

Public Service Commission
Appointment to posts in Grade I of the Sri Lanka Planning Service

As per the provisions of Public Service Commission Circular No. 04/2023 published for the purpose of preparing a fair and transparent procedure for the selection of the most suitable officers from Grade I officers for appointment to the posts in Grade I of the all island services for effective and efficient employment of public officers, applications are hereby called from officers of the Sri Lanka Planning Service in order to fill the vacancies that occur in Grade I of the service till 31.12.2024, who have satisfied all qualifications required for promotion to Grade I of the said service as per the amendments made by Gazettes Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 2137/26 dated 20.08.2019 and No. 2224/20 dated 21.04.2021 to the Minute of the Sri Lanka Planning Service published in Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1670/32 dated 10.09.2010 and Public Administration Circular No. 34/2019.

(Two weeks before conducting the interview, the actual number of vacancies and relevant institutions, and the list of vacancies predicted to occur up to 31.12.2024 will be published on the website of the Ministry of Public Administration. The officers who participate in the interview should hand over the document on which they have expressed their preference for the said posts to the interview board.)

02. The specimen application form for this purpose is published in Annex I, and the officers who have satisfied the relevant qualifications should send their applications through the respective heads of institutions to reach me before 26.04.2024.

03. All officers who have satisfied the relevant qualifications should appear for a structured interview as per the guidelines for interviews mentioned in Public Service Commission Circular No. 04/2023, and marks will be allocated under the following criteria. (Further details are mentioned in Public Service Commission Circular No. 04/2023.)

Serial number	Field	Maximum marks
i.	Core competencies	500
ii.	Experience	400
iii.	Language proficiency	100
	Total Marks	1000

04. The selected officers will be appointed on full-time acting basis to the posts that have fallen vacant by the Public Service Commission, considering the order of the merit list prepared as per the marks given at the said interview and the preference of the officers. Until the conclusion of judicial proceedings of Writ Application No. 207/2020, appointments to posts in Grade I of the Sri Lanka Planning Service will be made as per this procedure. After the conclusion of the judicial proceedings, the decision will be taken by the Public Service Commission regarding the conversion of these acting appointments into permanent appointments.

On the order of the Public Service Commission,

Sgd./Pradeep Yasarathna
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Date: 21.03.2024

**Application for appointment on full-time acting basis to the posts in Grade I of the Sri Lanka
Planning Service**

Part I -To be filled by the applicant.

1. Personal Information of the applicant

- i. Full Name:
- ii. National Identity Card No. :
- iii. Date of birth and age:
- iv. Personal address:
- v. Telephone No:
- vi. Email address:
- vii. Grade in which the applicant is serving:
- viii. Date of appointment to Grade III of S.L.P.S. :
- ix. Date of promotion to Grade II of S.L.P.S. :
- x. Post:
- xi. Date of appointment to the current post :
- xii. Ministry:
- xiii. Department:
- xiv. Other information (Any other necessary information, if any, can be added)

2. Particulars of the service

- i. No pay/ half pay leave

Serial number	Commencement date of leave	End date of leave	Total duration (Y/M/D)	Purpose	Provision of the Establishments Code, which was applied for granting leave

ii. Instances of being subjected to disciplinary action

Number and date of the charge sheet	Disciplinary order (If still pending, please indicate)	Effective date of punishment (Only if a punishment has been imposed by the disciplinary order)	Period of service, which should be excluded, when calculating satisfactory service period in terms of Section 236 (I) of the Procedural Rules of the Public Service Commission	Date of ending of the period during which the applicant is ineligible for grade promotions in terms of Section 236(II) of the Procedural Rules of the Public Service Commission

iii. Experience

Workplaces where the applicant served from the date of appointment to date (certified copies of letters of assumption of duties should be attached.)

Post	Ministry/ Department/ Commission/ Institution	Duration		A brief description of the nature of duty and responsibilities
		From	To	

3. Qualifications required for appointment to a post in Grade I

i. Efficiency Bar Examinations

Efficiency bar	Due date for completion	Date of completion	Particulars of the periods of concessions or exemptions, if any.

ii. Whether the applicant has proved performance at a satisfactory level or above within the six years immediately preceding the date of calling applications

Year	Evaluation of performance (Unsatisfactory/ satisfactory/ above the average/ excellent)

iii. Whether the applicant has earned six salary increments in Grade II as at the date of calling applications (It is sufficient for officers who become eligible for promotion as per 2.2 of P.A.C. No.34/2019 to indicate the particulars of earning two salary increments in Grade II.)

Year	Has/ has not earned salary increments

iv. Particulars of obtaining the postgraduate degree qualification (Certified copies of the postgraduate degree certificates should be submitted.)

Postgraduate degree	Institution	Duration	Effective date

I hereby certify that all the above particulars are true and accurate.

.....
Date

.....
Signature and official stamp of the applicant

Part II – To be filled by the Head of the institution

1. I hereby certify that the particulars mentioned by the applicant under No. 03 above are accurate as per his/ her personal file, that the applicant has/has not completed* an active and satisfactory service of six years in Grade II of the service (02 years, if the applicant satisfies qualifications for promotion as per No. 2.2 of P.A.C. No. 34/2019), that he/she has/has not been* subject to a disciplinary punishment as per the provisions stipulated in Public Service Commission Circular No. 01/2020, that disciplinary action has/ has not been* taken or it is intended/ not intended* to take disciplinary action against the applicant and that the applicant has / has not satisfied * all qualifications required for promotion to Grade I as at the date of calling applications.

If disciplinary action has been taken or it is intended to take disciplinary action against the applicant, mention the particulars of the same:

.....

2. After having examined all the above particulars mentioned by the applicant together with the relevant documents, I hereby certify that they are accurate. I also hereby state that if selected for the post applied for, he/she can be/ cannot be* released from this institution with/ without * replacement.

3. Since the applicant's work, attendance and conduct are satisfactory/ are not satisfactory*, I hereby recommend/ do not recommend* appointing this applicant to a post in Grade I of the Sri Lanka Planning Service, which has fallen vacant.

Indicate reasons in brief if the promotion is not recommended :

.....
Date

.....
Signature and official stamp of the
head of the institution

Part III - To be filled by the Secretary of the respective Ministry

I hereby recommend / do not recommend* the application of Mr./ Mrs./ Miss. *
and I agree/ do not agree* with the statements of the head of the institution in part II above.

.....
Date

.....
Signature and official stamp of the
Secretary of the Ministry

* Cross off the words inapplicable.