Maximum 60 marks)

06, 03 and 1.5 marks will be given for each year, period not less than six months and period not less than three months respectively which fall after the active service period of 18 years in Sri Lanka Engineering Service and active and satisfactory service period of 05 years in Grade I. (When marks are given under seniority, period of service shall be considered from the date of appointment to or absorption into the substantive service.)

B - Merits - (Maximum 40 marks)

(B – 1) Innovativeness and Creativity - 10 marks

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

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

(b) Awards, compliments or certificates which prove the successful completion of such programmes/projects should be produced at the interview by the applicants.

or

(c) Certificates/ photographs/ designs/ plans/ technical reports or other documents which prove that the above programmes/projects were implemented, should be produced.

(B – 2) Professional Skills - maximum 15 marks

Engineering skills in various engineering fields that should be obtained by an officer in Sri Lanka Engineering Service when promotions are granted from Grade III to Special Grade will be examined.

(a) Engineering Investigation/ Research/Design & Planning
(b) Implementation of Engineering Construction & Development
(c) Engineering Services/ Maintenance/ Operation & System/ Project Management

15 marks will be given for the above three tasks by way of giving 05 marks for a period of maximum of three years engaged in one task mentioned under (a), (b) and (c) above. Certificates/ photographs/ designs/ plans/ technical reports or other documents which prove that the above programmes/projects were implemented, should be produced.

(B – 3) Power Point Presentation - 10 marks

Power Point Presentation of 10 minutes on a project/programme mentioned in (B-2) and (B-3) above.

i.	Objectives and Vision	02 marks
ii.	Relevancy	02 marks
iii.	Creativity	02 marks
iv.	Time Management	02 marks
v.	Proficiency in any other Language	02 marks

Note: - (a) Marks can be obtained under the above criterions only if the applicant makes this presentation in the other official/ link language other than the language in which he/she was recruited to Sri Lanka Engineering 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.

(C -4) Performance at the interview - 05 marks

Maximum of 05 marks will be given to the applicant under the following criterions 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

Note
Documents which prove those skills and the letters which prove the service experience along with their certified copies should be produced at the interview.

04. Officers who have satisfied the qualifications as at the last date of calling applications shall send the application perfected in line with the form attached herewith to reach the Secretary of the Ministry of Public Administration, Management and Law & Order through the Secretaries of Ministries, Heads of Departments before 12.10.**2018**, by registered post or by hand. Applications sent after this date shall not be accepted under any condition and the incorrect and incomplete applications shall be rejected.

05. You are informed to forward your application only if you have satisfied the above qualifications and only the applicants who have satisfied the basic qualifications are called for the interview.

On the order of the Public Service Commission

Padmasiri Jayamanna
Secretary
Ministry of Public Administration, Management and Law & Order

21.09.2018

Form of Application for Promotion of officers in Grade I of Sri Lanka Engineering Service to Special Grade.

For office use only

Part – (a) To be filled by the officer.

Post applied for	Catergory of the post	Preference
		1
		2
		3
		4
		5

1	Name with initials	
1.1	Name in full : Mr./Mrs./Ms.	
1.2	Name indicated in the letter of appointment	
2	NIC Number	
3	Date of Birth	
4	Private Address	
5	Telephone No	

5.1 Residence | 5.2 Mobile

6.1	Present Post	
6.2	Date of appointment to the Present Post	

6.3	Type of Appointment	Permenent	Acting	Contract	
	6.3.1	Psc	Cabinet	Ministry	Provincial
6.4	Category of the officer				

7	Ministry/ Department/Provincial Council	
8	Official Address	
9.1	Official Telephone Number	
9.2	Official Fax Number	
10	Date of Appointments and Promotions	
10.1	SLES Grade III (Class II/Grade II)	
10.2	SLES Grade II (Class II/Grade I)	
10.3	Class 1 Supernumerey basis	
10.4	Class 1 Permanent basis	
10.5	Absorption /Promotion to Grade 1	

(Certified copy of the formal letter of promotion to Class1/,Grade 1 I should be attached as No. 10.3)

11 Periods of absence from service and deductions from service period as disciplinary punishments

11.1 Service deduction due to obtaining of leave (Complete only if relevant)

Serial No.	Conditions applied in granting approvals for Leave	Duration	Number of days by which the service is deducted
		From To	Y M D
i	V:2:5:4 of Establishment Code		
ii	XII:16 of Establishment Code		
iii	Management Services Circular No.10		
iv	Management Services Circular No.33		
v	XII:36 of Establishment Code		
vi	Other (No pay Leave)		
Total No. of Leave by which the service period is deducted			

(Certified copies of letters by which the leave has been approved should be attached by numbering them as 11.1.i, 11.1.ii, 11.1 iii etc., as applicable)

11.2 Deduction of the service on disciplinary grounds. (Complete only if relevant)

Disciplinary Decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted
		Y M D
i. Deferring ……. salary increments		
ii.Other		
Total number of days by which the service period is deducted		

(Certified copies of disciplinary decisions shall be attached by numbering them as 11.2.i, 11.2ii, etc., as applicable)

11.3	Total of 11.1 & 11.2 - Years Months Days
11.4	The date after removing the period in 11.3 above out of the period from the date of appointment to Grade I -
12	**For the Promotion from Grade I to Special Grade the following qualifications should be satisfied**

12.1.A	Having completed an active and satisfactory period of service of five (05) years in Grade I of Sri Lanka Engineering Service and having obtained five (05) salary increments after being promoted to Grade I	**YES/NO**
12.1.B	Having completed active period of service not less than 18 years in Sri Lanka Engineering Service as at the date of satisfying qualification for the promotion	**YES/NO**
12.1.C	Having achieved annual performance at satisfactory or above level during the period of 05 years immediately preceding the date of qualifying for the promotion	**YES/NO**
12.1.D	Having completed a satisfactory period of service within five (05) years immediately preceding the date of satisfying qualification for the promotion	**YES/NO**
12.1.E	Having not being subjected to any Disciplinary action or punishment within five (05) years immediately preceding the date of satisfying qualification for the promotion	**YES/NO**
12.1.F (a)	Having obtained fellow membership of "The Institution of Engineers Sri Lanka" or obtained a similar fellow membership of an institution of engineers recognized by the "The Institution of Engineers Sri Lanka". It is a compulsory requirement to obtain the fellow membership in the field that the states of Chartered Engineer was obtained and continued the fellow membership	**YES/NO**
	or	
12.1F(b)	Having completed Post Graduate Diploma/Post Graduate Qualifications that contains course duration of not less than 09 months, in the field of Engineering or obtain a Post Graduate Degree Certificate in the field of Management and Business Administration and continued of the status of Chartered Engineer	**YES/NO**

(Salary Increments obtained under the section XII:16:9, XII:16:10 and XII:36:1:4:(i) and (ii) of the establishment code are not accepted for the promotion)

12.2 If the officer has not earned salary increments within the 5 years immediately preceding the date on which the officer becomes eligible for promotion, the eligible date of promotion shall be re-calculated until such date on which the officer receives fifth salary increment. Accordingly, the date on which the officer becomes eligible for promotion shall be * *

**(Attach the certified copies of 05 salary increment slips numbering them from 12.1 to 12.5)

13 **The requirement of not having subjected to a disciplinary punishment within the immediately preceding five years.**

13.1 As per the personal file the officer has not been subjected to any disciplinary punishment within the 5 years immediately preceding the date of qualifying for promotion (This should be confirmed by the Head of Department by a written statement - under part "b" of the application)

13.2 If the officer has been subjected to a disciplinary punishment during the period mentioned in 13.1 and comments have been made under 11.2 and further the date of promotion is also revised, such date is :

13.3 The revised date, if the date is revised as per 12.2 and 13.2 :_

14 **The requirement of indicating in the annual performance report that the officers' work and conduct are satisfactory within the immediately preceding 5 years.**

Five years immediately preceding the year in relation to the date on which the officer becomes eligible as per 12, 13 above shall be indicated in the 1st column of following table. Further certified copies of relevant 5 performance reports shall be attached. Performance reports which have not been duly signed by the relevant officer and the reports where more than one alternative recommendation have been indicated in final evaluations shall not be accepted.

Year	Final evaluation Excellent/above average/satisfactory/poor				Whether relevant authority has signed/ not signed	
2013						
2014						
2015						
2016						
2017						

Each row and column shall be filled in accordance with the performance evaluation report of each year

Application containing correct and all information from 01 to 14 above and certified copies of all documents required to be attached, are hereby subjected as a file by numbering them consecutively and indicating the number relevant to the facts at the top right corner of the each document.

Signature of the Applicant

Date

Designation & Official Stamp

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

Secretary,
Ministry of…….

1 Particulars mentioned above by the officer are correct.

2 Matters relevant to No. 11, 12, and 13 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 action is being taken to commence disciplinary action against the officer or disciplinary action is being/ is not being taken.

3.1 If the answer is – "is being taken", the date on which the offence has been committed

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

Work/attendance/conduct of ……..are satisfactory. Further the officer's performance, leadership, capability and the capacity to hold posts and responsibilities in relation to next promotion have been taken in to consideration. Accordingly, it is hereby recommended to promote officer to Special Grade of SLES.

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

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

Date

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

Secretary
Ministry of Public Administration, Management and Law & Order

1 I agree/ do not agree with the recommendations made by the Head of Department/Institutions on the work and conduct of ……., officer in Grade I of Sri Lanka Engineering Service.

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

It is hereby recommended*/not recommended to promote…….. to special Grade of Sri Lanka Engineering Service

*(Indicate reasons if the promotion is not recommended)

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

Secretary

Ministry of ……

Date

Official Stamp