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அரச சேவைகள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Services, Provincial Councils and Local Government  
ඉංජිනේරු සේවා අංශය, පොතියියල් සේවාව පිරිව, Engineering Services Division  
නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.  
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My No }

ඔබේ අංකය }  
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Your No }

දිනය }  
திகதி: } 2020.11.12  
Date }

To all Secretaries of Ministries  
Chief Secretaries of Provincial Councils  
Heads of Departments  
District Secretaries

**Promotion of officers in Grade I of Sri Lanka Engineering Service to Special Grade and Appointment to New Posts**

Approval has been granted by Public Service Commission to call applications to fill the vacancies in Special Grade of Sri Lanka Engineering Service that exist as at 25.08.2020. Accordingly, applications are called from the officers in Grade I of Sri Lanka Engineering Service serving at your Ministry/ Department/ Provincial Council.

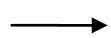
02. The notification for calling applications (Annex 01) and the specimen application (Annex 02) are attached herewith. You are kindly requested to inform all the Grade I Engineers of Sri Lanka Engineering Service in your Ministry/ Department /Provincial Council to send their duly filled applications with your recommendation by registered post or by hand to reach Engineering Service Division of Ministry of Public Services, Provincial Councils and Local Government before 18.12.2020.

03. Please inform the officers to e-mail an advance copy of their application to the e-mail address [desb@pubad.gov.lk](mailto:desb@pubad.gov.lk).

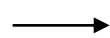
04. Officers, who fail to submit the applications as per the format in annex 02 before 18.12.2020, will not be considered for promotion to Special Grade.

05. Softcopies of the notification on calling applications and specimen application can be downloaded from the web page

[www.pubad.gov.lk](http://www.pubad.gov.lk)



Services



Sri Lanka Engineering Service

J.J. Rathnasiri  
Secretary

Ministry of Public Services, Provincial Councils and Local Government.

**Notification for calling applications****Public Service Commission****Promotion of 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 closing date of applications as per the Section 10.3.1 of the said service minute.

Public Service Commission shall have the power to keep one or several posts, out of the following posts, unfilled.

Serial number	Approved post	Ministry	Category to which the post belongs	The date on which the post fell vacant
1	Additional Secretary (Technical)	Ministry of Urban Development, <u>Water Supply</u> and Housing Facilities	All Civil	2020.04.01
2	Additional Secretary (Urban Development)	Ministry of Urban Development, Water Supply and Housing Facilities	All Civil	2020.01.29
3	Additional Secretary (Construction)	Ministry of Urban Development, Water Supply and <u>Housing Facilities</u>	All Civil	2020.01.10
4	Additional Secretary (Irrigation Development)	Ministry of Mahaweli, Agriculture, <u>Irrigation</u> & Rural Development.	Civil 03	2020.08.24
5	Additional Secretary (Water Resources Management)	Ministry of Mahaweli, Agriculture, <u>Irrigation</u> & Rural Development	Civil 03	2018.07.31
6	Additional Secretary (Engineering and Technological Services and Procurement)	Ministry of <u>Mahaweli</u> , Agriculture, Irrigation & Rural Development	Civil 03	2019.06.20
7	Additional Secretary (Water Resources Management)	Ministry of <u>Mahaweli</u> , Agriculture, Irrigation & Rural Development	Civil 03	2020.04.03
8	Additional Secretary (Technical)	Ministry of Passenger Transport Management	Civil 04 Mechanical 02 Electrical 01	2019.01.31
9	Additional Secretary (Technical)	Ministry of Home Affairs	All Civil	2020.07.14
10	Director General (Engineering)	Ministry of Education	All Civil	2018.05.30

11	Additional Director General	Government Factory	Mechanical 01	2019.05.01
12	Additional Director General (Construction and Development)	Department of Irrigation	Civil 03	2020.05.18
13	Additional Director General (System Management)	Department of Irrigation	Civil 03	2020.03.13
14	Additional Director General (Riverine Management)	Department of Irrigation	Civil 03	2019.05.05
15	Additional Director General (Engineering Services)	Department of Coast Conservation and Coastal Resource Management	Civil 05	2019.11.03
16	Additional General Manager (Infrastructure Facilities)	Railway Department	Civil 04	2019.02.01
17	Additional General Manager (Mechanical)	Railway Department	Mechanical 02	2020.05.04
18	Deputy Chief Secretary (Engineering Services)	Central Provincial Council	Civil 07	2018.10.12
19	Deputy Chief Secretary (Engineering Services)	North Central Provincial Council	Civil 07	2018.10.12
20	Deputy Chief Secretary (Engineering Services)	North Western Provincial Council	Civil 07	2018.10.12
21	Deputy Chief Secretary (Engineering Services)	Sabaragamuva Provincial Council	Civil 07	2019.03.29
22	Deputy Chief Secretary (Engineering Services)	Southern Provincial Council	Civil 07	2018.10.12
23	Deputy Chief Secretary (Engineering Services)	Uva Provincial Council	Civil 07	2019.10.28

❖ **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.

At the interview, qualifications shall be verified as at the closing date of application.

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 earned five (05) salary increments after getting promoted to Grade I.
- II. Shall have completed an active 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 proved an annual performance at satisfactory level or above in the 05 years immediately preceding the date of becoming qualified for the promotion.

IV. Shall have completed a satisfactory service and shall have not been subjected to any disciplinary punishment during 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 (IESL) 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 field of engineering in which the chartered engineer status was obtained and to continuously maintain that 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***

- i. If the equivalent Fellow membership has been obtained by an institution other than the IESL, a letter to certify that the said institution is recognized by the IESL should be submitted.
- ii. A certified copy of the certificate of fellow membership should be submitted.
- iii. A letter to certify that the fellow membership has been maintained continuously should be submitted.
- iv Applicants shall have satisfied all the above qualifications in each and every way as at the closing date of application.

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 .01) (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.02) 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.03) Power Point Presentation) – 10 marks**

Power Point Presentation of 10 minutes on a project/ programme mentioned in (B-01) and (B-02) 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 criteria 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

**(B.04) Performance at the Interview - 05 marks**

Maximum of 05 marks will be given 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

❖ *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 closing date of applications shall send the application perfected in line with the form attached herewith to reach the Secretary of the Ministry of Public Services, Provincial Councils and Local Government through the Secretaries of Ministries, Heads of Departments before **18.12.2020**, 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”



J.J. Rathnasiri

Secretary

Ministry of Public Services, Provincial Councils and Local Government

12.11.2020

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

For office use only  
Number of the application


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

Post applied for	Category 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. E mail: .....
7.
  - 7.1 Present Post: .....
  - 7.2 Date of appointment to the said Post: .....
8. Category to which the officer belongs: .....
9. Ministry/ Department/Provincial Council: .....
10. Official Address: .....
11.
  - 11.1 Official Telephone Number: .....
  - 11.2 Official Fax Number: .....
12. Nature of the present appointment (Permanent/ Acting/ Contract Basis) .....
  - 12.1 Appointing Authority (P.S.C./ Cabinet of Ministers/ Line Ministry/ Provincial Councils)

13. Date of Appointments and Promotions

13.1 Date of appointment to Class II/II (Grade III) of SLES : .....

13.2 Date of promotion to Class II/I (Grade II) of SLES : .....

13.3 Date of promotion to Class I (Grade I) of SLES

13.4 Date of promotion on substantive basis to Grade I (Class I) of SLES

13.5 Date of promotion/ absorption to Grade I (Class I) of SLES

(Certified copy of the formal letter of promotion to Class1/,Grade 1 I should be attached as No. 13.3)

14. **Periods of absence from service and deductions from service period due to disciplinary punishments after being promoted to Grade I**

14.1 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 14.1.i, 14.1.ii, 14.1 iii etc., as applicable)

14.2 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 14.2.i,14.2.ii, etc., as applicable)

14.3 Total of 14.1 and 14.2 -Years :..... Months:..... Days:.....

14.4 The balance service period after deducting the period in above 14.3 from the service period between the date of promotion to grade I and 18.12.2020 : .....



15. **The following qualifications should be satisfied for promotion from Grade I to Special Grade**

15.1 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  
  
\*(Delete the words inapplicable)

15.2 Having completed a satisfactory period of service within five (05) years immediately preceding the date of satisfying qualification for the promotion  
  
15.2.1 Have earned/ have not earned all the salary increments\*\* within five (05) years immediately preceding the date of satisfying qualification for the promotion\* : Yes/No  
  
(The salary increments earned under XII:16:9, XII:16:10 and XII:36:1:4(i) and (ii) of the Establishments Code shall not be accepted)  
  
(\*Delete the words inappropriate)  
  
15.2.2 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 15.2.1 to 15.2.5)

15.3 **The requirement of not having subjected to a disciplinary punishment within the five years immediately preceding the date on which the officer becomes eligible for promotion.**  
  
15.3.1 As per the personal file the officer has not been subjected to any disciplinary punishment within the 5 years immediately preceding the date on which the officer becomes eligible for promotion. (This should be confirmed by the Head of Department by a written statement - under part "b" of the application)  
  
15.3.2 If the officer has been subjected to a disciplinary punishment during the period mentioned in 15.3.1 and comments have been made under 14.2 and further the date of promotion is also revised, such date is : .....  
  
15.3.3 The revised date, if the date is revised as per 15.2.2 and 15.3.2 : .....

15.4 The requirement having annual performance at satisfactory level or above within the 5 year immediately preceding the date on which the officer becomes eligible for promotion. : Yes/No  
  
Five years immediately preceding the year in relation to the date on which the officer becomes eligible as per 15.2, 15.3 above shall be indicated in the 1st column of following table. Further certified copies of relevant 5 performance appraisal reports shall be attached. Performance appraisal 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	Whether relevant authority has signed/ not signed
	Excellent/above average/satisfactory/poor	

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

15.5 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 status of Chartered Engineer was obtained and continued the fellow membership: Yes/No

Or

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

15.5.1 Serial No:	15.5.2 Name of the Post Graduate Diploma/ Post Graduate Degree	15.5.3 Scope	15.5.4 University by which the Post Graduate Diploma/ Post Graduate Degree was awarded	15.5.5 Whether the Institute/ University is recognized by the University Grants Commission	15.5.6 Duration of the Post Graduate Degree/ Diploma (Date of commencement and conclusion)	15.5.7 Effective date of the Post Graduate Degree/ Diploma
1.						
2.						

( Certified copies of the Degree certificate and detailed certificate should be attached by numbering them as 15.5.1)

(\*Delete the words inappropriate)

15.6 Have completed/ not completed an active period of 18 years in Sri Lanka Engineering Service as at the date on which the officer becomes eligible for promotion.\*

(\*Delete the words inappropriate)

Application containing correct and all information from 01 to 15 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/ Chief Secretary

Ministry of ..... / .....Provincial Council

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 13, 14 and 15 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: .....
4. 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/ not recommended to promote officer to Special Grade of SLES\*.
5. 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,

Date : .....

Designation and Official Stamp

(Note: Delete the inapplicable words)

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

Secretary

Ministry of Public Services, Provincial Councils and Local Government

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 Mr./Mrs./Miss..... to special Grade of Sri Lanka Engineering Service on .....2020.

\*(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/ Chief Secretary

Ministry of ..... /

.....Provincial Council

Official Stamp

Date: .....