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பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Provincial Councils and Local Government

ඉංජිනේරු සේවා අංශය
නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව

பொறியியல் சேவைப் பிரிவு
சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை.

Engineering Services Division
Independence Square, Colombo 07, Sri Lanka

දුරකථන } 011-2674327
தொலைபேசி } 011-2694035
Telephone } 011-2698268

ෆැක්ස් }
தொலைநகல் } 011-2698268
Fax }

ඊ-මේල් }
மின்னஞ்சல் } esbpubad@gmail.com
E-mail }

වෙබ් අඩවිය }
இணையத்தளம் } www.pubad.gov.lk
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எனது இல } MPA/ESD/14/01/11/2024
My No }

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Your No }

දිනය }
திகதி } 23.01.2025
Date }

Secretaries of All Ministries
Chief Secretaries of Provinces
Heads of Departments
District Secretaries

Promotion of Officers in Grade I of Sri Lanka Engineering Service to Special Grade and Appointment to the Posts

Approval of the Public Service Commission has been received for calling applications to fill vacancies in Special Grade of the Sri Lanka Engineering Service that exist as at 01.01.2025. Accordingly, applications are called from the officers in Grade I of the Sri Lanka Engineering Service, who are serving at your Ministry/ Department/ Provincial Council.

02. Notification on calling applications and the specimen application form are sent herewith as Annex 01 and Annex 02. Please inform the relevant officers to properly perfect the applications and send them along with your recommendation by registered post or hand them over to the Engineering Service Division of the Ministry of Public Administration, Provincial Councils and Local Government before 06.02.2025.

03. An advance copy of the properly perfected application should also be sent to the email address esbpubad@gmail.com. Further, the officers who have not yet submitted their postgraduate degree/ postgraduate diploma certificates for verification as per my letter No. MPA/ESD/14/01/07/2023, dated 04.12.2023, should submit the certified copies of their postgraduate degree/ postgraduate diploma certificates to the Engineering Service Division of this Ministry without delay for verification.

04. The officers, who fail to submit their applications in accordance with the relevant format before 06.02.2025, shall not be considered for promotion to Special Grade.

05. Soft copies of the notification on calling applications and the relevant specimen application form can be downloaded from “Other Notifications” on the Home Page of the website of this Ministry.

www.pubad.gov.lk → Services → Sri Lanka Engineering Service → Vacancy List → Special Grade

Sgd/ S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local Government

Telephone/ Fax : 011- 2698268
E-mail address : esbpubad@gmail.com

Notification on calling applications**Public Service Commission****Promotion of Officers in Grade I of Sri Lanka Engineering Service to Special Grade**

As per the provisions of the 6th amendment No: 2190/26 dated 25.08.2020, 7th amendment No: 2233/27 dated 23.06.2021 and the 8th amendment No: 2303/04 dated 25.10.2022 made to the Service Minute of Sri Lanka Engineering Service published in the Gazette Extra Ordinary No: 1836/6 dated 11.11.2013, applications are called from the eligible officers to fill the following vacancies that exist in the approved cadre of the Special Grade as at 01.01.2025.

Public Service Commission shall have the power to keep one or more of following posts unfilled.

Serial number	Post in the Special Grade	Ministry / Department	Category to which the officers belong
1.	Director General (Engineering)	Ministry of Agriculture, Livestock, Land and Irrigation – Irrigation Division	Mechanical 1
2.	Director General (Engineering)	Ministry of Youth Affairs and Sports – Rural and School Sports Division	All Civil
3.	Deputy Chief Secretary (Engineering Service)	Western Provincial Council	Civil 7
4.	Deputy Chief Secretary (Engineering Service)	Northern Provincial Council	Civil 7
5.	Deputy Chief Secretary (Engineering Service)	North Central Provincial Council	Civil 7
6.	Deputy Chief Secretary (Engineering Service)	Uva Provincial Council	Civil 7
7.	Deputy Chief Secretary (Engineering Service)	Sabaragamuwa Provincial Council	Civil 7
8.	Director General (Technology)	Ministry of Transport, Highways, Ports and Civil Aviation	Civil 4 Mechanical 2 Electrical 1

02. Qualifications to be satisfied for Promotion to Special Grade

I. Shall have completed an active and satisfactory service period of five (05) years in Grade I of Sri Lanka Engineering Service and earned five (05) salary increments after getting promoted to Grade I.

II. Shall have completed an active service period of not less than 18 years in Sri Lanka Engineering Service as at the date of qualifying for the promotion.

III. Shall have proved an annual performance at satisfactory level or above in the five (05) years immediately preceding the date of qualifying for the promotion.

IV. Shall not have received disciplinary punishment as per the provisions stipulated in Public Service Commission Circular No: 1/2020.

V. (a) Shall have obtained the fellowship at the Institution of Engineers Sri Lanka (IESL) or any other equivalent fellowship from an engineering institute recognized by the Institution of Engineers Sri Lanka. It is compulsory to possess fellowship in the same field of engineering in which the chartered engineer status was obtained and being continuously maintained the fellowship.

or

(b) Shall have completed a Post Graduate Diploma/ Degree of which duration is not less than 09 months in the field of Engineering or shall have obtained Post Graduate Degree Certificate in Management or Information Technology or Business Administration and maintained the chartered engineer status continuously.

Note:

- i. If the equivalent Fellowship has been obtained from an institution other than the Institution of Engineers Sri Lanka, a letter to certify that the said institution is recognized by the Institution of Engineers Sri Lanka should be submitted.
- ii. A certified copy of the certificate of fellowship should be submitted.
- iii. A letter to certify that the fellowship has been maintained continuously should be submitted.

03. Method of Promotion

3.1 Since promotion shall be made based on seniority as per the approval of the Public Service Commission in accordance with paragraphs 10.3.2 and 11.3 (d) as per the 8th revision made to the Service Minute published in the Gazette No. 2303/04 dated 25.10.2022, **an interview board appointed by the Public Service Commission** will make recommendations so as to give priority to the most senior officer, considering the order of preference for the posts applied for by the applicants, in order to promote the officers to Special Grade based on their seniority.

3.2 Number of applicants not more than twice the number of vacancies available as at 01.01.2025, who have satisfied the qualifications indicated in 10.3.1 shall be called for the said interview.

3.3 Officers shall be promoted to the posts, which have fallen vacant in Special Grade, based on the order of the seniority list of Grade I of the Sri Lanka Engineering Service and the seniority list of Special Grade as at 01.01.2025 shall be prepared in the order of seniority of the officers, who have become eligible to be promoted as at the said date, before they were promoted.

3.4 If the promotion cannot be made to a certain post as at 01.01.2025, action shall be taken considering the said post/ posts as a post, which has fallen vacant as at 01.07.2025.

04. Since all the vacancies are calculated as at 01st of January and 01st of July of each year, all the applicants shall have satisfied the qualifications indicated in Paragraph 02 above as at the date on which the vacancies mentioned in the notification on calling applications are calculated. Duly perfected applications prepared as per the specimen attached herewith must be submitted to the respective heads of institutions before **06.02.2025** and they must be sent to the Public Administration Division of the Ministry of Public Administration, Provincial Councils and Local Government through the respective Secretaries of Ministries, Chief Secretaries, District Secretaries and Heads of Departments before **06.02.2025**. The applications received by the Public Administration Division of this ministry after the said date shall not be accepted under any circumstances, and the incorrect and incomplete applications shall be rejected. No complaint that an application or relevant document has been lost or delayed in the post shall be considered. The candidate shall bear the losses which may occur due to their delay in sending applications until the closing date

05. You are requested to inform the officers to apply only if they have satisfied the basic qualifications indicated above. The retired officers also can apply for the posts which have fallen vacant before the date of their retirement, if they have satisfied the qualifications mentioned under 03 above as at the date on which the posts have fallen vacant.

06. Action shall be taken as per the Public Service Commission Circular No: 01/2021 dated 30.06.2021, 01/2021(i) dated 02.08.2021 and 01/2022 dated 28.02.2022 against the officers who are unable to assume duty of the post to which he / she is appointed after promotion to Special Grade.

07. In case of any discrepancy between Sinhala, Tamil and English notifications the Sinhala notification shall prevail.

"On order of Public Service Commission"

Sgd/ S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local Government

23.01.2025

Telephone Number/ Fax : 011 2698268
E-mail : esbpubad@gmail.com

For office use only
Number of the application

**Application for Promotion of officers in Grade I
of Sri Lanka Engineering Service to Special Grade (As at 01.01.2025)**

Part – (a) To be filled by the officer.

Special Grade Post applied for	Ministry/Department	Category of the post	Preference
			1
			2
			3
			4
			5

1.0 Name

1.1 Name with initials:

1.2 Name in full : Mr./Mrs./Ms.:

.....

1.3 Name indicated in the letter of appointment:

.....

(A certified copy of the appointment letter must be attached)

2.0 NIC Number : (A certified copy of the NIC must be attached)

3.0 Date of Birth :

4.0 Private Address :

.....

5.0 Telephone No: 5.1 Residence: 5.2 Mobile:

6.0 E mail:

7.0 7.1 Post:

(Post held at present/ if retired, post held at the time of retirement)

7.2 Date of appointment to the said Post:

7.3 If retired, date of retirement:

8.0 Category to which the officer belongs:

9.0 Current Work Place : (Ministry/ Department/Provincial Council:)

.....

10.0 Official Address:

.....

11.0 11.1 Official Telephone Number:

11.2 Official Fax Number:

12.0 Nature of the present appointment (Permanent/ Acting/ Contract Basis)

12.1 Appointing Authority (P.S.C./ Cabinet of Ministers/ Line Ministry/ Provincial Councils)
.....

13.0 Date of Appointments and Promotions

13.1 Date of appointment to Grade II/II (Grade III) of SLES :

13.2 Date of promotion to Grade II/I (Grade II) of SLES :

13.3 Date of promotion on super numerical basis to Class I of SLES :

13.4 Date of promotion to Class I or Grade I on permanent basis :

13.5 Date of absorption to Grade I of SLES :

(Certified copy of the formal letter of promotion to Class1/,Grade 1 should be attached as No. 13.4)

14.0 **Periods of absence from service and deductions from service period due to disciplinary punishments after being promoted to Grade I**

14.1 Service deduction due to obtaining of leave (Complete only if relevant)

Serial No.	Conditions applied in granting approvals for Leave	Duration		Number of days by which the service is deducted		
		From	To	Y	M	D
i	V:2:5:4 of Establishment Code					
ii	XII:16 of Establishment Code					
iii	Management Services Circular No.10					
iv	Management Services Circular No.33					
v	XII:36 of Establishment Code					
vi	Management Services Circular No 01/2019					
vii	Other (No pay Leave)					
Total No. of Leave by which the service period is deducted						

(Certified copies of letters by which the leave has been approved should be attached by numbering them as 14.1.i, 14.1.ii, 14.1 iii etc., as applicable)

14.2 Deduction of the service on disciplinary grounds. (Complete only if relevant)

Disciplinary Decision	Duration in which the offence has been committed as per charge sheet	Number of days by which the service period is deducted		
		Y	M	D
i. Deferring salary increments				
ii. Other				
Total number of days by which the service period is deducted				

(Certified copies of disciplinary decisions shall be attached by numbering them as 14.2.i, 14.2.ii, etc., as applicable)

- 14.3 Total of 14.1 and 14.2 -Years:..... Months:..... Days:.....
- 14.4 The service period in Grade I in between the date mentioned under 13.5 and 01.01.2025 after deducting the period mentioned under 14.3 :
- 14.5 **Whether officer has completed an active and satisfactory period of service of five (05) years in Grade I** of Sri Lanka Engineering Service and has obtained five (05) salary increments after being promoted to Grade I : Yes/No

*(Delete the words inapplicable) (Certified copies of salary increments shall be attached by numbering them as 14.5.i, 14.5.ii, etc., as applicable)

15.0 Not receiving any disciplinary punishment as per the provisions stipulated in Public Service Commission Circular No : 1/2020

- 15.1 As per the personal file the officer has not been subjected to any disciplinary punishment within the 5 years immediately preceding the date on which the officer becomes eligible for promotion. (This should be confirmed by the Head of Department by a written statement - under part "b" of the application)
- 15.2 If the eligible date for promotion is revised due to the punishment mentioned in 14.2 during the period in 15.1, mention the revised date:

16.0

The requirement having annual performance at satisfactory level or above within the 5 year immediately preceding the date on which the officer becomes eligible for promotion. : Yes/No

Five years immediately preceding the year in relation to the date on which the officer becomes eligible as per 15 above shall be indicated in the 1st column of following table. Further certified copies of relevant 5 performance reports shall be attached. Performance reports which have not been duly signed by the relevant officer and the reports where more than one alternative recommendation have been indicated in final evaluations shall not be accepted.

Year	Final evaluation	Whether relevant authority has signed/ not signed
	Excellent/above average/satisfactory/poor	

Each row and column shall be filled in accordance with the performance evaluation Report of each year. (Certified copies of appraisals shall be attached by numbering them as 16.i, 16.ii, etc., as applicable)

17.0

Having obtained fellow membership of "The Institution of Engineers Sri Lanka" or obtained a similar fellow membership of an institution of engineers recognized by the "The Institution of Engineers Sri Lanka". It is a compulsory requirement to obtain the fellow membership in the field that the status of Chartered Engineer was obtained and continued the fellow membership: Yes / No

Or

Having completed Post Graduate Diploma/Post Graduate Qualifications that contains course duration of not less than 09 months, in the field of Engineering or obtain a Post Graduate Degree Certificate in the field of Management Information Technology or Business Administration and continued of the status of Chartered Engineer: Yes/No

17.1 Serial No:	17.2 Name of the Post Graduate Diploma/ Post Graduate Degree	17.3 Scope	17.4 University by which the Post Graduate Diploma/ Post Graduate Degree was awarded	17.5 Whether the Institute/ University is recognized by the University grants Commission	17.6 Duration of the Post Graduate Degree/ Diploma (Date of commencement and conclusion)	17.7 Effective date of the Post Graduate Degree/Diploma
1.						
2.						
3.						
4.						
5.						

(Certified copies of the Degree certificate and detailed certificate should be attached by numbering them as "17.1 so on) (*Delete the words inappropriate)

18.0

Have completed/ not completed an active period of 18 years in Sri Lanka Engineering Service as at the date on which the officer becomes eligible for promotion.*

(*Delete the words inappropriate)

A file containing the duly filled application from 1-18 with true and correct information and all the certified copies of the relevant certificates numbered on the top right corner as per the respective number in application, is submitted herewith. Further I aware that I am subjected to action could be taken under the Public Service Commission circular no 01/2021 dated 30.06.2021 and 01/2021(i) dated 02.08.2021 and 01/2022 dated 28.02.2022 if failed to assume duty of the post to which I would be appointed after promotion.

.....
Date

.....
Signature of the Applicant
Designation & Official Stamp

Part (b) – To be filled by the Head of the Departments

Secretary / Chief Secretary

Ministry / Provincial Council of.....

1. Particulars mentioned above by the officer are correct.
2. Matters relevant to No. 13 - 18 have been compared with particulars in the file. Accordingly, it is hereby certified that all the particulars mentioned are correct, they have been submitted in perfect manner and further **certified copies** of all relevant documents are hereby attached.
3. Whether action is being taken to commence disciplinary action against the officer or **disciplinary action is being/ is not being taken.**
 - 3.1 If the answer is – “is being taken”, the date on which the offence has been committed
 - 3.2 Date of issuance of the charge sheet by disciplinary authority:
4. Work/attendance/conduct ofare satisfactory. Further the officer’s performance, leadership, capability and the capacity to hold posts and responsibilities in relation to next promotion have been taken in to consideration. Accordingly, it is hereby recommended/ not recommended to promote officer to Special Grade of SLES*.
5. A file containing the duly filled application with true and correct information and all the certified copies of the relevant certificate numbered as per the respective number in application, is sent herewith.

Date:

.....

Signature of the Head of the
Department/Institution,
Designation and Official Stamp

* Note: Delete the inapplicable words

Part (c) -To be filled by the Secretary of the relevant Ministry.

Secretary

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

1. I agree / do not agree with the recommendations made by the Head of Department / Institutions on the work and conduct of, officer in Grade I of Sri Lanka Engineering Service.
2. The works/conduct/special skill and performance of the officer have been duly evaluated.
It is hereby recommended*/not recommended to promote Mr./Mrs./Miss..... to special Grade of Sri Lanka Engineering Service on.....

*(Indicate reasons if the promotion is not recommended)

3. Application perfected correctly in each and every way, and the file containing certified copies of relevant documents which have been numbered consecutively in accordance with each matter are sent herewith.

Date:

.....

Secretary / Chief Secretary
Ministry of /Province
Official Stamp