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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
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எனது இல } MPA/ESD/14/01/01/2021
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி: } 2021.09.17
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 30.06.2021. 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 22.10.2021.

03. Advance copy of the application should be sent by email. (Email address desb@pubad.gov.lk)

04. Officers, who fail to submit the applications as per the format in annex 02 before 22.10.2021, 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 —————> Services —————> Sri Lanka Engineering Service

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services, Provincial Councils and Local Government

Notice of calling applications**Public Service Commission****Promotion of officers in Grade I of Sri Lanka Engineering Service to the Special Grade**

As per the Service minute of S.L.E.S published in gazette notification no 1836/6 dated 11.11.2013 and the 6th amendment published in gazette notification no 2190/26 dated 25.08.2020 and the 7th amendment published in gazette notification no 2233/27 date 23.06.2021 applications are called from the eligible officers in class I of S.L.E.S. for promotion and appointing to the following vacancies in special grade of S.L.E.S as at 30.06.2021.

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

Serial number	Approved post	Ministry	Category to which the post belongs	The date on which the post fell vacant
1	Deputy Chief Secretary (Engineering Services)	Southern Provincial Council	Civil -07	2020.08.27
2	Additional Secretary (Irrigation Development)	State Ministry of Rural Paddy and Allied Tanks Reservoirs and Irrigation Development	Civil 03	2020.08.27
3	Director General (Engineering)	Ministry of Industrial	All Mechanical	2020.09.04
4	Director General (Engineering)	Ministry of Electricity	All Electrical	2020.09.04
5	Director General (Engineering)	Ministry of Irrigation	Mechanical 01	2020.09.04
6	Director General (Engineering)	Ministry of Agriculture	All Category	2020.09.04
7	Director General (Engineering)	Ministry of Fisheries	All Category	2020.09.04
8	Director General (Engineering)	State Ministry of Rural and School Sports Infrastructure Promotion	All Civil	2020.09.04

9	Director General (Engineering)	State Ministry of Estate Housing and Community Infrastructure	All Civil	2020.09.04
10	Director General (Engineering)	State Ministry of Rural Housing and Construction and Building Material Industry Promotion	All Civil	2020.09.04
11	Director General (Engineering)	State Ministry of Rural Housing and Construction and Building Material Industry Promotion (Resettlement Division)	All Civil	2020.09.04
12	Director General (Engineering)	State Ministry of Rural Roads and Residual Infrastructure	All Civil	2020.09.04
13	Director General (Engineering)	Paddy Cereals and Organic Foods Vegetables Fruits Chilies Onions and Potatoes Cultivation Seed Production State Ministry of High Technology Agriculture	All Category	2020.09.04
14	Director General (Engineering)	State Ministry of Vehicle Regulation, Bus Transport, Railways and Car Industries	All Mechanical and All Electrical	2020.09.04
15	Director General (Engineering)	State Ministry of Livestock Farm Promotion and Dairy Eggs related Industries	All Category	2020.09.04
16	Director General (Engineering)	State Ministry of Wildlife Conservation, Protection Measures including Construction of Elephant Fence and Trenches and Reforestation and Forest Resources Development	All Category	2020.09.04
17	Additional Secretary (Technical)	State Ministry of Rural Housing and Construction and Building Material Industry Promotion	Civil -01	2020.10.01
18	Director General (Technical)	State Ministry of Urban Development, Coast Conservation Waste Disposal and Community Sanitation	All Category	2020.10.02
19	Deputy Chief Secretary (Engineering Services)	Eastern Provincial Council	Civil -07	2020.12.15
20	Director General (Urban Development)	State Ministry of Urban Development, Coast Conservation Waste Disposal and Community Sanitation	All Civil	2021.02.25
21	Additional Secretary (Procurement and Technical)	Ministry of Irrigation	Civil 03	2021.05.30
22	Deputy Chief Secretary (Engineering Services)	North Central Provincial Council	Civil -07	2021.06.23
23	Additional General Manager of Railway (Mechanical)	Railway Department	Mechanical 02	2021.06.07

02. Qualifications required the promotion

- 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 qualifying for the promotion
- III. Shall have proved an annual performance at satisfactory level or above in the 05 years immediately preceding the date of qualifying 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 qualifying for the .promotion
- V. (a) Shall have obtained the fellowship at the Institution of Engineers Sri Lanka (IESL) or any other equivalent fellowship from an engineering institute recognized by the Institution of Engineers Sri Lanka. It is compulsory to possess fellowship in the same field of engineering in which the chartered engineer status was obtained and being continuously maintained the fellowship.

Or

(b) Shall have completed a Post Graduate Diploma/ Degree of which duration is 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 Fellowship 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 fellowship should be submitted.
- iii. A letter to certify that the fellowship has been maintained continuously should be submitted.

03. Method of Promotion

3.1 Promotion will be done based on the seniority according to the 6th amendment of the service minute of SL.E.S. and the approved of Public Service Commission as per the clauses 10.3.2. And 11.3(C) of the service minute. Recommendation for

promotion will be submitted for approval of public service commission after interviewing the applicant by an interview panel appointed by public service commission.

- 3.2 Number of applicants not more than two times the vacancies available as at 30.06.2021 will be called for an interview.
- 3.3 Promotion for the vacancies available will be based on the seniority the officers in grade I. Hence the seniority of the officers promoted to Special grade at 30.06.2021 will be same as their seniority before promotion.

04. As the Officers to be promoted to the posts with effect from the respective date of which it is vacant necessary qualifications shall be acquired by the applicants on or before that date. Duly filled applications prepared as per the specimen attached herewith shall be sent to reach this office on or before 22.10.2021 through the Secretary, District Secretary, Head of Department. The late application will not be accepted and the incorrect and the incomplete applications shall be rejected
05. You are requested to make aware the officer apply only if they have acquired necessary qualifications. The retired officers also can apply for the posts which are vacant before the date of their retirement if they need necessary qualification mentioned under they have 02 above.
- 06 Action will be taken as per the Public Service Commission circular no 01/2021 dated 30.06.2021 and 01/2021(i) dated 02.08.2021 against the officers who are unable to assume duty of the post to which he / she is appointed after promotion.
- 07 In case of any discrepancy between this Sinhala, Tamil and English notifications the Sinhala notification shall be accepted as the correct one

“On the order of the Public Service Commission”



J.J.Rathnasiri
Secretary

Ministry of Public Services, Provincial Councils and Local Government
17.09.2021

For office use only
 Number of the application

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

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

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

1.0 Name with initials:

1.1 Name in full : Mr./Mrs./Ms.:

.....

1.2 Name indicated in the letter of appointment:

.....

2.0 NIC Number:

3.0 Date of Birth:

4.0 Private Address:

.....

5.0 Telephone No:

5.1 Residence:

5.2 Mobile:

6.0 E mail:

7.0 7.1 Post:

(Post held at present/ if retired, post held at the time of retirement)

7.2 Date of appointment to the said Post:

7.3 If retired, date of retirement:

8.0 Category to which the officer belongs:

9.0 Ministry/ Department/Provincial Council:

10.0 Official Address:

.....

11.0 11.1 Official Telephone Number:

11.2 Official Fax Number:

12.0 Nature of the present appointment (Permanent/ Acting/ Contract Basis)

12.1 Appointing Authority (P.S.C./ Cabinet of Ministers/ Line Ministry/ Provincial Councils)

13.0 Date of Appointments and Promotions

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

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

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

13.4 Date of promotion on super numerical basis to Class I of SLES :

13.5 Date of promotion to Class I or Grade I on permanent basis :

13.6 Date of promotion/ absorption to Grade I of SLES :

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

14.0 **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 service period in Grade I in between the date mentioned under 13.5 and 01.07.2021after deducting the period mentioned under 14.3 :

14.5 **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)

15.0 Having completed a satisfactory period of service within five (05) years immediately preceding the date of satisfying qualification for the promotion

15.1 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 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)

16.0 **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.**

16.1 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)

16.2 If the eligible date for promotion is revised due to the punishment mentioned in 14.2 during the period in 16.1, mention the revised date:

16.3 If the eligible date for promotion is revised due to 15.2 and 16.2, The revised date:

17.0 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, 16 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	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.

18.0

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

18.1 Serial No:	18.2 Name of the Post Graduate Diploma/ Post Graduate Degree	18.3 Scope	18.4 University by which the Post Graduate Diploma/ Post Graduate Degree was awarded	18.5 Whether the Institute/ University is recognized by the University grants Commission	18.6 Duration of the Post Graduate Degree/ Diploma (Date of commencement and conclusion)	18.7 Effective date of the Post Graduate Degree/Diploma
1.						
2.						
3.						
4.						
5.						

continued of the status of Chartered Engineer: Yes/No

(Certified copies of the Degree certificate and detailed certificate should be attached by numbering them as "18.1.1, 18.1.2"..... so on) (*Delete the words inappropriate)

19.0 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)

A file containing the duly filled application from 1-19 with true and correct information and all the certified copies of the relevant certificates numbered on the top right corner as per the respective number in application, is submitted herewith. Further I aware that I am subjected to action could be taken under the Public Service Commission circular no 01/2021 dated 30.06.2021 and 01/2021(i) dated 02.08.2021 if failed to assume duty of the post to which I would be appointed after promotion.

.....

Signature of the Applicant

Date :

Designation & Official Stamp

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

Secretary / Chief Secretary

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

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 13 - 19 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 ofare 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. A file containing the duly filled application with true and correct information and all the certified copies of the relevant certificate numbered as per the respective number in application, is 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.....

*(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