

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය
අති විශේෂ

The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

අංක 1419/3 - 2005 නොවැම්බර් 14 වැනි සඳුදා - 2005.11.14
No. 1419/3 - MONDAY NOVEMBER 14, 2005

(published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA ADMINISTRATIVE SERVICE

THE following Minute on the Sri Lanka Administrative Service Supersedes the Minute dated 27th May, 1988 published in the Gazette Extraordinary No. 509/7 of 7th June, 1988 of the Democratic Socialist Republic of Sri Lanka.

By order of the PSC,

H. D. L. GUNAWARDANE,
Secretary,
Public Service Commission.

Public Service Commission,
No. 46, Vauxhall Street,
Colombo 02.
28th October, 2005.

1. *Effective Date.*—Subject to the salary scales in Section (3) being effective from 1st January, 2005, this Minute shall come into force on 1st January, 2005 without prejudice to any action taken or purported to be taken in terms of the provision of the Minute on the Sri Lanka Administrative service of 27th May, 1988, published in the Gazette Extraordinary No. 509/7 of 7th June, 1988, and subsequent amendments made thereto from time to time and published in the Government Gazette of the Democratic Socialist Republic of Sri Lanka.

2. *Definition.*—The term “Cadet” shall mean a person recruited under provisions of this Minute who is undergoing induction training.

The term “Gazette” shall mean the Government Gazette of the Democratic Socialist Republic of Sri Lanka.

The term “Minute” shall mean the present Minute of the Sri Lanka Administrative Service.

The term “Prescribed Date” shall mean the date on which this minute comes into operation.

The term “Public Service Commission” or the PSC shall mean the Public Service Commission appointed in terms of the Article 54 of the Constitution of the Democratic Socialist Republic of Sri Lanka.

The term "Related Field" shall mean a field approved by the Secretary.

The term "Secretary" shall mean the Secretary to the Ministry of which the subject of Public Administration is assigned.

The term "Service" shall mean the Sri Lanka Administrative Service.

the term "Sri Lanka Institute of Development Administration or SLIDA shall mean the Sri Lanka Institute of Development Administration established under the Act, No. 09 of the 1982.

3. *Structure, Salary Scales and Cadre.*—

- (1) The service shall consist of public officers appointed to any of the Classes of the Service enumerated below :

- *Special Grade*
Salary Scale per annum : Rs. 345,600 — 8 x 12,360 — 444,480
- *Class : I*
Salary Scale per annum : Rs. 276,540 — 10 x 11,880 — 395,340
- *Class : II*
Salary Scale per annum : Rs. 214,980 — 10 x 7,740 — 5 x 8,580 — 273,360
- *Class : III*
Salary Scale per annum : Rs. 157,500 — 15 x 3,780 — 214,200

1st Efficiency Bar before completion of 3 years in Class III

2nd Efficiency Bar before completion of 6 years in the Class III.

- (2) The approved cadre should be as follows :

- (a) Special Grade - 200
- (b) Class I - 507
- (c) Class II - 635
- (d) Class III - 1059

Note.—The cadre may be varied from time to time according to the needs of the Public Service.

- (3) The number of appointments/promotions made to any Class or Grade, other than to Class III, shall be the number of vacancies which existed on 31st December of the previous year and 30th June of that year. The number of appointments made in any year to Class III shall be the number of vacancies which existed on 30th June of the same year.

4. *Method of Appointment.*—Appointment to any class in the service shall be done only under the schemes enumerated in this Minute.

5. *Recruitment to Class III by Competitive Examination.*—Recruitment to Class III shall be only by competitive Examination. This examination will be held annually.

(1) Recruitment to 80% of the vacancies in Class III of the service will be made by the Public Service Commission on the results of a Competitive Examination as prescribed in the Minute, conducted by the Commissioner General of Examinations. Details of this examination are set out in Appendix 'A'.

(a) A person will be eligible to sit the Competitive Examination if he/she -

- (i) is a citizen of Sri Lanka.
- (ii) is a graduate of University recognised by the University Grants Commission.
- (iii) has not attained the age of 28 years on the closing date of applications.
(However, temporarily the age limit shall be 30 years for three years from the effective date of this Minute)
- (iv) is of excellent moral character and sound constitution.

(2) Recruitment to 20% of the vacancies in Class III of the service will be made by the Public Service Commission on the results of a Limited competitive Examination as prescribed by the Minute, conducted by the Commissioner General of Examinations. The services from which officers may apply to sit for this examination and the details of the examination are set out in Appendixes B and B1.

(a) An officer will be eligible to sit the Competitive Examination if he/she -

- (i) has completed 10 years of active service in any of the services given in Appendix B1 or has in the case of graduates, completed five years.
- (ii) has not been punished and has earned all the increments within the 5 years immediately preceding the closing date of the applications.

6. *Restriction on Eligibility :*

- (1) No person shall sit the Competitive Examination either in terms of Sub-Sections 5(1) or 5(2) on more than two occasions.
- (2) No person who is ordained in any religious order shall sit the examination.

7. *Method of Application.*—Method of application for the examination will be notified in the Gazette.

8. *Date of Qualification.*—A qualification required for an examination for appointment to the service shall be deemed to have obtained only if-

- (1) a person has successfully completed in every respect the qualifications required as per Section 5 by the closing date of applications.
- (2) the effective date of the Degree Certificate shall be the closing date of applications or a date prior to the closing date of applications.

9. *Training.*—Training will be an on-going process of equipping the Service cadres from entry throughout their career path enabling them to perform responsibilities professionally and effectively. Training will fall into two categories, namely induction training and in-service training.

(1) *Induction Training :*

- (a) Induction training is a course leading to a Diploma in Public Administration arranged by the Secretary and conducted by the Director/SLIDA or any other higher training or educational institute. This training certificate will be required for the confirmation in the service.

- (b) During the period of induction training, the cadets will be required to acquire the strategies and skills of management, linguistic skills in the two official languages and the link language (English), and to be introduced to the development trends in social, economic and cultural environment in which they would function as managers.
- (c) During the period of induction training, the cadets shall be attached to SLIDA and shall come under its administrative supervision and control.
- (d) Any cadet who entered through the scheme in Sub-Section 5(1) and who fails the final test at the end of the induction training will be discontinued. Any cadet who entered through the scheme in Sub-Section 5(2) and who fails the final test at the end of the induction training will be reverted to his/her earlier position in the Public Service.

(2) *In-Service Training* :

- (a) In-service training will provide for continuing professionalization of officers. This training shall address professional needs at four levels of administrative responsibility and career advancement needs.
 - (i) Training needs at Front-line Management level - This relates to the officers in Class III. There shall be five courses approved by the Secretary.
 - (ii) Training needs at Middle Management level - This relates to the officers in Class II. There shall be three courses approved by the Secretary.
 - (iii) Training needs at Senior Management level - This relates to the officers in Class I. There shall be three courses approved by the Secretary.
 - (iv) Training needs at Policy level - This relates to the officers in Special Grade.
- (b) All officers of the SLAS are required to undergo a minimum of two weeks of training during a calendar year.
- (c) Besides the formal training programmes referred to in the previous Sections, the Secretary will arrange for SLIDA to conduct workshops, seminars and lectures on subjects relevant to the Service.

10. *Confirmation* :

- (1) An officer appointed to class III of the service on the results of the Open Competitive Examination shall be on probation for a period of three years. He/She will be confirmed at the end of this period provided that He/She has passed the First Efficiency Bar Examination and completed the language proficiency and if his/her service and conduct have been satisfactory during the above period.
- (2) An officer appointed to Class III of the service on the results of the Limited Competitive Examination will be subject to an acting period of one year. The officer will be confirmed at the end of the year as an officer in the SLAS if his/her service and conduct have been satisfactory during the above period. However these officers are required to pass the First Efficiency Bar Examination before reaching the 3rd salary increment.

11. *Language Proficiency* :

- (1) An officer appointed to the Service will be required to pass an examination in his/her second Language within Six years from the date of appointment. An officer who has passed the optional language question paper in the relevant language subject at the GCE(O/L) Examination or approved equivalent will be exempted from the requirement of passing the test in the subject of his/her second language.

- (2) In the case of an officer who qualified for appointment to the Service in Sinhala, the Second Language will be Tamil and for on who qualified for appointment to the service in Tamil, the second language will be Sinhala. In the case of an officer who qualified for appointment to the Service in English, he/she will be required to pass language proficiency test in both Sinhala and Tamil.

12. *Efficiency Bars :*

- (1) An officer appointed to Class III of the Service is required to pass the First Efficiency Bar Examination within three years from the date of appointment to the Service. The Syllabus for this examination is in Appendix C.
- (2) An officer in Class III of the Service is required to pass the Second Efficiency Bar Examination within six years from the date of appointment to the Service. The Syllabus for this examination is in Appendix D.

Note.—EB Examinations will be held twice a year.

13. *Appointments to Class II :*

- (1) An Officer to be promoted to Class II either on the basis of (2) or 3 (a) of this section shall have satisfied the following requirements.
- (i) passed the First and Second Efficiency Bar Examinations on the due dates ;
 - (ii) secured the necessary Second Language qualification ;
 - (iii) earned on the due dates all the increments during the period of 5 years prior to his/her becoming eligible for promotion ;
 - (iv) not been subjected to a disciplinary punishment for any offence committed during the period of 5 years immediately prior to his/her becoming eligible for promotion ;
 - (v) successfully completed and adequate number of training programmes as required in sub-section 9(2) a(i) ;
 - (vi) obtained ratings above “satisfactory” in his/her Annual Performance Appraisal Reports during the period of five years prior to his/her becoming eligible for Class II promotion.
- (2) Appointments to 80% of the vacancies in Class II in any one year will be made by the PSC from those candidates who obtain not less than 50% of the total marks in a competitive Examination. This is limited to confirmed officers in Class III of the Service who have completed not less than 6 years of service in that Class.

The method of application for the examination will be notified in the Gazette.

- (3) (a) Appointments to 20% of the vacancies in Class II in any one year will be made by the PSC on the recommendation of a Selection Board appointed by the PSC for this purpose. A confirmed officer in Class III of the Service who has completed 10 years of satisfactory service in that class as on the last day of the month immediately preceding the month in which the application close will be eligible to be considered for appointment to Class II of the Service.
- (b) An officer will be eligible to be promoted to class II under the provisions of Sub-section 13.3(a) if he/she has successfully completed a postgraduate diploma course approved by the PSC in the area of Public Administration/Management/Public Policy/Economics and Social Development or an equivalent qualification acceptable to the PSC from a recognized University or Institution in addition to the requirements stipulated in subsection 13(3) (a).

- (4) The applications of officers who satisfy the requirements in sub section (13)(1) above, should be forwarded with the recommendations of the Head of Department, through the Secretary of the relevant Ministry. Applications shall be prepared in accordance with the instructions issued by the Ministry of Public Administration.

14. *Appointments to Class I—*

- (1) Appointments to vacancies in Class I of the service will be made by the PSC by promoting officers in Class II of the Service who shall have satisfied the following requirements.
- (a) Completed at least seven years of satisfactory service in Class II ;
- (b) Obtained ratings above “Satisfactory” level in his Annual Performance Appraisal Reports during the period of five years prior to his/her becoming eligible for promotion to Class I ;
- (c) Successfully completed the required number of training programmes as required under Sub Section 9(2) (a) (ii).
- (d) Should have obtained a post Graduate degree, at Master’s level, in the areas of Public Administration/ Management/Public Policy/Economic and Social Development or on equivalent qualification acceptable to the PSC.
- (2) Recommendations for appointments to this class will be made after an interview by a Board consisting of the Secretary and two other Ministry Secretaries appointed by the PSC. The Board shall base its recommendations strictly on seniority and merit. For this purpose, the Board shall interview officers in Class II in a number close to but not exceeding twice the number of vacancies.

15. *Appointments to Special Grade.—*

- (1) Appointments to the vacancies in Special Grade of the Service will be made by the PSC by promoting officers in Class I of the service who satisfy the following requirements.
- (a) Have completed five years of satisfactory service in Class I of the service ;
- (b) Have successfully completed the required number of training courses as set out in Sub Section 9(2) (a) (iii) ;
- (c) Have obtained ratings above “satisfactory” level in the Annual Performance Appraisal Reports during the period of five years prior to their becoming eligible for promotion to the Special Grade ;
- (d) Have fulfilled the requirements in Sub-Section 14(1) (d).
- (2) Recommendations for appointment to Special Grade will be made after assessment by a Selection Board of three members approved by the PSC. In addition, the marking scheme, based on both seniority and merit, shall be approved by the PSC. For this purpose, the Board shall interview officers in Class I in a number close to but not exceeding three times the number of vacancies.

16. *Transfers and Postings.—*Every officer of the Service is transferable and is liable to be transferred to any part of the country. The Secretary, with the approval of the Public Service Commission, shall formulate a scheme of transfer which will take note of the special aptitude of the individual officer his/her previous experience and training as well as the further experience required for the officer’s future development.