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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA ADMINISTRATIVE SERVICE

The following Minute of the Sri Lanka Administrative Service shall come into operation with effect from 01st July, 2012 substituting the Minute of the Sri Lanka Administrative Service dated 28th October, 2005 published in the *Gazette Extraordinary* No. 1419/3 of 14th November, 2005 of the Democratic Socialist Republic of Sri Lanka and the amendments thereto from time to time.

By order of the Public Service Commission,

T.M.L.C.SENARATNE
Secretary
Public Service Commission

01. Effective Date: This Minute shall come into operation with effect from 01st July, 2012 without prejudice to any step taken or purported to have been taken in terms of provisions as per the amendments made from time to time to the said Minute of the Sri Lanka Administrative Service dated 28th October, 2005 published in the *Gazette Extraordinary* No. 1419/3 of 14th November, 2005.

02. General role of the service: As the principal service that contributes and assists in the formulation of public policies and the implementation of such policies, it shall be the general role of the Sri Lanka Administrative Service to provide leadership, direction and guidance for the development of an excellent public service in order to realize the objectives expected of the public service of the Democratic Socialist Republic of Sri Lanka by maintaining a good relationship and co-ordination with local and foreign institutes which are instrumental in the said task through practices based on principles of moderation, impartiality and transparency. In the performance of the above mentioned multifaceted functions, within the general role of the Sri Lanka Administrative Service, the following tasks entrusted will be of unique importance:

- To contribute in the formulation of public policy and to follow sound strategies in the implementation of such policies,
- To provide necessary leadership and guidance in order to ensure an efficient public service that enables all organizations and stakeholders to function as a coherent and effective system in the implementation of public policies.



- Functions of the Provincial Councils, and District Administration and Divisional Administration,
- To account for the above mentioned functions including Public Finance and to assure in that respect to the public by reporting back to Parliament.

03. Definitions and Interpretations:

- (i) The term “**Cadet**” shall mean a person recruited under provision of this minute that is undergoing induction training.
- (ii) The term “**Gazette**” shall mean the Government *Gazette* of the Democratic Socialist Republic of Sri Lanka.
- (iii) The term “**Minute**” shall mean the minute on the Sri Lanka Administrative Service.
- (iv) The term “**Commission**” shall mean the Public Service Commission appointed in terms of Article 54 of the Democratic Socialist Republic of Sri Lanka.
- (v) The term “ **Period of active service**” shall mean the period actually served in one’s post drawing the salaries attached to such post. Apart from the maternity leave approved by the government, all the other periods of no- pay leave shall not be considered in calculating the period of active service.
- (vi) The term “**Secretary**” shall mean the Secretary to the Ministry in charge of the subject of Public Administration.
- (vii) The term “**Effective date**” shall mean 01st July, 2012.
- (viii) The term “**Service**”, when not otherwise specified shall mean the Sri Lanka Administrative Service.
- (ix) The term “**Ministry**” shall mean the Ministry in charge of the subject of Public Administration.
- (x) The term “**Sri Lanka Institute of Development Administration**” shall mean the Sri Lanka Institute of Development Administration established under Act, No. 09 of 1982.

04. Appointing Authority: The Public Service Commission.

05. Administrative Authority: The Secretary to the Ministry in charge of the subject of Public Administration.

06. Details of the categories of Service belonging to the service:

<i>Service category</i>	<i>Grade</i>
Senior Executive	Special Grade
Executive	Grade I Grade II Grade III

07. Salaries:

<i>Grade</i>	<i>Salary Code No.</i>	<i>Initial Salary Step</i>	<i>Salary Scale – Rs.</i>
Special Grade	SL-3-2006	Step 1	42,390-12x1,310-58,110
Grade I	SL-1-2006	Step 20	22,935-10x645-8x790-17x1,050-53,555
Grade II	SL-1-2006	Step 12	
Grade III	SL-1-2006	Step 1	

08. Approved Cadre:

8.1 The combined cadre for promotions within grades: 2906

For the purpose of promotion all Grades i.e. Grade I, Grade II and Grade III, shall be considered to be within the combined cadre.

8.2 Number of approved posts under each Grade:

<i>Grade</i>	<i>Number</i>
Special Grade	301
Grade I	860
Grade II	1745
Grade III	

09. Posts belonging to the Service:

Posts belonging to the Service are given in Appendix “A”

Notwithstanding any reference contrary to the Minute of the Sri Lanka Administrative Service, posts approved at present for island-wide service and those which may be approved in future shall be held continuously by the respective services.

10. Stream of Recruitment and basic qualifications for recruitment:

10.1 Stream of Recruitment:

<i>Stream</i>	<i>Percentage</i>
Open	Seventy Five percent (75%)
Limited	Twenty percent (20%)
Merit	Five percent (05%)

The number of vacancies for the purpose of recruitment to the service, shall be the number of vacancies existing in the combined cadre as at the date by which all qualifications required for sitting for the competitive examination should have been completed, as stated in the *Gazette*.

10.2 Basic Qualifications for recruitment:

10.2.1 Recruiting Grade: Grade Three (III) of the Sri Lanka Administrative Service.

10.2.2 General qualifications for recruitment under open and limited streams:

- (i) Be a citizen of Sri Lanka
- (ii) Be a person of an excellent moral character
- (iii) Be of sound physical and mental capability to serve in any part of the island.

10.2.3 Educational Qualifications:

(a) Educational Qualifications for recruitment under the Open Stream:

- (i) A degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute;

(b) Educational Qualifications and experience for recruitment under the Limited Stream:

- (i) A degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute;

And

Be an Officer in the Public Service or in a Provincial Public Service in a permanent and pensionable service/post receiving a salary under Salary Code No. MN-2-2006 or a higher MN Salary Code Number or under an SL Salary Code Number in Public Administration Circular No. 06/2006 who has completed a minimum active period of service of five (05) years in any service/post;

Or

- (ii) Be an Officer in the Public Service or in a Provincial Public Service in a pensionable service receiving a salary in Salary Code Number MN-2-2006 or a higher MN Code or under and SL Salary Code Number in Public Administration Circular No. 06/2006 who has completed a minimum active period of service of ten (10) years in any service/post.

- (iii) Other conditions required to be completed:

An officer who is qualified under the provisions stated in sub para 10.2.3.(b) above should have completed the following requirements;

- (a) being confirmed in a service/post in the public service/a provincial public service in a post stated in sub para 10.2.3 (b) above;
- (b) not being subjected to disciplinary punishment during the immediately preceding period of five (5)years;
- (c) Having earned all salary increments on the due dates during the immediately preceding period of five (5) years.

(c) Relevant qualifications and experience for recruitment under the merit stream:

- (i) Be a supra class officer in a permanent and pensionable post in the Public Management Assistants Service or in a Provincial Public Management Assistants Service;

or

- (ii) Be an officer with an active and satisfactory period of service not less than twenty (20) years in the Public Management Assistants Service or in a Provincial Public Management Assistants Service with ten (10) years' active and satisfactory service in Class I of such a service.

- (iii) Other qualifications to have been fulfilled:

An officer qualifying under the provisions mentioned in sub paragraph 10.2.3(c) above should have fulfilled the following requirements:

- (a) Made permanent in a service mentioned in sub para 10.2.3.(c)

- (b) Have a successful service record and have not been subjected to any disciplinary punishment during the entire period of service

- (c) Have earned all salary increments on the due dates during the immediately preceding period of five (5) years.

Note I: In the calculation of the period of service mentioned in sub para 10.2.3 (b) and (c) above, the aggregate of the periods of continuous service in the Public Service and/or Provincial Public Services will be considered.

10.2.4 Age:

(a) **Age limit under the Open Stream:**

Should be not less than twenty two (22) years and not more than twenty eight (28) years.

(b) **Age limit under the Limited Stream:**

Should be not more than fifty three (53) years.

(c) **Age limit under the merit stream:**

Should be not more than fifty five (55) years.

10.2.5 Restrictions on eligibility:

- (i) No candidate shall be permitted to sit for the open competitive examination on more than two (02) occasions.
- (ii) No candidate shall be permitted to sit for the limited competitive examination on more than two (02) occasions.
- (iii) No candidate shall be permitted to sit for the merit competitive examination on more than two (02) occasions
- (iv) All qualifications required to have been completed for eligibility for sitting at the open/limited/merit competitive examinations as stipulated in the Gazette notification and the government web site should have been completed in full on or before the date stated therein.
- (v) No person who is ordained in any religious order shall be allowed to apply or to sit for an open/limited/merit competitive examination for recruitment.

10.2.6 Recruitment Procedure:

(i) (a) **Recruitment under Open and Limited Streams:**

Recruitments will be through a written examination and interviews.

Interviews will consist of two (02) parts as the general interview and the structured interview.

(b) **Recruitment under the merit stream:**

Recruitments will be through a written examination, seniority and interviews. Interviews will consist of two (02) parts as the general interview and the structured interview.

- (ii) Out of the candidates who have scored a minimum of fifty (50%) marks in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview.
- (iii) Out of the candidates qualified as stipulated in sub para 10.2.6.(ii) above, only a number equivalent to the total number of those expected to be recruited according to the vacancies and a 25% of the number of vacancies will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates who are so qualified will be called for the general interview.
- (iv) The general interview will be held prior to the structured interview to examine qualifications and no marks will be allocated there. Applicants confirmed to have fulfilled all qualifications for recruitment at the general interview will qualify to be called for the structured interview. Even if

a certain number of candidates are not qualified to be called for the structured interview, other candidates will not be called again for the general interview in place of those who are not so qualified.

- (v) In recruiting under the Open and Limited Streams, appointments will be made to Grade III according to merits beginning from candidates who have scored the highest aggregate of marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.
- (vi) In recruiting under the merit stream, appointments will be made to Grade III according to merit beginning from candidates who have scored the highest aggregate of marks as per the total marks obtained at the written examination, for seniority and at the structured interview by the number of candidates expected to be appointed according to the existing number of vacancies.

10.2.7 Written Examination:

(a) Written examination under the Open Stream:

There shall be a written examination consisting of five (05) question papers. The subjects and minimum marks required to be obtained for a pass in each subject are given below. The syllabus is given in **Appendix "B"**.

	<i>Subject</i>	<i>Number of marks</i>	<i>Minimum marks required for pass</i>
1	General Intelligence	100	50
2	Social, Economic and Political background and trends in Sri Lanka	100	50
3	Global Trends	100	50
4	Managerial Aptitude	100	50
5	Creative, Analytical and Communicative Skills	100	50

(b) Written Examination under the Limited Stream:

There shall be a written examination consisting of four (04) question papers. The subjects and minimum marks required to be obtained for a pass in each subject are given below. The syllabus is given in Appendix "C".

	<i>Subject</i>	<i>Number of marks</i>	<i>Minimum marks required for pass</i>
1	General Intelligence	100	50
2	Social, Economic and Political background and trends in Sri Lanka	100	50
3	Case Studies relevant to Public Administration I (Relating to the Est. Code, Public Services Commission procedural rules and Financial Regulation)	100	50
4	Case Studies relevant to Public Administration II (Relating to the testing of creative, analytical and communicative skills)	100	50

(c) Written Examination under the merit stream:

There shall be a written examination consisting of three (03) question papers. The subjects and minimum marks required to be obtained for a pass in each subject are given below. The syllabus is given in Appendix “D”.

<i>Subject</i>	<i>Number of marks</i>	<i>Minimum marks required for pass</i>
1. General Intelligence	100	50
2. Establishments Code, Public Services Commission Procedural Rules	100	50
3. Government Financial Regulations and Government Procurement Process	100	50

(d) For officers appearing under the merit stream, the maximum marks that can be obtained for seniority will be One Hundred (100). Marking system is given in Appendix “E”.

(e) Authority conducting the written examinations for recruitment:

The Examinations shall be conducted by the Commissioner General of Examinations subject to the directions by the Public Services Commission.

10.2.8 Interviews:

(a) General Interview:

(i) The general interview shall be conducted to ascertain whether the qualifications for recruitment stipulated in sub-paras 10.2.2, 10.2.3 and 10.2.4 have been fulfilled and whether the applicants conform to the restrictions on eligibility stipulated in sub-para 10.2.5. Forms to be completed are given in Appendix “F”.

(ii) The panel of the general interview board shall be appointed by the Commission.

(b) Structured interview:

(i) Shall be held to measure the managerial skills, leadership qualities, communicative skills and personality of candidates. The methodology adopted in this regard has been formulated by the Secretary of Public Administration in consultation with Commission. The maximum marks that can be scored at this interview will be Twenty-five (25).

(ii) The panel of the structured interview shall be appointed by the Commission.

10.2.9 Procedure for calling for applications:

The procedure for submitting applications to sit for the examination and the required fees shall be published in the Gazette and the web site.

Note II.— The maximum number of occasions available for a candidate to sit for the written examination shall be six (06) being two (02) under the open stream, two (02) under the limited stream and two (02) under the merit stream.

11. Efficiency Bar Examinations and confirmation in Service:

11.1 Efficiency Bar Examinations:

<i>Efficiency Bar Examination</i>	<i>Period during which EB should be completed</i>	<i>Nature of the EB Examination</i>
First (I) EB Examination	Within Three (3) years from the date of recruitment to Grade Three (III)	Details of the examination are given in Appendix "G"
Second (II) EB Examination	Within Three (3) years from the date of promotion to Grade Two (II)	Details of the examination are given in Appendix "H"
Third (III) EB Examination	Within Five (5) years from the date of promotion to Grade One (I)	Details of the examination are given in Appendix "I"

11.1 (a) Frequency at which the Efficiency Bar Examination is conducted:

Shall be held twice a year.

11.1 (b) The authority conducting the Examination:

The Sri Lanka Institute of Development Administration.

11.2 Confirmation in the service:

11.2.1 An officer recruited to the service under the open stream shall be subjected to a probation period of Three (03) years. The officer shall be confirmed in service at the end of the probation period on fulfillment of the following requirements:-

- (i) Having passed the first (01) Efficiency Bar Examination;
- (ii) Having obtained the certificate after successful completion of the Diploma Course in Public Administration mentioned in sub-para 17.1;
- (iii) Having been recommended by the Head of the Institute that work, attendance and conduct during the probation period is satisfactory;
- (iv) In case of an officer recruited to the service in the English medium having obtained proficiency in the Official Language as stipulated in sub-para 12.1.

11.2.2. An officer recruited to service under the limited/merit stream shall be subjected to an acting period of one year. At the end of the acting period, the officer will be confirmed in service on fulfillment of the following requirements:-

- (i) Having obtained the certificate after successful completion of the Diploma Course in Public Administration provided for the induction training stipulated in sub-para 17.1;
- (ii) Having been recommended by the Head of the institute that work, attendance and conduct during the acting period is satisfactory.

12. Language Proficiency:

12.1. Proficiency in the Official Language:

An officer recruited in the English medium shall achieve proficiency in any one of the Official Languages during the probation period. The expected level of proficiency shall be the pass in the G.C.E.(Ordinary Level) Examination in Sinhala/ Tamil Language as a main subject (not as the second language or as an optional language) and pass in an oral examination conducted by the Department of Official Languages or in the special Proficiency Examination conducted by the Department of Official Languages.

12.2 Proficiency in the Other Official Language:

<i>Period during which Proficiency should be achieved</i>	<i>Proficiency level to be achieved</i>	<i>Language Proficiency</i>	
		<i>Medium of Language of appointment to the service</i>	<i>Official language in which proficiency should be obtained</i>
Within the first five (05) years of appointment to the service	Proficiency level as per provisions in PA Circular 07/2007 and Circulars incidental thereto	Sinhala	Tamil
		Tamil	Sinhala
		English	Official language other than the Official Language in which proficiency was obtained under sub-para 12.1

13. Grade Promotions:

13.1. Promotion to Grade Two (II) from Grade Three (III):

13.1.1. Promotion under average performance:

13.1.1. (a) Requirements to be fulfilled:

- (i) Having been confirmed in service.
- (ii) Should have completed a minimum of Ten years (10) of active service in Grade Three (III) of the service and earned Ten (10) salary increments in Grade Three (III).
- (iii) Should have achieved satisfactory or a higher level performance in terms of the approved performance appraisal scheme during a period of Ten (10) years preceding the date of promotion.
- (iv) Having completed a satisfactory period of service throughout the period of Five (05) years immediately preceding the date of promotion.
- (v) Having achieved proficiency in the other Official Language stipulated in sub-para 12.2
- (vi) Having passed the relevant Efficiency Bar Examinations on the due date.
- (vii) Having successfully completed the Level III on Capacity Building conducted by the Sri Lanka Institute of Development Administration and obtained the relevant certificate.

13.1.1.(b) Method of promotion:

When an officer who has fulfilled all requirements stipulated in sub-para 13.1.1 (a) makes an application as per the specimen application for promotion to the appointing authority with recommendation of the administrative authority through the Secretary to the Ministry or through

the Head of the Department in Departments that do not come under a Ministry or through the Chief Secretary of the Provincial Council the promotion to Grade Two (II) of the Service under average performance, will be effected by the appointing authority with effect from the date of fulfillment of such requirements following verification that all requirements have been fulfilled.

13.2. Promotion to Grade One (I) from Grade Two (II) of the service:

13.2. (a) Requirements to be fulfilled:

- (i) Having a post graduate degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute at least in one of the fields such as Public Administration, Management, Public Policies, Human Resource Management, Economics, Development Economics, Social Development, Law, Financial Management, Project Planning and Management, Information Technology or other fields approved by the Public Service Commission on the recommendation of the Secretary of the Ministry in charge of the subject of Public Administration as appropriate to obtain knowledge and skills to perform multi management functions entrusted to the officers in Sri Lanka Administrative Service.
- (ii) Having completed a minimum of seven (07) years active and satisfactory service in Grade Two (II) in the service category and earned seven (07) due salary increments .
- (iii) Having completed a satisfactory period of service throughout the five (05) years immediately prior to the date of promotion.
- (iv) Showed a performance at a satisfactory or above satisfactory level during a period of seven (07) years prior to the date of promotion according to the approved performance appraisal scheme.
- (v) Having passed the relevant Efficiency Bar Examination on the due date.
- (vi) Having successfully completed the Level II on Capacity Building conducted by the Sri Lanka Institute of Development Administration and obtained the relevant certificate.

13.2(b) Method of promoting:

When an officer who has fulfilled all requirements stipulated in sub-para 13.2(a) makes an application as per the specimen application form for promotion to the appointing authority with recommendation of the administrative authority through the Secretary to the Ministry or through the Head of the Department in Departments that do not come under a Ministry or through the Chief Secretary of the Provincial Council the promotion to Grade One (I) of the service will be effected by the appointing authority with effect from the date of fulfillment of such requirements following verification that all requirements have been fulfilled.

13.3. Promotion to Special Grade from Grade One (I) of the service:

13.3.(a) Requirements to be fulfilled:

- (i) Having a post graduate degree from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute at least in one of the fields such as Public Administration, Management, Public Policies, Human Resource Management, Economics, Development Economics, Social Development, Law, Financial Management, Project Planning and Management, Information Technology or other fields approved by the Public Service Commission on the recommendation of the Secretary of the Ministry in charge of the subject of Public Administration as appropriate to obtain knowledge and skills to perform multi management functions entrusted to the officers in Sri Lanka Administrative Service.

- (ii) Having completed a minimum of five (05) years active and satisfactory service in Grade One (I) of the service as at the date of becoming eligible for promotion and earned five (05) increments after being promoted to Grade One (I).
- (iii) Having completed an active period of service not less than eighteen (18) years as at the date of promotion.
- (iv) Showed an annual performance of satisfactory or above satisfactory level throughout the period of five (05) years immediately preceding the date of becoming eligible for promotion according to the approved performance appraisal scheme.
- (v) Possessed a satisfactory period of service during the period of five (05) years immediately preceding to the date of promotion and not being subjected to a disciplinary punishment.
- (vi) Having completed a period of at least three years (03) service in each of the following institutions during the period of service completed in the service:
 - I. In a post/ posts in a Ministry or Department or a Commission
 - II. In a post/ posts in a Provincial Public Service
 - III. In a post/ posts in a Divisional Secretariat or a Government Agent/ District Secretariat

Note IV.— The requirement stipulated in para 13.3(a)(vii) above is applicable to all officers recruited to the service in year 2006 and after.

13.3.(b) Method of promotion:

An officer who completes the above qualifications will be promoted to the Special Grade by the Public Services Commission as per vacancies available as at 1st July and 1st January every year. Recommendations for appointment to the Special Grade will be made following an evaluation made by a Board of Selection consisting of three members appointed by the Public Services Commission. In making its recommendations the said Board of Selection will act on the basis an overall evaluation of the seniority and merits of the officers concerned. For this purpose, officers who have obtained the qualifications stipulated in 13.3(a) above and whose number does not exceed twice the number of existing vacancies shall be subjected to the interview.

14. Appointment to posts :

Shall be appointed to posts through a procedure (methodology) approved by the Public Services Commission as opportune.

15. Conditions of implementation :

All provisions of this minute shall be applicable in respect of all officers recruited to the Sri Lanka Administrative Service after the effective date of this Minute. The manner in which the provisions of this Minute shall be effective in respect of other officers is given in Schedule Two (II).

16. Absorption to the new Grade system:

- 16.1.** All officers in Class Three (III) who are in service as at the effective date of this minute shall be absorbed to Grade Three (III) of the service;
- 16.2.** All officers in Class Two (II) who are in service as at the effective date of this minute shall be absorbed to Grade Two (II) of the service;
- 16.3.** All officers in Class One (I) who are in service as at the effective date of this minute shall be absorbed to Grade One (I) of the service

16.4. All officers in the special Grade of the service as at the effective date of this minute shall be absorbed to the Special Grade of the service.

17. Skills Development:

Capacity Building shall be an on-going process and the development of knowledge, skills and attitudes required for the performance of the general role of the service is expected of it. The capacity building process takes two forms as Induction Training and In- service training.

17.1. Induction Training:

- (a) Every officer appointed to the service should successfully complete the Diploma Course on Public Administration conducted by the Sri Lanka Institute of Development Administration or any other higher education/ training institute organized and approved by the Secretary and obtain the relevant certificate. This training should commence from the date of appointment itself.
- (b) Every officer will be assisted by the Induction Training to acquire proficiency in the two official languages of Sinhala and Tamil. It will also provide them an opportunity to gain an understanding of development trends in social, economic, political, legal, cultural and international environments as relevant to the performance of the general functions of the service. At the end of the induction training, 40% marks or above should be obtained in the subject of English Language which will be conducted by the Sri Lanka Institute of Development Administration as a part of the Diploma Course.
- (c) During the period of induction training, a cadet shall be subjected to the supervision and control of the head of the training institute to which he is attached.
- (d) Any cadet officer who is appointed to the service under the open stream and who fails the examination held at the Induction Training shall be discontinued. Any cadet officer who is appointed to the service under the limited and skills streams and who fails in the examination held at the end of the induction training shall be reverted to his former post in the public service.

17.2. In-Service Training:

In-Service training shall provide continuous opportunities for an officer to acquire professionalism in his career. These training courses shall address the responsibilities entrusted to the four (04) Grades of the service and their professional advancement. These training courses shall be prepared with focus on the basic skills identified for the service.

(a) Capacity Building Level-III

This training is applicable to officers in Grade Three (III) of the service. This requirement should be fulfilled by successfully completing and obtaining the certificate of the Course in Capacity Building Level III conducted by the Sri Lanka Institute of Development Administration or by any other higher education/training institute, with approval of the Secretary.

(b) Capacity Building Level-II

This training is applicable to officers in Grade Two (II) of the service. This requirement should be fulfilled by successfully completing and obtaining the certificate of the Course in Capacity Building Level II conducted by the Sri Lanka Institute of Development Administration or by any other higher education/training institute with approval of the Secretary.

(c) Capacity Building Level-I

This training is applicable to officers in Grade One (I) of the service. This requirement should be fulfilled by successfully completing and obtaining the certificate of the Course in Capacity Building Level I conducted by the Sri Lanka Institute of Development Administration or by any other higher education/ training institute, with approval of the Secretary.

(d) Policy level

This requirement should be fulfilled by Special Grade officers in the service by successfully completing local or foreign training programs and courses.

18. Appointment to service and promotion to Grades:

Appointment to the service and promotions to Grades and other related activities shall be done strictly in accordance with the methodology stipulated in this Minute.

19. An officer of the service may be appointed to a post stipulated in Appendix “A” of this Minute and he shall be bound to serve in any part of the Island.

20. In addition to provisions stipulated in this Minute, every officer shall be subjected to provisions of the Establishments Code and the procedural Rules No. 1589/30 dated 20th February, 2009 published by the Public Service, Commission.

21. Transfers of officers of this service will be effective according to the transfer policy approved by the Public Services Commission.

22. In addition, all officers shall duly acquire the necessary proficiencies and skills which may be decided by the Government from time to time.

23. Any matter not provided for in this Minute shall be determined by the Commission as per recommendations by the Secretary in that regard.

First (I) Schedule

Appendix “A”

The Schedule of the Post of Sri Lanka Administrative Service

Special Grade

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
1.	Secretary	Public Service Commission
2.	Secretary	National Police Commission
3.	Secretary	Commission to Investigate Allegation of Bribery or Corruption
4.	Secretary	National Salary and Cadre Commission
5.	Additional Secretary	Presidential Secretariat
6.	Additional Secretary	Prime Minister's Office
7.	Additional Secretary	Office of Cabinet of Ministers
8.	Additional Secretary	Public Services Commission
9.	Additional Secretary	Senior Minister's Office
10.	Additional Secretaries	Ministries
11.	Director General	Combined Service Division , Ministry of Public Administration and Home Affairs
12.	Director General	Establishments Division, Ministry of Public Administration and Home Affairs
13.	Government Agent/ District Secretary	Ministry of Public Administration and Home Affairs
14.	Director General	Ministry of Finance and Planning
15.	Commissioner General	Department of Buddhist Affairs
16.	Commissioner General	Department of Agrarian Development
17.	Commissioner General	Department of Excise

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
18.	Commissioner General	Department of Labour
19.	Commissioner General	Department of Land Commissioner General
20.	Commissioner General	Department of Land Settlement
21.	Commissioner General	Department of Land Use Policy Planning
22.	Commissioner General	Department of Motor Traffic
23.	Commissioner General	Department of Registration of Persons
24.	Commissioner General	Department of Samurdhi Commissioner General
25.	Commissioner General	Department of Prisons
26.	Controller General	Department of Immigration and Emigration
27.	Director General	Department of Public Enterprises
28.	Director General	Department of Customs
29.	Director General	Department of External Resources
30.	Director General	Department of Fiscal Policy
31.	Director General	Department of Government Information
32.	Director General	Department of Management Services
33.	Director General	Department of Manpower and Employment
34.	Director General	Department of National Budget
35.	Director General	Department of Pensions
36.	Director General	Department of Public Finance
37.	Director General	Department of Rubber Development
38.	Director General	Department of Sports Development
39.	Director General	Department of Trade, Tariff and Investment Policy
40.	Post Master General	Department of Posts
41.	Additional Commissioner General	Department of Agrarian Development
42.	Additional Commissioner General	Department of Labour
43.	Additional Commissioner	Department of Elections
44.	Additional Director General	Department of Trade, Tariff and Investment Policy
45.	Additional Director General	Department of Customs
46.	Additional Director General	Department of External Resources
47.	Additional Director General	Department of Public Enterprises
48.	Additional Director General	Department of Fiscal Policy
49.	Additional Director General	Department of Management Services
50.	Additional Director General	Department of National Budget
51.	Additional Director General	Department of National Planning
52.	Additional Director General	Department of Public Finance
53.	Additional Director General (Administration)	Department of Census and Statistics
54.	Additional Director General (Administration)	Department of Agriculture
55.	Additional Director General (Administration)	Department of Irrigation
56.	Additional Director General (Administration)	Department of Archaeology
57.	Additional Director General (Administration)	Department of Technical Education and Training
58.	Additional Surveyor General (Human Resources and Administration)	Department of Survey

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
59.	Additional General Manager (Administration)	Department of Sri Lanka Railways
60.	Additional Government Printer (Administration)	Department of Government Printing
61.	Additional Public Trustee	Department of Public Trustee
62.	Additional Forest Conservative General (Administration)	Department of Forest

Provincial Councils

63.	Secretaries	Provincial Public Service Commissions
64.	Secretaries	Governor's Offices
65.	Secretaries	Council Offices of the Province
66.	Secretaries	Provincial Ministries
67.	Deputy Chief Secretaries (Administration)	Chief Secretary's Offices
68.	Deputy Chief Secretaries (Personnel and Training)	Chief Secretary's Offices

SLAS -Grade I

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
1.	Secretary	Co-operative Employee's Commission
2.	Secretary	Mediation Boards Commission
3.	Secretary	Labour Tribunal Commission
4.	Senior Assistant Secretaries	Presidential Secretariat
5.	Senior Assistant Secretaries	Prime Minister's Office
6.	Senior Assistant Secretaries	Office of Cabinet of Ministers
7.	Senior Assistant Secretary	Office of the Chief Government Whip of Parliament
8.	Senior Assistant Secretary	Office of the Leader of the House of Parliament
9.	Senior Assistant Secretary	Public Service Commission
10.	Senior Assistant Secretary	Senior Minister's Office
11.	Senior Assistant Secretary	National Police Commission
12.	Director (Administration)	Commission to Investigate Allegations of Bribery or Corruption
13.	Director	National Police Commission
14.	Regional Director	National Police Commission
15.	Director	Finance Commission
16.	Senior Assistant Secretaries	Ministries
17.	Directors	Ministries
18.	Director	Combined Services Division, Ministry of Public Administration and Home Affairs
19.	Director	Establishments Division, Ministry of Public Administration and Home Affairs
20.	Additional District Secretary	Ministry of Public Administration and Home Affairs
21.	Additional District Secretary (Land)	Ministry of Public Administration and Home Affairs
22.	Divisional Secretary	Ministry of Public Administration and Home Affairs

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
23.	Director General (Administration)	Minister of External Affairs
24.	Deputy Director General	Ministry of Health
25.	Additional Director	Department of Social Services
26.	Senior Deputy Registrar General (Administration)	Department of Registrar General
27.	Commissioner	Department of Motor Traffic
28.	Commissioner	Department of Excise
29.	Commissioner	Department of Agrarian Development
30.	Commissioner	Department of Ayurveda
31.	Commissioner	Department of Buddhist Affairs
32.	Commissioner	Department of Co-operative Development
33.	Commissioner	Department of Food
34.	Commissioner	Department of Labour
35.	Commissioner	Department of Land Commissioner General
36.	Commissioner	Department of Land Settlement
37.	Commissioner	Department of Official Languages
38.	Commissioner	Department of Probation and Child Care Services
39.	Commissioner	Department of Registration of Persons
40.	Commissioner	Department of Commissioner of General of Samurdhi
41.	Commissioner	Department of Community Based Correction
42.	Commissioner	Department of Up-Country Peasantry Rehabilitation
43.	Commissioner (Establishment)	Department of Prisons
44.	Deputy Commissioner	Department of Elections
45.	Senior Assistant Commissioner	Department of Elections
46.	Controller	Department of Immigration and Emigration
47.	Controller	Department of Import and Export
48.	Additional Controller (Import and Export)	Department of Import and Export
49.	Deputy Post Master General	Department of Posts
50.	Director	Department of Cultural Affairs
51.	Director	Department of Christian Religious Affairs
52.	Director	Department of Customs
53.	Director	Department of External Resources
54.	Director	Department of Fiscal Policy
55.	Director	Department of Government Information
56.	Director	Department of Hindu Religious and Cultural Affairs
57.	Director	Department of Land Use Policy Planning
58.	Director	Department of Muslim Religious and Cultural Affairs
59.	Director	Department of Management Services
60.	Director	Department of Manpower & Employment
61.	Director	Department of Public Enterprises
62.	Director	Department of Project Management and Monitoring
63.	Director	Department of National Budget

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
64.	Director	Department of National Planning
65.	Director	Department of Pension
66.	Director	Department of Public Finance
67.	Director	Department of Rubber Development
68.	Director	Department of Social Services
69.	Director (Administration and Accounts)	Department of Sports Development
70.	Director	Department of Textile Industries
71.	Director	Department of Trade, Tariff and Investment Policy
72.	Director	National Institute for Indigenous Medicine
73.	Director	Children's Secretariat
74.	Director	National Council for Persons with Disabilities
75.	Director	National Disaster Relief Services Centre
76.	Director	Secretariat for Non-Governmental Organizations
77.	Director	National Productivity Secretariat
78.	Director	Sri Lanka Women's Bureau
79.	Director	Rural Development Training and Research Institute
80.	Director	Folk Art Center
81.	Director	National Leadership Development Center
82.	Director(Administration)	Director General's Office of Merchant Shipping
83.	Director(Administration)	Department of Export Agriculture
84.	Director(Administration)	Department of Animal Production & Health
85.	Director(Administration)	Department of Buildings
86.	Director(Administration)	Department of Census and Statistics
87.	Director(Administration)	Department of Technical Education and Training
88.	Director(Administration)	Department of Irrigation
89.	Director(Administration)	Department of Agriculture
90.	Director(Administration)	Department of Archaeology
91.	Director(Administration)	Department of Auditor General
92.	Director(Administration)	Department of Fisheries and Aquatic Resources
93.	Director(Administration)	Department of Coast Conservation
94.	Director(Administration)	Department of Inland Revenue
95.	Director(Administration)	Department of National Botanical Gardens
96.	Director(Administration)	Department of National Physical Planning
97.	Director(Administration)	Department of Wildlife Conservation
98.	Director(Administration)	Department of Government Analyst
99.	Director(Administration)	Department of Meteorology
100.	Director(Administration)	Department of Valuation
101.	Director (Civil Administration)	Department of Civil Security
102.	Director (Civil Administration)	Sri Lanka Army
103.	Director (Civil Administration)	Sri Lanka Navy
104.	Director (Civil Administration)	Sri Lanka Air Force

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
105.	Director (Civil Administration)	Department of Police
106.	Additional Director (Administration)	Department of National Zoological Garden
107.	Director(Administration)	Sri Lanka Railways
108.	Deputy General Manager (Administration)	Sri Lanka Railways
109.	Forest Conservator (Personnel and Administration)	Department of Forests
110.	Senior Deputy Survey General (Administration)	Department of Survey
111.	Civil Administrative Officer	Defence Services Command and Staff College

Provincial Councils

112.	Municipal Commissioner	Colombo, Sri Jayawardenapura Kotte, Akkareipattu, Kalmunai, Dambulla, Moratuwa, Dehiwala - Mount Lavinia, Negombo, Gampaha, Batticaloa, Jaffna, Galle, Kurunegala, Ratnapura, Kandy, Matale, Nuwara Eliya, Badulla, Matara, Anuradhapura, Hambanthota , Bandarawela, Kaduwela Municipal Councils
113.	Charity Commissioner	Department of Public Assistance, Colombo Municipal Council
114.	Director	Department of Human Resource Development, Colombo Municipal Council
115.	Director	Department of Social Services and Development, Colombo Municipal Council
116.	Municipal Secretary	Colombo Municipal Council
117.	Deputy Municipal Commissioner	Colombo Municipal Council
118.	Senior Assistant Secretary	Chief Ministries
119.	Commissioners	Provincial Departments
120.	Directors	Provincial Departments
121.	Additional Regional Education Director (Administration)	Regional Education Ministries

SLAS - Grade II

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
1.	Deputy Secretary	Public Service Commission
2.	Deputy Director (Administration)	Finance Commission
3.	Deputy Directors	Ministries
4.	Deputy Directors	Regional Centers, Ministry of Industry and Commerce
5.	Deputy Commissioner	Department of Agrarian Development
6.	Deputy Commissioner	Department of Ayurveda
7.	Deputy Commissioner	Department of Buddhist Affairs
8.	Deputy Commissioner	Department of Commissioner General of Samurdhi
9.	Deputy Commissioner	Department of Co-operative Development

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
10.	Deputy Commissioner	Department of Excise
11.	Deputy Commissioner	Department of Food
12.	Deputy Commissioner	Department of Labour
13.	Deputy Commissioner	Department of Land Commissioner General
14.	Deputy Commissioner	Department of Land Settlement
15.	Deputy Commissioner	Department of Motor Traffic
16.	Deputy Commissioner	Department of Official Languages
17.	Deputy Commissioner	Department of Probation and Child Care Service
18.	Deputy Commissioner	Department of Registration of Persons
19.	Deputy Commissioner	Department of Community Based Correction
20.	Deputy Commissioner	Department of Up-Country Peasantry Rehabilitation
21.	Deputy Controller	Department of Immigration and Emigration
22.	Deputy Controller	Department of Import and Export Control
23.	Deputy Director	Department of National Planning
24.	Deputy Director	Department of Cultural Affairs
25.	Deputy Director	Department of Customs
26.	Deputy Director	Department of External Resources
27.	Deputy Director	Department of Fiscal Policy
28.	Deputy Director	Department of Trade, Tariff and Investment Policy
29.	Deputy Director	Department of Government Information
30.	Deputy Director	Department of Christian Religious Affairs
31.	Deputy Director	Department of Hindu Religious and Cultural Affairs
32.	Deputy Director	Department of Muslim Religious and Cultural Affairs
33.	Deputy Director	Department of Management Services
34.	Deputy Director	Department of Manpower and Employment
35.	Deputy Director	Department of National Budget
36.	Deputy Director	Department of Pension
37.	Deputy Director	Department of Public Finance
38.	Deputy Director	Department of Rubber Development
39.	Deputy Director	Department of Social Services
40.	Deputy Director	Department of Sports Development
41.	Deputy Director (Administration)	Department of State Accounts
42.	Deputy Director	Department of Textile Industries
43.	Deputy Director	National Productivity Secretariat
44.	Deputy Director	National Secretariat for Disables
45.	Deputy Director	Sri Lanka Women's Bureau
46.	Deputy Director	Rural Development Training and Research Institute
47.	Deputy Director	Department of Project Management and Monitoring
48.	Deputy Director (Administration)	Department of Agriculture
49.	Deputy Director (Administration)	Department of Animal Production and Health
50.	Deputy Director (Administration)	Department of Buildings

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
51.	Deputy Director (Administration)	Department of Coast Conservation
52.	Deputy Director (Administration)	Department of Fisheries and Aquatic Resources
53.	Deputy Director (Administration)	Department of Export Agriculture
54.	Deputy Director (Administration)	Department of Technical Education and Training
55.	Deputy Director (Administration)	Department of Meteorology
56.	Deputy Director (Administration)	Department of National Physical Planning
57.	Deputy Director (Administration)	Department of Wildlife Conservation
58.	Deputy Director (Administration)	Department of Land Use Policy Planning
59.	Deputy Director (Administration)	Department of Irrigation
60.	Deputy Director (Administration)	Sri Lanka General Hospital, Colombo
61.	Deputy Government Printer (Administration)	Department of Government Printer
62.	Deputy Register General (Administration)	Department of Registrar General
Provincial Councils		
63.	Commissioners	Provincial Departments
64.	Directors	Provincial Departments
65.	Provincial Registrar of Companies	Provincial Office of the Registrar of Companies
66.	Deputy Commissioners	Provincial Departments
67.	Deputy Directors	Provincial Departments
68.	Secretaries	Provincial Co-operative Employees Commissions
69.	Assistant Secretaries	Provincial Governor Office
70.	Assistant Secretaries	Provincial Council Secretariat Office
71.	Assistant Secretaries	Provincial Ministries
72.	Assistant Secretaries	Chief Secretary's Offices
73.	Assistant Secretaries	Provincial Public Service Commissions
74.	Deputy Municipal Commissioner	Sri Jayawardenepura Kotte, Moratuwa, Negombo, Dehiwala - Mount Lavinia, Gampaha, Batticaloa, Jaffna, Galle, Kurunegala, Mathara, Anuradhapura, Hambanthota, Kaduwela, Kandy, Bandarawela, Ratnapura, Kalmune, Badulla Municipal Councils
75.	Municipal Secretary	Kandy, Nuwara Eliya, Dambulla, Batticaloa, Akkarai Pattu, Kalmunai, Anuradhapura, Kurunegala, Jaffna, Ratnapura, Galle, Matara, Hambanthota, Badulla, Dehiwala – Mount Lavinia, Moratuwa, Sri Jayawardenapura Kotte, Kotte, Gampaha, Negambo, Kaduwela, Matale, Bandarawela Municipal Councils
76.	Deputy Municipal Commissioner	Colombo Municipal Council
77.	Assistant Municipal Commissioner	Colombo, Dehiwala – Mount Lavinia, Sri Jayawardenapura Kotte Municipal Council
78.	Deputy Director (Solid Waste)	Department of Social Services and Development, Colombo Municipal Council

SLAS - Grade III

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
1.	Assistant Secretary	Presidential Secretariat
2.	Assistant Secretary	Prime Minister's Office
3.	Assistant Secretary	Office of Cabinet of Ministers
4.	Assistant Secretary	Judicial Service Commission
5.	Assistant Secretary	Public Service Commission
6.	Assistant Secretary	National Police Commission
7.	Assistant Secretary	Finance Commission
8.	Assistant Secretary	Mediation Boards Commission
9.	Assistant Secretary	Senior Minister's Office
10.	Assistant Secretary	National Salary and Cadre Commission
11.	Assistant Secretary	Office of Leader House of Parliament
12.	Assistant Secretary	Office of the Chief Government Whip of Parliament
13.	Assistant Secretary	Office of the Leader of the Opposition of Parliament
14.	Assistant Secretaries	Ministries
15.	Assistant Directors	Ministries
16.	Assistant Director	Combined Services Division, Ministry of Public Administration and Home Affairs
17.	Assistant Director	Establishment Division, Ministry of Public Administration and Home Affairs
18.	Assistant Divisional Secretary	Ministry of Public Administration and Home Affairs
19.	Assistant District Secretary	Ministry of Public Administration and Home Affairs
20.	Assistant Director	Regional Centers, Ministry of Industry and Commerce
21.	Director	Ministry of Health
22.	Assistant Commissioner	Department of Agrarian Development
23.	Assistant Commissioner	Department of Ayurveda
24.	Assistant Commissioner	Department of Buddhist Affairs
25.	Assistant Commissioner	Department of Commissioner of General of Samurdhi
26.	Assistant Commissioner	Department of Co-operative Development
27.	Assistant Commissioner	Department of Election
28.	Assistant Commissioner	Department of Food
29.	Assistant Commissioner	Department of Labour
30.	Assistant Commissioner	Department of Land Settlement
31.	Assistant Commissioner	Department of Motor Traffic
32.	Assistant Commissioner	Department of Official Languages
33.	Assistant Commissioner	Department of Probation and Child Care Services
34.	Assistant Commissioner	Department of Registration of Persons
35.	Assistant Commissioner	Department of Up-Country Peasantry Rehabilitation
36.	Assistant Commissioner	Department of Community Based Correction
37.	Assistant Commissioner	Department of Land Commissioner General
38.	Assistant Commissioner	Department of Prisons

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
39.	Assistant Controller	Department of Immigration and Emigration
40.	Assistant Controller	Department of Imports and Exports Control
41.	Assistant Director	Department of Christian Religious Affairs
42.	Assistant Director (Administration)	Department of Archaeology
43.	Assistant Director	Department of Cultural Affairs
44.	Assistant Director	Department of Customs
45.	Assistant Director	Department of External Resources
46.	Assistant Director	Department of Fiscal Policy
47.	Assistant Director	Department of Government Information
48.	Assistant Director	Department of Hindu Religion and Cultural Affairs
49.	Assistant Director	Department of Legal Affairs
50.	Assistant Director	Department of Management Audit
51.	Assistant Director	Department of Management Services
52.	Assistant Director	Department of Manpower and Employment
53.	Assistant Director	Department of Muslim Religion and Cultural Affairs
54.	Assistant Director	Department of National Budget
55.	Assistant Director	Department of Public Enterprises
56.	Assistant Director	Department of National Planning
57.	Assistant Director	Department of Pensions
58.	Assistant Director	Department of Public Finance
59.	Assistant Director	Department of Rubber Development
60.	Assistant Director	Department of Social Service
61.	Assistant Director	Department of Sports Development
62.	Assistant Director (Administration)	Department of State Accounts
63.	Assistant Director	Department of Textile Industries
64.	Assistant Director	Department of Trade, Tariff and Investment Policy
65.	Assistant Director	Department of Treasury Operation
66.	Assistant Director	Department of Project Management and Monitoring
67.	Assistant Director	National Institute for Indigenous Medicine
68.	Assistant Director	National Disaster Relief Services Centre
69.	Assistant Director	Secretariat for Non Governmental Organizations
70.	Assistant Director	Director General's Office of Merchant Shipping
71.	Assistant Director	Sri Lanka Women's Bureau
72.	Assistant Director	Children's Secretariat
73.	Assistant Director	Rural Development Training and Research Institute
74.	Assistant Director	Sports medical Institute
75.	Assistant Director	National Leadership Development Center
76.	Assistant Director	National Secretariat for Persons with Disabilities
77.	Assistant Director (Administration)	Department of Agriculture
78.	Assistant Director (Administration)	Department of Civil Security
79.	Assistant Director (Administration)	Department of Fisheries and Aquatic Resources

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
80.	Assistant Director (Administration)	Department of National Archives
81.	Assistant Director (Administration)	Department of National Museums
82.	Assistant Director (Administration)	Department of National Zoological Garden
83.	Assistant Director (Administration)	Department of National Botanical Gardens
84.	Assistant Director (Administration)	Department of Census and Statistics
85.	Assistant Director (Administration)	Department of Legal Draftsman
86.	Assistant Director (Administration)	Department of Measurement Unit, Standard and Services
87.	Assistant Director (Administration)	Department of Survey
88.	Assistant Director (Administration)	Department of Wild Life Conservation
89.	Assistant Director (Administration)	Department of Auditor General
90.	Assistant Director (Administration)	Department of Sri Lanka Railways
91.	Assistant Director (Administration)	Department of Technical Education and Training
92.	Assistant Director (Land)	Department of Irrigation
93.	Assistant Director (Land Use)	Department of Land Use Policy Planning
94.	Assistant Director (Civil Administration)	Sri Lanka Army
95.	Assistant Director (Civil Administration)	Department of Police
96.	Assistant Forest Conservator (Administration)	Department of Forests
97.	Assistant Manager (Administration)	Government Factory

Provincial Councils

98.	Assistant Secretaries	Provincial Ministries
99.	Deputy Commissioners	Provincial Departments
100.	Deputy Directors	Provincial Departments
101.	Assistant Commissioners	Provincial Departments
102.	Assistant Directors	Provincial Departments
103.	Assistant Secretary	Colombo, Kandy Municipal Councils
104.	Secretary	Ambalangoda, Hikkaduwa, Gampola, Weligama, Embilipitiya, Tangalle, Kattankudi, Boralesgamuwa, Kesbewa, Maharagama, Seethawakapura, Ja - Ela, Katunayaka - Seeduwa, Minuwangoda, Peliyagoda, Wattala - Mabile, Puttalam, Chilaw, Chavakachcheri, Kadugannawa, Wattedgama, Kuliypitiya, Talawakele - Lindula, Kinniya, Haputale, Beruwala, Horana, Kalutara, Panadura, Mannar, Velvettiturai, Kolonnawa, Ampara, Trincomalee, vavunia, Point Pedro, Nawalapitiya, Balangoda, Kegalle, Hatton – Dickoya, Eravur Urban Councils
105.	Assistant Municipal Commissioner	Colombo Municipal Council
106.	Assistant Charity Commissioner	Department of Public Assistance, Colombo Municipal Council
107.	Assistant Secretary	Department of Municipal Treasury, Colombo Municipal Council
108.	Assistant Secretary	Department of Fire Service, Colombo Municipal Council

<i>No.</i>	<i>Posts</i>	<i>Ministry/ Department</i>
109.	Assistant Secretary	Department of Municipal Assessor, Colombo Municipal Council
110.	Assistant Secretary	Department of Public Health, Colombo Municipal Council
111.	Assistant Secretary	Department of Municipal Engineer, Colombo Municipal Council
112.	Director	Department of Central Procurement, Colombo Municipal Council
113.	Director	Department of Play Ground and Recreation, Colombo Municipal Council
114.	Assistant Director	Department of Social Services and Development, Colombo Municipal Council

Posts approved by the Department of Management Services for the Sri Lanka Administrative Service belong to this service.

Appendix 'B'

Syllabus of the Open Competitive Written Examination conducted for recruitment to Grade Three (III) of the Sri Lanka Administrative Service

1. This examination consists of five (05) question papers as follows:

- (i) General Intelligence
- (ii) Social, Economic, Political background and trends in Sri Lanka
- (iii) Global Trends
- (iv) Managerial Aptitude
- (v) Creative, Analytical and Communicative Skills

2. Syllabus

- (i) General Intelligence

It is expected to assess the capacity of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

(Duration : 1 ½ hrs. – 100 marks. This paper will consist of Multiple Choice Questions)

- (ii) Social, Economic, Political background and trends in Sri Lanka

It is expected to test the candidate's knowledge of the social, economic, political, cultural, scientific and technological conditions in Sri Lanka or his ability to think creatively, analytically and critically and the ability to decide priority and strategic projection in response to situations presented to him.

(Duration 3 hours – 100 marks. This paper will consist of multiple choice questions, short questions, questions on structural essay and essays).

- (iii) Global Trends

It is expected to test the candidate's knowledge of the global economic, political, cultural, scientific and technological conditions or his ability to think creatively, analytically and critically and the ability to decide priority and strategic projection in response to situations presented to him.

(Duration– 3 hours- 100 marks. This paper will consist of multiple choice questions, short questions, questions on structural essays and essays.)

(iv) Managerial Aptitude

It is expected to test the candidate's skills in identifying problems and their reasons, decision making, maintaining inter-personal relationships, communicative ability, formulation of self-disciplinary policies and strategies and innate wisdom etc. in response to situations presented to him.

(Duration 3 hours - 100 marks. This paper will consist of multiple choice questions, short questions, questions on structural essays and essays.)

(v) Creative, Analytical and Communicative Skills

It is expected to test the candidate's ability for reasoning and imagination in relation to the analyzing, collating and presenting of information on a topic/theme selected by the candidate from a given set of topics/ themes; and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours – 100 marks)

Appendix "C"

Syllabus of the Limited Competitive Written Examination conducted for recruitment to Grade Three (III) of the Sri Lanka Administrative Service

3. This examination consists of four (04) question papers as follows:

- (i) General Intelligence,
- (ii) Social, Economic and Political background in Sri Lanka and Global Trends,
- (iii) Case Study relating to Public Administration I (Relevant to Establishments Code and Financial Regulations),
- (iv) Case Study relating to Public Administration II (Relevant to the evaluation of creative, analytical and communicative skills).

2. Syllabus

(i) General Intelligence:

It is expected to assess the capacity of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

(Duration : 1 ½ hrs. – 100 marks. This paper will consist of Multiple Choice Questions)

(ii) Social, Economic, Political background and trends in Sri Lanka

It is expected to test the candidate's knowledge of the social, economic, political, cultural, scientific and technological conditions in Sri Lanka or his ability to think creatively, analytically and critically and the ability to decide priority and strategic projection in response to situations presented to him.

(Duration 3 hours – 100 marks. This paper will consist of multiple choice questions, short questions, questions on structural essays and essays).

(iii) Case Studies relevant to Public Administration I (Relating to the Establishments Code, Public Services Commission procedural rules and Financial Regulations)

It is expected to test the candidate's creative thinking power and problem solving ability in terms of the practice of government service as per the Establishments Code and the Financial Regulations by presenting to him a case/ cases built up connecting one or several problems that may arise in different environments in the public service.

(Duration 3 hours – 100 marks. This paper will consist of multiple choice questions, short questions, questions on structural essays and essays)

- (iv) Case Studies relevant to Public Administration II (Relevant to the evaluation of Creative, Analytical and Communicative Skills)

It is expected to test the candidate's ability for reasoning and imagination in relation to the analyzing, collating and presenting of information on a topic/theme selected by the candidate from a given set of topics/ themes; and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours – 100 marks)

Appendix "D"

Syllabus of the Merit Competitive Written Examination conducted for recruitment to Grade Three (III) of the Sri Lanka Administrative Service

1. This examination consists of three (03) question papers as follows:

- (i) General Intelligence,
- (ii) Establishments Code, Public Services Commission Procedural Rules,
- (iii) Government Financial Regulations and Procurement Process .

2. Syllabus

- (i) General Intelligence

It is expected to assess the capacity of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

(Duration : 1 ½ hrs. – 100 marks. This paper will consist of Multiple Choice Questions)

- (ii) Establishments Code, Public Services Commission Procedural Rules

It is expected to test the candidate's knowledge of the Establishments Code and the Procedural Rules of the Public Services Commission.

(Duration 3 hours – 100 marks. This paper will consist of multiple choice questions, short questions, questions on structural essays and essays)

- (iii) Government Financial Regulations and Procurement Process

It is expected to test the candidate's knowledge of the Government Financial Regulations and the Procurement Process.

(Duration 3 hours – 100 marks. This paper will consist of multiple choice questions, short questions, questions on structural essays and essays)

Appendix "E"

System of allocating marks in appointing to Grade III of the Sri Lanka Administrative Service under the Merit Stream

(1) Marks for seniority will be calculated as follows:

- (a) (i) Ten (10) marks each for every year served in a supra class post in the Management Assistant Service
- (ii) Eight (08) marks each for every year after the active period of twenty (20) years service for Class I Officers of Management Assistant Service
- (b) Marks will be awarded for the active and satisfactory period of service only.
- (c) No marks will be allocated for any period less than six months. However, five (05) marks will be allocated to a supra class officer in the Management Assistance Service and four (04) marks will be allocated to a Class I officer of the Management Assistant Service for a period of service of more than six months and less than one year.

- (d) Dates on which appointments were made to any post on supernumerary basis or on which appointments were pre-dated will not be considered in the calculation of marks for seniority and for such purposes the period of service will be calculated on the basis of the date on which duties were assumed on the relevant post.
- (e) In the calculation of marks for the seniority of a supra class officer in the Public Management Assistant Service or in a Provincial Public Management Service as above, marks will also be allocated in respect of any period that is covered by (a) (ii) above.

Appendix "F"

**Specimen Application Forms to be completed at the General Interview
 Appearing for the General Interview under the Open Stream**

1. Name in full (in Sinhala/Tamil):
2. Name in full (in English block letters):
3. Permanent Address (in Sinhala/Tamil):
4. Permanent Address (in English block letters) :
5. Sex:
6. Marital Status:
7. NICNo.:
8. Date of Birth:

Year: Month : Date:

9. Age according to sub-para 10.2.4 (a) of the Minute:

Years: Months : Days:

10. If appeared previously for recruitment to the Sri Lanka Administrative Service, state the stream appeared in and the year/years of appearance:

Stream	Year

11. Details of the Degree:

- (i) University/Institute:
- (ii) Registered Number:
- (iii) Whether an external/internal student:.....
- (iv) Degree:
- (v) Date of validity of the Degree:
- (vi) Subject Area:

14. If applied under provisions stipulated in sub-para 10.2.3 (b)(i)/(ii)/(iii) of the Minutes, details of the Degree:

- (i) University/ Institute :.....
- (ii) Registered Number :.....
- (iii) Whether an external/internal student :.....
- (iv) Degree :.....
- (v) Date of validity of the Degree :.....
- (vi) Subject Area :.....
- (vii) Class :.....
- (viii) Index No. :.....
- (ix) Medium appeared in :.....

15. If appeared previously for recruitment to the Sri Lanka Administrative Service, state the stream appeared in and the year/years of appearance:

Stream	Year

I hereby declare and affirm that I have earned all the increments due (except for the increment for which the passing of service or Departmental Examinations is a condition) during the five years immediately preceding the date stipulated in the *Gazette* as the date by which all the qualifications should have been fulfilled in order to sit for the examination as mentioned in sub-para 10.2.3(b) (v) of the Minute and that I have not been subjected to any disciplinary punishment other than warning and that the particulars furnished by me above are true and correct to the best of my knowledge and belief.

.....
Date

.....
Signature of candidate

Appearing for the General Interview under the Merit Stream

1. Name in full (in Sinhala/Tamil):
2. Name in full (in English block letters):
3. Present Official Address (in Sinhala/Tamil):
4. Present Official Address (in English block letters):
5. Permanent Address (in Sinhala/Tamil):
6. Permanent Address (in English block letters):
7. Sex:
8. Marital Status:
9. NICNo.:

10. Date of Birth:

Year: Month : Date:

11. Age according to sub-para 10.2.4 (c) of the Minute:

Year: Month : Date:

12. (i) Date of first appointment:.....

(ii) Whether confirmed in service: Yes/No

13.

(i) Service/post qualified for applying as per provisions stipulated in 10.2.3© of the Minute:

(ii) To which Public Service/Provincial Public Service that service/post belongs:

(iii) Salary Code No. of that service/post:

14. If a number of periods of service are relevant for eligibility to apply as stipulated in Note: I of the minute, details of such permanent and continued periods of service:

Service/post	Date	If appointment is pre-dated, the date and manner
(i) First appointment		
(ii) PMAS Class II		
(iii) PMAS Class I		
(iv) PMAS Supra Class		

15. If appeared previously for recruitment to the Sri Lanka Administrative Service, state the stream appeared in and the year/years of appearance:

Stream	Year

I, hereby declare and affirm that I have earned all the increments due (except for the increment for which the passing of service or Departmental Examinations is a condition) during the five years immediately preceding the date stipulated in the *Gazette* as the date by which all the qualifications should have been fulfilled in order to sit for the examination as mentioned in sub-para 10.2.3 (c) (iii) of the Minute and that I have not been subjected to any disciplinary punishment other than warning and that the particulars furnished by me above are true and correct to the best of my knowledge and belief.

.....
Date

.....
Signature of Candidate.

Appendix "G"

First (I) Efficiency Bar Examination conducted for officers in Grade Three (III) of the Sri Lanka Administrative Service

1. The First (01) Efficiency Bar Examination shall consist of the following subjects:-

- (i) **Law** - 100 marks
- (ii) **Administration** - 100 marks
- (iii) **Economics and Social Science** - 100 marks
- (iv) **Financial Management and Procurement Procedure in the Public Sector**- 100 marks

2. Syllabus

(i) **Law**

There will be three (03) question papers based on the following matters:-

First (01) Paper – Constitutional Law and Administrative Law

- (i) Structure of the Constitution of Sri Lanka with historical development and the Second Republican Constitution.
- (ii) The Executive President of the Republic, the Prime Minister and the Cabinet of Ministers and the Public Service.
- (iii) Administration of Justice
- (iv) Judicial Control over Administration
- (v) Directive Principles of the State Policy and Fundamental Duties
- (vi) Delegated Legislation
- (vii) Liability of the State and the Public Authorities
- (viii) Fundamental Rights

Second (II) Paper – Legal Systems of Sri Lanka

- (i) Administration of Justice
- (ii) The Legal History of Sri Lanka
- (iii) The Organization of the Courts
- (iv) The Courts Ordinance of Sri Lanka (Chapter 6)
- (v) The Administration of Justice Act, No. 44 of 1971

Third (III) Paper – Criminal Law and Law of Evidence

- (i) The Penal Code
- (ii) The Evidence Ordinance

A candidate shall be required to obtain a minimum of thirty five (35) marks in each paper and an average of forty per cent (40%) in order to pass the subject of Law.

(ii) Administration

There will be one paper based on the following:–

I. Office and field Organization and Methods

II. The following Chapters of the Establishments Code:

I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII

III. Procedural Rules of the Public Service Commission

(iii) Economics and Sociology

This paper will consist of two Parts as follows:–

Part One (I) – Economics

(I) Principles of Economics with special reference to theories of Value, Production and Distribution.

(II) Money, Production and Distribution

(III) Economic Structure of Sri Lanka

Part Two (II) – Sociology

(I) Social Structure, organization and functions

(II) Human Relationships and Groupings

(III) Kinship, Marriage and the Family

(IV) Rural and Urban Society

(V) Social Stratification and Differentiation

(VI) Social Control

(VII) Culture, Religion, Morals and Values

In order to pass the subject of Economics and Sociology, a candidate shall be required to obtain a minimum of twenty (20) marks in each Part.

(iv) Financial Management and Procurement Process in the Public Sector

There will be one paper based on the following matters:–

I. Financial Control in Sri Lanka

- Constitutional Provisions relating to the management of Public Finance
- Parliamentary Control on Public Finance
- The meaning of Funds
- The Consolidated Fund and its operation
- Meaning and Methods of Appropriation
- Contingencies Fund
- Other Funds and their operation
- Government Revenue
- Powers and Functions of the Minister of Finance
- Powers and Functions of the Treasury

- * Warrants and Imprest Authority
- * Auditor General, his Powers and Functions
- * Committee on Public Accounts (COPA)
- * Committee on Public Enterprises (COPE)

II. Appointment of Accounting Officers, Chief Accounting Officers and Revenue Accounting Officers, their powers and functions/ accountability and nature of accountability.

III. Internal Audit

IV. Public Expenditure Planning and Management:

- * Identification of Organizational Objectives and Functions
- * Identification of Public Policies, goals, targets and Work Programmes
- * Planning and Appraisal of Development Projects and Programmes and Prioritization of them
- * Formulation and finalization of Annual Estimates of Revenue and\ Expenditure

V. Variations of Approved Estimates of Expenditure:

- * Application of Virement Procedure
- * Management of Public Sector Cadres and Salaries
- * Total Cost Estimates and Revisions
- * Supplementary Estimates

VI. Losses and Waivers of Government Properties

VII. Miscellaneous Accounting Matters

VIII. Delegation of Functions for Financial Control

IX. Custody of Public Money and Bank Accounts Procedure

X. Government Procurement Procedure:

- * Government Procurement Manual
- * Government Procurement Guidelines

3. An officer is permitted to sit for all the subjects prescribed for the First (I) Efficiency Bar Examination at one sitting or for each subject separately or on several occasions.
4. The duration of each paper is three (03) hours.
5. To pass the First (I) Efficiency Bar Examination, a minimum of forty (40) marks should be obtained in each subject.
6. (a) This Examination shall be conducted in Sinhala, Tamil and English mediums.
(b) An applicant is permitted to sit for the Examination only in one language of his choice and subsequent change of the medium given by the applicant in his application shall not be permitted.

Appendix "H"**Second (II) Efficiency Bar Examination conducted for Officers in Grade (II) of the Sri Lanka Administrative Service**

1. The Second (II) Efficiency Bar Examination shall consist of the following subjects:

- | | |
|--|-------------|
| (i) Economic and Social Policy | - 100 marks |
| (With special reference to Sri Lanka) | |
| (ii) Process of Development Administration | - 100 marks |
| (With special reference to Sri Lanka) | |
| (iii) Use of Information and Communication Technology
For Development | - 100 marks |
| (iv) Proficiency in the Link Language | - 100 marks |

2. Syllabus

(i) **Economic and Social Policy** (With special reference to Sri Lanka)

This Paper is based on matters affecting the formulation of economic and social policies using principles of Economics and Social Science in the context of recent economic, social and political history of Sri Lanka.

(ii) **Process of Development Administration** (With special reference to Sri Lanka)

This Paper is based on the functioning and inter-relationships of institutes entrusted with the responsibility of development administration, with special reference to the matters mentioned below:

- I. State machinery of Sri Lanka
- II. Constitutional background of the State Machinery of Sri Lanka
- III. Provincial Councils and Local Government Institutes
- IV. People's Organizations
- V. Public Corporations

(iii) **Use of Information and Communication Technology for Management**

This is a practical test conducted by the Sri Lanka Institute of Development Administration to test the knowledge of the Applicant in the following subject areas.

- I. The importance of the use of Information and Communication Technology for state institutes
- II. Data Analysis and preparation of reports
- III. Data Base Management and Retrieval of Information
- IV. Use of Information and Communication Technology in Project Management
- V. Preparation of Management Information Systems

(iv) **Proficiency in the English Language**

Scheme of Evaluation: Written Examination

Content: The following subject areas are suggested for the candidate's reference:

- Communication Skills

The candidate should possess the ability to function effectively in the following language functions.

- General Greetings and introductions
- Giving and getting Information
- Advising, suggesting and expressing opinions
- Describing events and situations

- Telephone Skills
- Interviewing Skills
- Expression skills
- Listening and Note Taking Skills

• **Writing Skills**

The knowledge of the modern formats and styles of writing is tested in this area of study.

- Internal Modes of Communication
- Formal Correspondence Skills
- Writing Descriptions/Explanations
- Grammar
- Summary Writing Skills
- Report Writing Skills
- Meeting Minutes/Agendas/Invitations

• **Comprehension Skills**

Candidate's ability to comprehend a printed text, infer meaning and verbal/ written interpretation is expected.

- Reading and understanding the specific and general meaning of a printed text
 - Reading and Interpretation (verbal/written)
 - Understanding the cohesion and coherence of a passage
3. An officer is permitted to sit for all the subjects prescribed for the Second (II) Efficiency Bar Examination at one sitting or for each subject separately or on several occasions.
 4. The duration of each paper is three (03) hours.
 5. To pass the Second (II) Efficiency Bar Examination, a minimum of Forty (40) Marks should be obtained in each subject.
 6. (a) This Examination will be conducted in Sinhala, Tamil and English mediums.
(b) An Applicant is permitted to sit for the Examination only in one language of his choice and subsequent change of the medium given by the Applicant in his application shall not be permitted.

Appendix "I"

Third (III) Efficiency Bar Examination conducted for Officers in Grade One (I) of the Sri Lanka Administrative Service

The requirement of passing the Third (III) Efficiency Bar Examination is fulfilled by successfully completing the Capacity Building – Level - I Course conducted by the Sri Lanka Institute of Development Administration or any other Higher Educational/Training Institute and obtaining the relevant certificate.

Second (II) Schedule

Interim Provisions

1. General Conditions:

2. 1.1 Interim Period

The interim period will be effective up to 01st July, 2015.

1.2 Confirmation in Service:

In respect of officers who were appointed to the service prior to the effective date of this Minute, provisions relating to the confirmation in service as stipulated in the Minute which was in operation as at the date of their appointment shall continue to apply.

1.3 In-service Training

In respect of officers who have not yet completed the in-service training which is due to be completed in respect of the Four (04) levels of service under provisions stipulated in Sub-Para 9(2) of the Minute in force with effect from 01 January, 2005, the Training Courses mentioned in Sub-Para 17.2 of this Minute in respect of the respective level shall apply.

1.4 Language Proficiency

In respect of officers who have been appointed to the service prior to the effective date of this Minute, the provisions relating to the Language Proficiency as stipulated in the Minute in force as at the date of their appointment shall continue to apply.

1.5 Efficiency Bar Examination

1.5.(a) The First (I) and the Second (II) Efficiency Bar Examinations will be conducted until 31st December, 2013 as per the provisions stipulated in the Minute in force as at 01st January, 2005.

1.5.(b) Officers who should have passed the Efficiency Bar Examination under provisions of the Minutes in force prior to the effective date of this Minute and who have not been able to pass the examination accordingly within the period mentioned in Sub-Para 1.5(a) of this Schedule, shall be required to complete the Efficiency Bar by passing the corresponding subjects under each of the Efficiency Bar Examinations, in the Efficiency Bar Examinations held under this Minute. Corresponding subjects are given in the Schedule below:

Corresponding Subjects in the Efficiency Bar Examination under each Minute		
Minute No. 509/7 dated 07th June, 1988	Minute No.1419/3 dated 14th November, 2005	This Minute
Administration First (I) EB Examination	Administration First (I) EB Examination	Administration First (I) EB Examination
Financial Methods First (I) EB Examination	Public Sector Financial Management Second (II) EB Examination	Public Sector Financial Management & Procurement Process First (I) EB Examination
(a)Economics or (b)Sociology First (I) EB Examination	(a)Economics or (b)Sociology First (I) EB Examination	(a)Economics and (b)Sociology First (I) EB Examination
Law First (I) EB Examination	Law First (I) EB Examination	Law First (I) EB Examination
English First (I) EB Examination	English First (I) EB Examination	Link (English) Language Proficiency Second (II) EB Examination
Economic & Social Policy Second (II) EB Examination	Economic & Social Policy Second (II) EB Examination	Economic & Social Policy Second (II) EB Examination
Development Administration Process Second (II) EB Examination	Development Administration Process Second (II) EB Examination	Development Administration Process Second (II) EB Examination
Management & Organization Second (II) EB Examination	Management & Organization Methods Second (II) EB Examination	Use of Information & Communication Technology for Management Second (II) EB Examination

- 1.5 (c): Although the Efficiency Bar Examination that is required to be completed as stipulated in sub-para 1.5(b) of this Schedule may differ, the time period applicable to the Efficiency Bar Examination which should have been passed shall not differ.

1.6 Exemptions:

The provisions for exemption from requirements of Efficiency Bar Examinations and Language Proficiency, provided in respect of officers appointed prior to the effective date of this Minute under the Minute upon which they were recruited shall continue to be in operation even after this Minute becomes effective.

2 Method of promotion:

2.1 Promotion to Grade Two (II) of the Service:

2.1.1: Promotion of officers appointed to Class Three (III) of the service prior to 01st January, 2005 to Grade Two (II) shall be effected under the provisions mentioned below:

2.1.1. (a) Requirements to be fulfilled for promotion to Grade Two (II):

- (i) Having been confirmed in service,
- (ii) Completed an active and satisfactory service period of 10 years and earned ten (10) increments,
- (iii) Having passed the First (I) and Second (II) Efficiency bar Examinations on the due date or being exempted,
- (iv) Having passed or exempted from the Second Language,
- (v) Successful completion or exemption from the General/ Management Course conducted by the Sri Lanka Institute of Development Administration or the successful completion of Capacity Building Level –III Course and obtained the certificate,
- (vi) Completed a satisfactory period of service during the period of Five (05) years immediately preceding to the date of eligibility for promotion.

2.1.2 Promotion to Grade Two (II) of officers appointed to Class Three (III) of the service during the period from 01st January 2005 to the effective date of this minute shall be effected under provisions in Sub-Para 2.1.2 (a).

2.1.2. (a) Under provisions in Sub-Para 13.1.1 of this Minute.

2.1.3. Promotion to Grade One (I) of the service:

2.1.3. (a) Officers who are promoted to Grade Two (II) of the service under the provisions stipulated in sub para 2.1.1(a) of this Schedule shall be promoted to Grade One (I) on completion of the following requirements:

- (i) Having completed an active and satisfactory service during the period of Five (05) years immediately preceding the date of becoming eligible for promotion and earned Five (05) increments,
- (ii) Officers who fulfill the qualifications shall be promoted after being subjected to the interview.

2.1.3. (b) Promotion of officers who are promoted to Grade Two (II) under 2.1.2. of this Schedule to Grade One (I) shall be effected only under the provisions stipulated in Sub Para 13.2 of this Minute.

2.1.4 Promotion to the Special Grade of the service

Promotion of officers in Grade I to the Special Grade shall be effected under the provisions stipulated in Sub Para. 13.3(a) (i),(ii),(iii),(iv),(v) and Sub Para. 13.3 (b) of this Minute.