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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 (IV)  
My No }

ඔබේ අංකය }  
உமது இல }  
Your No }

දිනය }  
திகதி } 25.07.2024  
Date }

To officers in Grade I of the Sri Lanka Scientific Service in the Department of Government Analyst

**Promotion to the Special Grade of the Sri Lanka Scientific Service and appointment to the post of Government Examiner of Questioned Documents in the Special Grade**

As per the above, applications are called for promotion to the Special Grade of the Sri Lanka Scientific Service in the Department of Government Analyst and appointment to the post of Government Examiner of Questioned Documents in the Special Grade.

02. Accordingly, it is kindly informed that the officers who have satisfied the required qualifications for promotion to the Special Grade of the Sri Lanka Scientific Service in the Department of Government Analyst can apply for this.

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

Sgd /S. Alokabandara  
Additional Secretary (Public Administration) (Acting)  
For Secretary  
Ministry of Public Administration, Home Affairs, Provincial  
Councils and Local Government

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

ෆැක්ස් }  
தொலைநகல் } 011-2695279  
Fax }

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

ලිපිනය }  
முகவரி }  
Address }  
නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකා.  
சதந்திர 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 and Appointment to the Post**

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 Government Examiner of Questioned Documents which has fallen vacant at the Department of Government Analyst.

01. Number of Vacancies:

S/No	Ministry/ Department	Post	Number of Vacancies	Subject
01	Department of Government Analyst	Government Examiner of Questioned Documents	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 in Forensic Documents Examination or a Post Graduate Degree in Computer Forensics or Computer Science relevant to the scope of the Department of Government Analyst from a University recognized by the University Grants Commission or any other institution recognized by the University Grants Commission as a degree awarding institution.
- 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/ Ministry	Post	Qualification
01	Department of Government Analyst	Government Examiner of Questioned Documents	Shall be an officer who has satisfied all the qualifications from I to V and holding the post of the Deputy Government Examiner of Questioned Documents at the Department of Government Analyst

### 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 with effect from the date of the structured interview 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, with effect from the date of assuming duties in the relevant posts.

06. Only the officers who satisfy the minimum qualifications indicated in this notification and who are in active service at present shall be called for the interview.

07. 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 09.08.2024 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.

08. 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 / Pradeep Yasaratne  
Secretary,  
Ministry of Public Administration,  
Home Affairs, Provincial Councils and  
Local Government  
24 July 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**

**50 Marks**

- Maximum marks shall be given to the most senior officer.
- Marks for the seniority of the other officers =  $\frac{\text{Maximum marks allocated of for the seniority}}{\text{Extra service period of the most senior officer (Years x12+Months)}} \times \text{Extra service period of the relevant officer (Years x12+months)}$

**02. Merit**

**50 Marks**

I.

	<b>Maximum Marks</b>
I. Individual or group work relevant to the field:  ➤ 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)	08
II. Abstracts  ➤ Local - 01 mark for each abstract (for maximum of 03 abstracts)  ➤ International - 02 marks for each abstract (for maximum of 03 abstracts)	03  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
V. Newspaper / Magazine Articles - Articles written by the officer himself/herself to educate the public (02 marks for each newspaper / magazine)  (Maximum of 3 newspaper/ magazine articles)	06
<b>Total Marks</b>	<b>35</b>

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 Government Analyst and appointment to the post of Government Examiner of Questioned Documents in 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. 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 09.08.2024

viii. Service period in Grade I as at 09.08.2024

### 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

Researches and Publications	Description	Year
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