



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය  
பொது நிர்வாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
**Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government**  
ඉංජිනේරු සේවා අංශය, පොත්තියියල් ජ්‍යෙෂ්ඨ පිරිවැ, Engineering Services Division  
නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.  
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எனது இல } MPA/ESD/14/01/07/2023  
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உமது இல }  
Your No }

දිනය }  
திகதி } 2023.12.04  
Date }

All Secretaries of Ministries  
Provincial Chief Secretaries  
Heads of Departments

**Verification of the validity of certificates related to educational / professional qualifications that are submitted to prove qualifications stipulated in service minutes in relation to appointments/promotions to posts in the public service - Sri Lanka Engineering Service**

It has been informed by the letter of the Secretary of the Public Service Commission No. PSC/PRO/HB/26/2023 dated 25.08.2023 that the Commission has decided that the certificates related to educational / professional qualifications submitted by officers to prove their qualifications in relation to appointments /promotions stipulated in service minutes should be submitted to the Public Service Commission after the Secretaries of Ministries holding the administrative authority of the respective post have verified those certificates from the institution that issued them.

02. Accordingly, the officers who expect to apply for vacancies that exist in the Special Grade of the Sri Lanka Engineering Service as at 01.07.2023 are hereby kindly informed to submit the certified copies of their Postgraduate degree / Post Graduate Diploma certificates and the transcripts to the following address **before 15.12.2023** in order to verify those certificates from the relevant institutions that offered those Postgraduate degrees / Post Graduate Diploma. And the other officers who have already satisfied the requirement of possessing a Postgraduate degree / Post Graduate Diploma are kindly informed to submit the certified copies of their Postgraduate degree / Post Graduate Diploma certificates and the transcripts to the following address **before 31.12.2023** in order to verify those certificates from the relevant institutions that offered those Postgraduate degrees / Post Graduate Diplomas. It is kindly emphasized that the officers who are still following the Postgraduate degree / Post Graduate Diploma should submit certified copies of the relevant certificates upon completion of the degree for verification.

Director of Engineering Services  
Engineering Service Division  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07,

03. Further, getting this postgraduate degree / postgraduate diploma verified does not necessarily mean that they are relevant to the subject areas of the postgraduate degree / postgraduate diploma to be completed for receiving promotions stipulated in the Service Minute. Accordingly, as mentioned in “10.3.1 (v) b” of the Sri Lanka Engineering Service Minute, postgraduate diplomas with a course duration of not less than 09 months in the field of Engineering or postgraduate degrees in the fields of Engineering, Management, Information Technology or Business Administration shall be applied for the postgraduate diploma or postgraduate degree to be completed by the officers.

04. In instances where an officer has obtained his or her only Postgraduate degree / Post Graduate Diploma from a foreign university or where only a Postgraduate degree / Post Graduate Diploma obtained from a foreign university by an officer, among the Postgraduate degrees / Post Graduate Diplomas followed by him or her, is relevant to the Service Minute, such officers should submit a letter of request addressed to the relevant university administration in addition to the certified copies of the certificates submitted for verifying their Postgraduate degrees / Post Graduate Diplomas. (The format for the above is given in Annex I.)

05. Since the Postgraduate degrees / Post Graduate Diplomas obtained from foreign universities should be verified by referring them to the relevant foreign universities of higher educational institutes, a fee may be charged for the purpose, and in such cases, the relevant officers will be informed on how to make that payment in the future.

Sgd/ P.W. Rajapaksha  
Additional Secretary (Public Administration)  
For Secretary  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

Telephone/ Fax: 0112 698268  
Email: [esbpubad@gmail.com](mailto:esbpubad@gmail.com)

Sample Letter

(Your Name)  
(Address)  
(Today's Date)

(Name of Recipient)  
(Title)  
(Address)

Dear Sir/Madam,

**Verification of Authenticity of Foreign University Degree Certificate of Mr./Ms.  
..... from University of .....**

I do hereby authorize the High Commission of Sri Lanka in ..... through Foreign  
Ministry in Sri Lanka to obtain the verification of authenticity of my degree certificate received  
from the University of ..... (with country)

Thank You.

.....

Mobile No.: .....

Purpose: Please note that degree certificate is needed for (mention the purpose of getting degree  
verification)