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பொது நிர்வாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

මගේ අංකය }  
எனது இல } MPA/SSD/12/RECRU/9938 (II)  
My No }

ඔබේ අංකය }  
உமது இல }  
Your No }

දිනය }  
திகதி } 2023.03.23  
Date }

**Promotion to Special Grade of Sri Lanka Scientific Service and appointment to posts**

Applications are called for filling vacancies in the Special Grade of Sri Lanka Scientific Service in the following institutions, in line with the above matter.

- I. Department of Government Analyst - Government Examiner of Questioned Documents
- II. Department of Forest Conservation - Additional Conservator General of Forests (Forest Conservation, Operations and Management)
- III. Department of Export Agriculture - Additional Director General (Research)
- IV. Ministry of Environment - Additional Secretary (Environment Policy and Planning)

02. Accordingly, it is kindly informed that officers who have satisfied the qualifications to apply for posts in the Sri Lanka Scientific Service in the above ministries / departments can apply for this.

03. The relevant application can also be downloaded from [www.pubad.gov.lk](http://www.pubad.gov.lk).

Sgd/ K.D.N. Ranjith Asoka

Secretary

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

Telephone Number/ Fax: 0112/-695187

E- mail: pubadssd@gmail.com

දුරකථන }  
தொலைபேசி } 011-2696211-13  
Telephone } 011-2166000

ලැක්ෂ් }  
தொலைநகல் } 011-2695279  
Fax }

ඊ-මේල් }  
மின்னஞ்சல் } info@pubad.gov.lk  
E-mail }

ලිපිනය }  
முகவரி }  
Address }  
නිදහස් වතුරගිරිය, කොළඹ 07, ශ්‍රී ලංකා.  
சுதந்திர சதுக்கம் கொழும்பு 07 இலங்கை.  
Independence Square, Colombo 07, Sri Lanka.

**Public Service Commission**

**Promotion of Officers in Grade 1 of Sri Lanka Scientific Service to Special Grade on the basis of Seniority and Merit**

As per the provisions in Section 10.3 of the Minute of Sri Lanka Scientific Service, published on 28th August 2014 in the Gazette No 1877/27 and revised by the Gazette Extraordinary No 1996/25 dated 06th December 2016 and the provisions in the approved recruitment procedures, applications are invited for the promotion of qualified Officers in Grade I of the Sri Lanka Scientific Service to the Special Grade to fill 04 vacancies in the following Ministries / Departments.

01. No of Vacancies:

<b>S/No</b>	<b>Ministry/ Department</b>	<b>Post</b>	<b>Number of Vacancies</b>	<b>Description</b>
01	Department of Government Analyst	Government Examiner of Questioned Documents	01	Promotion to Special Grade and appointment to the Post
02	Department of Forest Conservation	Additional Conservator General of Forests (Forest Conservation, Operations and Management)	01	Promotion to Special Grade and appointment to the Post
03	Department of Export Agriculture	Additional Director General (Research)	01	Promotion to Special Grade and appointment to the Post
04	Ministry of Environment	Additional Secretary (Environment Policy and Planning)	01	Promotion to Special Grade and appointment to the Post

02. Qualifications to be fulfilled for Promotion.

- I. Shall have obtained a Post Graduate Degree from a University recognized by the University Grants Commission or any other institution recognized by the University Grants Commission as a degree awarding institution or in the subject area specifically mentioned in the Recruitment Procedure.
- II. Shall have completed five (05) years of active and satisfactory service in Grade I of the Sri Lanka Scientific Service on the date of qualification for promotion and shall have earned five (05) salary increments after promotion to Grade I.
- III. Shall have completed at least 18 years of active service in Sri Lanka Scientific Service on the

date of satisfying the qualifications for promotion.

- IV. Shall have proved an annual performance at satisfactory or above level within the five years immediately Preceding to the date of satisfying the qualifications for promotion.
- V. Shall have completed a satisfactory service period within the five years immediately preceding the date of satisfying the qualifications for promotion as per the Public Service Commission Circular No 01/2020.
- VI.

S/No	Department/ Ministry	Post	Qualification
01	Department of Government Analyst	Government Examiner of Questioned Documents	Shall be an officer holding the post of Deputy Government Examiner of Questioned Documents in the Department of Government Analyst who has satisfied all the qualifications from I to V.
02	Department of Forest Conservation	Additional Conservator General of Forests (Forest Conservation, Operations and Management)	Shall be an officer holding a post of Forest Conservator (Protection and Law Enforcement/ Social Forestry and Forest Extension/ Forestry and Forest Management/ Planning and Monitoring/ Environmental Management and geo resources / Forest Census and Geological Information/ Eco Tourism/ Bio Diversity and Catchment Conservation) in the Department of Forest Conservation who has satisfied all the qualifications from I to V.
03	Department of Export Agriculture	Additional Director General (Research)	Shall be an officer in the Sri Lanka Scientific Service in the Research division of the Department of Export Agriculture who has completed active and satisfactory service of five (05) years in Grade I of the Executive Service category and satisfied all the qualifications from I to V.
04	Ministry of Environment	Additional Secretary (Environment Policy and Planning))	Shall be an officer in the Ministry of Environment or Department of Forest Conservation who has satisfied all the qualifications from I to V.

### 03 Method of Promotion

- (i) The Public Service Commission carries out the promotion to Special Grade considering the result of the interview conducted by an interview board approved by the Public Service Commission and the number of vacancies.
- (ii) Seniority and merit will be evaluated at the interview. The marking scheme in Annex I is used for this purpose.

04 The officers who are selected subject to the general conditions by which the appointments of the public service is governed, terms and conditions of the Minute of Sri Lanka Scientific Service (published in the Gazette of Democratic Socialist Republic of Sri Lanka No 1877/27 dated 28.08.2014) and the revisions made and to be made in the future to the said Service Minute, shall be promoted to the Special Grade in Sri Lanka Scientific Service in accordance with the number of existing vacancies.

05 Officer/officers who are promoted to the Special Grade in Sri Lanka Scientific Service obtaining the highest marks shall be appointed by the Public Service Commission to the posts of which the Appointing Authority is the Public Service Commission.

06 Applications perfected in line with the format given below should be sent to reach Secretary, Ministry of Public Services, Provincial Councils and Local Government, Independence Square, Colombo 07” on or before 12 April 2023 via registered post with the recommendation of the Head of the Department/ Secretary of the Ministry, having attested the signature placed before Head of the Department/ Secretary of the Ministry or an authorized officer to sign for the Head of the Department/ Secretary of the Ministry, by the Head of the Department. On the top left corner of the envelope in which the application is sent, the words “Promotion to the Special Grade in Sri Lanka Scientific Service should be clearly indicated. No application received after the said date shall be accepted and complaints on misplaced or lost applications shall not be entertained.

07 In the event of any inconsistency between Sinhala, Tamil and English texts of this notice, Sinhala text shall prevail.

Application can also be downloaded via [www.pubad.gov.lk](http://www.pubad.gov.lk)

On the order of the Public Service Commission,

**Sgd/ K.D.N. Ranjith Asoka**  
Secretary,  
Ministry of Public Administration, Home  
Affairs, Provincial Councils and Local  
Government  
..... March 2023

Ministry of Public Administration, Home Affairs, Provincial  
Councils and Local Government  
Independence Square  
Colombo 07.

## The marking scheme for the promotion to Special Grade in Sri Lanka Scientific Service

### 01. Seniority

60 Marks

Marks are awarded for the total period of active and satisfactory service in the Sri Lanka Scientific Service.

According to the Public Service Commission Circular 01/2019, the officer with the longest period of service in each Ministry / Department shall be awarded the maximum number of marks and the other officers shall be awarded marks proportionately.

### 02. Merit

40 Marks

I.

	Maximum Marks
I. Individual or group work relevant to the field:  i. Research Publication (For group publications, the Head of the Department should confirm that the publications were made at the initiative of the relevant officer) - 04 marks for each publication (For maximum of 2 publications)  ii. Abstracts  ➤ Local - 02 marks for each abstract (for maximum of 02 abstracts) ➤ International - 02 marks for each abstract (for maximum of 02 abstracts)	08
II. Dissertation – 2.5 marks for each thesis  (Marks will be awarded only for dissertations other than the dissertation submitted for the Second Efficiency Bar or Post Graduate degree considered for promotion to Grade I) (Maximum of 2 dissertations)	05
III. Innovation - Head of the Department should ensure that the innovations are successfully implemented under the leadership of the relevant officers (04 points for each innovation) (Maximum of 2 innovations)	08
IV. Newspaper / Magazine Articles - Articles written by the officer himself/herself to educate the public (02 marks for each newspaper / magazine)  (Maximum of 2 newspaper/ magazine articles)	04
Total Marks	25

II. Power Point Presentation

(15 Marks)

10 minute Power Point Presentation related to an innovation / innovation task mentioned in I. above.

- |      |  |   |          |
|------|--|---|----------|
| i.   | Objective & Vision related to the Performance of the post to be Selected | - | 03 Marks |
| ii.  | Relevancy  | - | 03 Marks |
| iii. | Creativity / Innovation  | - | 03 Marks |
| iv.  | Time Management  | - | 03 Marks |
| v.   | Proficiency in English   | - | 03 Marks |

Note -

- a) Marks under Criteria (v) above can be obtained only if the applicant conducts the presentation in English language.
- b) The hard copy of the presentation should be submitted to the interview board at the same time. In addition a hard copy of the presentation prepared in English medium is also mandatory.

## Specimen Application

Application for the promotion to Special Grade of Sri Lanka Scientific Service at the Ministry / Department of..... and Application for the post of .....in the Special Grade

### 1. Particulars of the Officer

i. Name in Full in English (in block letters)

.....  
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

ii. Name with initials in English (in block letters) ):.....

.....  
(Ex: GUNAWARDHANA, H. M. S. K.)

iii. Name in Full (In Sinhala):.....

iv. Date of Birth:.....

v. Age as at the Closing Date of Application: .....Years .....Months .....Days

vi. NIC No : .....

vii. Permanent Address :.....

.....

viii. Telephone No :

Office : .....

Mobile :.....

ix. Email:.....

### 2. Particulars of the Post :

i. Work place at present and address :

ii. Date of appointment to Grade III:

iii. Date of appointment to Grade II:

iv. Date of appointment to Grade I:

v. Post held at present:

vi. Date of appointment to the post:

### 3. Seniority

01	Period of active and satisfactory service in the Sri Lanka Scientific Service as at the closing date of applications	
02	Period of active and satisfactory service in Grade I of the Sri Lanka Scientific Service as at the closing date of applications	
03	Whether the officer has obtained/ has not obtained no-pay leave (Mention the dates of no-pay leave, if any)	

4. Qualifications in the relevant field :

4.1. Special contribution made to the relevant field

<b>Researches and Publications</b>	<b>Description</b>	<b>Year</b>
Research Publications		
Dissertations		
Innovations		
Newspaper Articles		

❖ Research abstract should be submitted at the time of interview

5. Declaration of the applicant

I hereby confirm that the above information is as true and correct to the best of my knowledge

Date : .....

.....  
Signature of the Applicant

Part II

( Should be completed by the Head of the Department)

Particulars in the application submitted by Mr/Mrs/Miss .....,  
an Officer in Grade I of Sri Lanka Scientific Service at the Ministry/ Department of  
..... are correct/incorrect as per the personal file. I kindly inform  
that disciplinary actions have not been/have been taken against the officer, such actions are / are not  
intended to be taken in the future, he/she has earned/not earned the immediately preceding 05 salary  
increments. I recommend/ do not recommend his/her application.

.....

Signature of the Secretary of the Ministry/ Head of the Department

Official Frank

Date