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

09.10.2023

Secretaries of Ministries  
Heads of Departments  
District Secretaries

**Obtaining information for granting permanent appointments in the Drivers' Service as per Cabinet Decision, No. CP/23/0160/605/012, dated 07.02.2023, to the Multipurpose Development Assistant trainees who have been recruited under the Department of Multipurpose Development Task Force**

As per Cabinet Decision No. CP/23/0160/605/012, dated 07.02.2023, granted to implement the recommendations of the third interim report dated 30.12.2022 submitted by the committee of officers appointed to review the recruitment process in the public service in accordance with Cabinet Decision, No. 22/1353/605/011, dated 12.09.2022 and the approval of the Public Service Commission communicated by letter No. PSC/EST/03-01-01/01/2022 dated 27.09.2023, action will be taken to appoint multipurpose development assistant trainees, who were recruited under the Department of Multipurpose Development Task Force, to the vacant posts in the Drivers' Service under the Combined Service, and action should be taken in the following manner with regard to granting those permanent appointments.

- I. Approval of the committee of officers appointed to review the recruitment process in the public service should have been received to make recruitments to the vacant posts in the Drivers' Service under the Combined Service in your ministry or department. This approval should have been granted by the Director General of Management Services Department for the period after 30.06.2023.
- II. The relevant recruitments should be made after the respective heads of departments have considered the exigency of the service and are satisfied that sufficient provisions have been allocated for the payment of salaries and allowances.
- III. All recruitments should be within the limit of the cadre approved as at 31.12.2022.

**IV. Qualifications for Recruitment**

The Public Service Commission has decided that the recruitment of multipurpose development assistants already undergoing training or who have been selected for training as drivers should strictly be limited to this occasion and should be implemented in such a way that it does not become a precedent for future recruitments.

Accordingly, multipurpose development assistant trainees will be recruited to fill vacancies in the posts of driver in the Primary service category (PL-03) of the public service as per the qualifications prescribed in the **Minute of the Combined**

**Drivers' Service No. 1875/39 dated 15<sup>th</sup> of August 2014 for Motor Vehicle Drivers in the public service.**

Accordingly, the qualifications required for appointment to the post of multipurpose development assistant in Grade III and the following qualifications mentioned in the Minute of the Combined Drivers' Service should have been satisfied at the time of granting this appointment.

7.2.2.2 Professional Qualifications

7.2.2.3 Experience

7.2.2.4 Physical Fitness

Further, a board of examiners consisting of an Executive Officer of your ministry or department, an Examiner of Motor Vehicles from the Department of Motor Traffic and an officer from the Police Traffic Division, as mentioned in No. 7.2.4.2 of the above Service Minute, and a general board of interview as mentioned in No. 7.2.4.3 should verify whether the relevant multipurpose development assistants selected, who are being trained as drivers, have satisfied the above educational or other qualifications and the other qualifications mentioned in the above Service Minute.

- V. The head of the institution should issue temporary letters of appointment in the Drivers' Service only to the multipurpose development assistants who have satisfied the above qualifications in each and every way and are receiving training as at the date of the permanent appointment. The format of the temporary letter of appointment is attached herewith (Annex 01).

The format (Annex 02) attached herewith, should also be perfected and sent to the Director General of Combined Services to prepare separate files for each employee and issue formal letters of appointment. When preparing the files, copies of the documents mentioned in Annex 03, certified as "true copies", should also be attached and sent.

**Note**

**Requests regarding those who are above 45 years of age should be made separately, as action should be taken with regard to the matters of such individuals in consultation with the Public Service Commission.**

02. No recruitments should be made under this arrangement to the workplaces which are considered **popular workplaces** for the Drivers' Service of the Combined Service.
03. Since it is not possible to grant formal appointments to multipurpose development assistant trainees who have not satisfied the qualifications in the above manner, you should be **personally** satisfied to the effect that the relevant employees have fulfilled the required qualifications when granting temporary appointments.
04. It is compulsory for these multipurpose development assistants, who are to be appointed to the posts of the Combined Drivers' Service, to satisfy all educational and other

qualifications, including having passed the G.C.E. (O/L) examination prescribed in the Minute of the Combined Drivers' Service for motor vehicle drivers in the public service, for getting promotions under the limited stream or merit stream of the public service. They should be informed that multipurpose development assistants who have not satisfied the above qualifications will not be eligible to apply for posts above the PL level under any stream of recruitment at all.

05. You are further informed to submit the relevant documents to the Director General of Combined Services in order to issue the formal letters of appointment before the lapse of **one (01) month** from issuing the temporary letters of appointment, as mentioned in (v) above, to the multipurpose development assistants who are undergoing training.

Sgd/ S. Alokabandara  
Director General of Combined Services

Telephone : 0112694560  
Fax : 0112690100  
Email : oes.pubad@gmail.com

Copy : Director General, Department of Multipurpose Development Task Force

My Number:-

Ministry/ Department of .....

Colombo

2023

To Mr.....

Through .....

N.I.C. Number :- .....

**Appointment to a Post in Grade III of the Combined Drivers' Service**

You are appointed to a post of in Grade III of the Combined Drivers' Service with effect from .....as per Cabinet decision No: CP/23/0160/605/012 dated 07.02.2023 and the approval communicated by the letter of the Secretary of the Public Service Commission No: PSC/EST/03-01-01/01/2022 dated 27.09.2023.

02. This is a temporary letter of appointment and a formal letter of appointment will be issued by the Director General of Combined Services in due course, if the prescribed qualifications are satisfied. Otherwise, action will be taken to cancel this appointment.

03. You shall be bound by the provisions of the Establishments Code, Financial Regulations, Departmental Orders and other regulations and orders issued by the government from time to time.

04. The salary scale entitled to this post is Rs. 25,790 - 10 X 270 - 10 X 300 - 10 X 330 - 12 X 350 – 38,990/=. Payments shall be made as per the provisions indicated in Public Administration Circular No: 03/2016 dated 25.02.2016. You should pass the Efficiency Bar examination prescribed for Grade III of Combined Drivers' Service within three years from the date of appointment.

05. **It is compulsory to serve for at least 03 years at the place of work to which the first appointment was made.** The Appointing Authority has the power to transfer a certain officer before the end of the said period, if it is required to do so for special reasons determined by the Appointing Authority.

06. Acknowledge the receipt of this letter and inform me whether you accept this post under the conditions indicated herein within two weeks. This appointment shall be canceled, if you are unable to report for duty in the above manner without reasonable grounds.

.....  
Signature of the Head of the Ministry/  
Department  
Official Stamp:-

Copy:- Director General of Combined Services

**Obtaining information for granting Permanent Appointments in the Combined Drivers' Service as per Cabinet Decision No: CP/23/0160/605/012 dated 07.02.2023 to the Multipurpose Development Assistants serving as drivers who were recruited under the Department of Multipurpose Development Task Force**

01. Name:

.....

02. Certified copy of the National Identity Card

03. Certified copy of the letter of recruitment of the employee to the post of Multipurpose Development Assistant under the Department of Multipurpose Development Task Force

Date of appointment 

Y	Y	Y	Y	/	M	M	/	D	D
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 and post .....

04. Whether NVQ 3 training has been completed Yes  No

05. Whether the employee possesses a valid driving license issued by the Commissioner General of Motor Traffic

(A driving license issued by the Commissioner General of Motor Traffic before three (03) years from the date of recruitment with regard to driving of private/hiring cars and station wagons tare of which less than 24 CWT.) Yes  No   
 Old (in vehicle Class C or C1)/ New (in Class B)

06. Whether the employee possesses 03 years' experience as a driver of motor vehicles (Should be verified by certificates) Yes  No

07. Whether the employee is not more than 45 years of age as at the date on which it is proposed to grant the permanent appointment Yes  No

08. Whether the employee has satisfied physical fitness and other qualifications mentioned in No. 7.2.2.4 and 7.2.2.5, respectively, of the Service Minute Yes  No

09. Certified copy of the birth certificate

Date of birth .....National Identity Card Number 

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Age as at .....at the time of recruitment to the permanent post

10. Certified copies of the educational certificates Yes  No

11. Has the employee passed Grade 8/ Grade 9 in accordance with the leaving certificate?

School :- .....

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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12. An affidavit, if there is any change in the name indicated in the certificates submitted by the employee (Attached)

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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13. Whether the recruitment is within the limit of the cadre approved as at 31.12.2022:

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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14.. Has the recruitment been approved by the Committee of Officers appointed for reviewing the recruitment process in the public service/ Director General of Management Services (after 30.06.2023)?

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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I hereby recommend/ do not recommend the appointment to a post in the Combined Drivers' Service as at .....since I have personally examined the qualifications and I'm satisfied to the effect that the qualifications have been fulfilled/ have not been fulfilled as per Cabinet decision No: CP/23/0160/605/012 dated 07.02.2023 and the approval of the Public Service Commission communicated by letter No: PSC/EST/03-01-01/01/2022 dated 27.09.2023.

.....

Recommendation of the Head of the Department

.....

Recommendation of the Secretary of the Ministry

**Obtaining information for granting permanent appointments in the Combined Drivers’  
Service as per Cabinet Decision No: CP/23/0160/605/012 dated 07.02.2023 to the  
Multipurpose Development Assistants serving as drivers who were recruited under the  
Department of Multipurpose Development Task Force**

1. Certified copy of the birth certificate certified and issued by the Registrar General
2. Certified copy of the National Identity Card
3. Certified copy of the school leaving certificate
4. Certified copy of the results sheet of the G.C.E. O/L examination (Only if the employee has sat for the examination)
5. Certified copy of the letter of recruitment to the post of Multipurpose Development Assistant under the Department of Multipurpose Development Task Force
6. Certificate to prove that the officer has completed a continuous and formal training of at least 06 months in the post of Multipurpose Development Assistant issued by the Department of Multipurpose Development Task Force or the Department which has provided the training
7. Certificate to prove that the employee has completed the NVQ 3 training
8. Certified copy of the valid driving license in vehicle Class C and C1 (Old) or the driving license in Class B (New) issued by the Commissioner General of Motor Traffic before three (03) years from the date of recruitment with regard to driving of private/hiring cars and station wagons tare of which less than 24 CWT.
9. Formal certificate (Health 307) issued by a Government Medical Officer on normal vision, vision at night and colour vision
10. Certified copies of the certificates submitted to prove 03 years’ experience as a driver of motor vehicles certified by the head of the department
11. An affidavit, if there is any change in the name indicated in the certificates submitted by the employee
12. Certified copy of the report of the Board of Interview
13. Copy for the Director General of Combined Services of the temporary letter of appointment issued by you

14. Letter of assumption of duty by the officer as per the above temporary letter of appointment (Annex 01) (As per Appendix 5)
15. Certified copy of the letter of approving the cadre issued by the Department of Management Services to prove that the recruitment is made within the limit of cadre approved as at 31.12.2022
16. Certified copy of the letter of granting approval for recruitment to the vacant posts at your Ministry/ Department by the Committee of Officers appointed for reviewing the recruitment process in the public service / the Director General of Management Services (after 30.06.2023)
17. Recommendation of the Head of the Department
18. Recommendation of the Secretary of the Ministry

N.B.:- All the copies should be submitted after being certified by the head of the department as “true copies”.