රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය
பொது நிருவாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

ඉංජිනේරු සේවා අංශය, பொறியியல் சேவைப் பிரிவு, Engineering Services Division
නිදහස් චතුරශ්‍රය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
Independence Square, Colombo 07, Sri Lanka.
Website : www.pubad.gov.lk

දුරකතන தொலைபேசி Telephone 011-2696211-13
ෆැක්ස් தொலைநகல் Fax 011-2695279
ඊ-මේල් மின்னஞ்சல் E-mail information@pubad.gov.lk

මගේ අංකය எனது இல My No MPA/ESD/14/01/05/2023
ඔබේ අංකය உமது இல Your No
දිනය திகதி Date 2023.03.21

Secretaries of All Ministries
Chief Secretaries of Provinces
Heads of Departments
District Secretaries

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

Approval of the Public Service Commission has been received for calling applications to fill the vacancies in the posts of Special Grade as at 01.07.2022 and 01.01.2023. Accordingly, applications are called from the officers in Grade I of Sri Lanka Engineering Service, who are serving at your Ministry/ Department/ Provincial Council.

02. Notification on calling applications and the specimen application are sent herewith and kindly inform the officers to properly perfect the applications and send them along with your recommendation by registered post or hand over to the Engineering Services Division of the Ministry Public Administration, Home Affairs, Provincial Councils and Local Government before 20.04.2023.

- Notification on calling applications for the posts, which have fallen vacant as at 01.07.2022. — Annex 01
- Specimen Application relevant to 01.07.2022 — Annex 01 - a
- Notification on calling applications for the posts, which have fallen vacant as at 01.01.2023 — Annex 02
- Specimen Application relevant to 01.01.2023 — Annex 02 - a

03. An advance copy of the properly perfected application should be sent also to the email esbpubad@gmail.com.

04. The officers, who are unable to submit their applications in accordance with the relevant format before 20.04.2023, shall not be considered for promotion to Special Grade.

05. Soft copies of the notifications on calling applications and the relevant specimen application can be downloaded from "Other Notifications" on the Home Page of the website of this Ministry.
www.pubad.gov.lk → Services → Sri Lanka Engineering Service → Vacancy List → Special Grade

Sgd/. K.D.N. Ranjith Asoka
Secretary
Ministry of Public Administration, Home Affairs,
ProvincialCouncils and Local Government

Telephone/ Fax: 011- 2698268
E-mail address: esbpubad@gmail.com

Notification on calling applications

Public Service Commission

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

As per the provisions of the 6th amendment No: 2190/26 dated 25.08.2020, 7th amendment No: 2233/27 dated 23.06.2021 made to the Service Minute of Sri Lanka Engineering Service published in the Gazette Extra Ordinary No: 1836/6 dated 11.11.2013, applications are called from the eligible officers to fill the following vacancies in the approved cadre of Special Grade as at 01.07.2022.

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

Serial No:	Post in the Special Grade	Ministry/ Department	Category to which the post belongs
1.	Director General (Technical)	Ministry of Transport and Highways	Mechanical 2 Civil 4 Electrical 1
2.	Deputy Chief Secretary (Engineering Services)	North Central Provincial Council	Civil 7
3.	Director General (Engineering)	Ministry of Power and Energy	All Electrical
4.	Additional General Manager (Mechanical)	Department of Railways	Mechanical 2

02. Qualifications to be satisfied for Promotion to Special Grade

I. Shall have completed an active and satisfactory service period of five (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 five (05) years immediately preceding the date of qualifying for the promotion.

IV. Shall not have received disciplinary punishment as per the provisions stipulated in Public Service Commission Circular No: 1/2020.

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 from an institution other than the Institution of Engineers Sri Lanka, a letter to certify that the said institution is recognized by the Institution of Engineers Sri Lanka 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 Since, promotion shall be made based on the seniority according to the 6th amendment to the Service Minute of Sri Lanka Engineering Service published in the Gazzete Notification No: 2190/26 dated 25.08.2020 and the approval of Public Service Commission as per the Sections 10.3.2 and 11.3(C) of the Service Minute, recommendations for appointment to Special Grade shall be submitted for approval of Public Service Commission after interviewing the applicant by a **Board of Interview appointed by Public Service Commission**.

3.2 Number of applicants not more than twice the number of vacancies available as at 01.07.2022, who have satisfied the qualifications indicated in 10.3.1 shall be called for the said interview.

3.3 Officers shall be promoted to the posts, which have fallen vacant in Special Grade, based on the order of seniority list of Grade I of Sri Lanka Engineering Service and the seniority list of Special Grade as at 01.07.2022 shall be prepared in the order of seniority of the officers, who have become eligible to be promoted as at the said date, before they were promoted.

3.4 If the promotion cannot be made to a certain post as at 01.07.2022, action shall be taken considering the said post/ posts as a post, which has fallen vacant as at 01.01.2023.

04. Since all the vacancies shall be calculated as at 01st January and 01st July of each year, all the applicants shall have satisfied the qualifications indicated in Para. 02 above as at the date on which the vacancies mentioned in the notification on calling applications are calculated. Duly perfected applications prepared as per the specimen attached herewith shall be sent to me on or before **20.04.2023** through the Secretaries of Ministries, Chief Secretaries, District Secretaries, Heads of Departments. The late applications shall not be accepted and the incorrect and incomplete applications shall be rejected.

05. You are requested to inform the officers to apply only if they have satisfied the basic qualifications indicated above. The retired officers also can apply for the posts which have fallen vacant before the date of their retirement, if they have satisfied the qualifications mentioned under 02 above as at the date on which the posts have fallen vacant.

06. Action shall be taken as per the Public Service Commission Circular No: 01/2021 dated 30.06.2021, 01/2021(i) dated 02.08.2021 and 01/2022 dated 28.02.2022 against the officers who are unable to assume duty of the post to which he / she is appointed after promotion to Special Grade.

07. In case of any discrepancy between Sinhala, Tamil and English notifications the Sinhala notification shall prevail.

"On order of Public Service Commission"

Sgd/. K.D.N. Ranjith Asoka
Secretary
Ministry of Public Administration, Home Affairs,
ProvincialCouncils and Local Government

21.03.2023

Telephone Number/ Fax : 0112698268.
E-mail : esbpubad@gmail.com

Annex 01-a

For office use only
Number of the application

Application for Promotion of officers in Grade I

of Sri Lanka Engineering Service to Special Grade (As at 01.07.2022)

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 on super numerical basis to Class I of SLES : ……

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

13.5 Date of absorption to Grade I of SLES : ……

(Certified copy of the formal letter of promotion to Class1/,Grade 1 should be attached as No. 13.4)

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 01.07.2022 after 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 Excellent/above average/satisfactory/poor	Whether relevant authority has signed/ not signed

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 continued of the status of Chartered Engineer: Yes/No

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.						

(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 and 01/2022 dated 28.02.2022 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 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. 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 Administration, Home Affairs, 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.

Date: 2023.

…….
Secretary / Chief Secretary
Ministry of …… / ……..Province
Official Stamp