### Public Service Commission

## <u>Promotion of Officers in Grade 1 of Sri Lanka Scientific Service to Special Grade on the</u> <u>basis of Seniority and Merit and Appointment to the Post</u>

As per the provisions in Section 10.3 of the Minute of the Sri Lanka Scientific Service, effective from 01.01.2006, published on 28<sup>th</sup> August 2014 in Gazette No. 1877/27 and revised by Gazette Extraordinary No. 1996/25 dated 06<sup>th</sup> December 2016 and the provisions in the approved schemes of recruitment, applications are called for the promotion of qualified officers in Grade I of the Sri Lanka Scientific Service to Special Grade so as to be appointed to the post of Director General of the Department of National Botanic Gardens, which is a post in Special Grade of Sri Lanka Scientific Service.

01. Number of Vacancies:

S/No	Ministry/	Post	Number	Subject
	Department		of	
			Vacancies	
01	Department of Export Agriculture	Additional Director General (Research)	01	Promotion to Special Grade and appointment to the post

02. Qualifications to be fulfilled for Promotion.

- 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 level or above within the five (05) years immediately preceding the date of satisfying the qualifications for promotion.
- V. Shall have not been subject to any disciplinary punishment as per the provisions in Public Service Commission Circular No. 01/2020.

S/No	Department/	Post	Qualification
	Ministry		
01	Department of Export Agriculture	Additional Director General (Research)	Shall be an officer in the Research Division who has satisfied all the qualifications from I to V and completed an active and satisfactory period of five (05) years in Grade I of Executive Service Category in Sri Lanka Scientific Service at the
		(Research)	Department of Export Agriculture.

### 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 after the above mentioned interview subject to the general conditions by which the appointments of the public service are governed (Published in the Gazette of the Democratic Socialist Republic of Sri Lanka No: 1877/27 dated 28.08.2014), terms and conditions of the Minute of Sri Lanka Scientific Service 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. The officer/ officers who are promoted to Special Grade of Sri Lanka Scientific Service upon securing the highest marks in respect of each post at the interview shall be appointed by the Public Service Commission to the posts of which the Commission is the Appointing Authority.

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 19<sup>th</sup> of April 2024 via registered post with the recommendation of the Secretary of the Line Ministry, having attested the signature placed before the Secretary of the Line Ministry or an authorized officer to sign for Secretary of the Line Ministry, by the Secretary of the Line Ministry. The words "Promotion to the Special Grade in Sri Lanka Scientific Service" should be clearly indicated on the top left corner of the envelope in which the application is sent. 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

On the order of the Public Service Commission,

Sgd / Pradeep Yasaratne Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government <u>28</u> March 2024

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

### The marking scheme of the interview for promotion to Special Grade of the Sri Lanka Scientific Service and appointment to the post

### 01. Seniority

- > Maximum marks shall be given to the most senior officer.
- ➤ Marks for the seniority of the = Maximum marks allocated Extra service period of the other officers of for the seniority x relevant officer Extra service period of the (Years x12+months) most senior officer (Years x12+Months)

02. Merit

I.

		Maximum Marks
I.	<ul> <li>Individual or group work relevant to the field:</li> <li>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)</li> </ul>	08
II.	Abstracts	
	<ul><li>Local - 01 mark for each abstract (for maximum of 03 abstracts)</li></ul>	03
	<ul> <li>International - 02 marks for each abstract (for maximum of 03 abstracts)</li> </ul>	06
III.	Dissertation – 4 marks for each dissertation (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 1 dissertation)	04
IV.	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

50 Marks

50 Marks

V.	Newspaper / Magazine Articles - Articles written by the officer	06
	himself/herself to educate the public (02 marks for each newspaper /	
	magazine)	
	6 )	
	(Maximum of 3 newspaper/ magazine articles)	
Total	Marks	35

II. Power Point Presentation of 10 minutes with the use of computer on the manner in which the officer intends to contribute to the role of the post to which he/ she is selected

(15 Marks)

i. Relevancy -	03 Marks
ii. Creativity -	03 Marks
iii. Innovations and suggestions -	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, it is compulsory to submit a hard copy of the presentation prepared in English at the same time.

## Specimen Application

Application for the promotion to Special Grade of Sri Lanka Scientific Service at the Department of.....

# 1. Particulars of the Officer

		i.	Name in Full in English (in block letters)				
		ii.	(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA) 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:YearsMonthsDays				
		vi.	NIC No :				
		vii.	Permanent Address :				
	,	viii.	Telephone No :				
			Office :				
			Mobile :				
		ix.	Email:				
2.	Part	ticular	s of the Post :				
		i.	Place of work 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:				
		vii.	Service period in Grade III as at 19.04.2024				
		viii.	Service period in Grade I as at 19.04.2024				
3.	Sen	iority					
	01	the S	d of active and satisfactory service in ri Lanka Scientific Service as at the ng date of applications				
	02	Perio	d 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

Researches and	Description	Year
Publications		
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 Sci	entific Service at
the Ministry/	Departmer	nt of			are correc	t/incorrect as per
the personal fi	le. I kindly	y inform th	at disciplinary actio	ons have not been	/have been	taken against the
officer, such a	ctions are	are not in	tended to be taken i	n the future, he/sl	he has earn	ed/not earned the
immediately p	receding 0	5 salary in	crements. I recomm	end/ do not recor	nmend his/	her application.

.....

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

Official Frank

Date