

Public Administration Circular No : 24/95

My No: 1/543E/02D/14/94

Ministry of Public Administration,  
Home Affairs, Plantation Industries  
and Parliamentary Affairs  
Independence Square  
Colombo 07.

Secretaries of Ministries  
Heads of Departments  
Heads of Corporations and  
Statutory Boards

**RECRUITMENT TO MINOR EMPLOYEE GRADES IN PUBLIC SERVICE,  
PROVINCIAL PUBLIC SERVICE AND PUBLIC CORPORATE SECTOR**

Your attention is invited to Public Administration Circular No. 30/93 of 16.12.93.

02. The Government has decided to amend the Scheme of Recruitment of Minor Employee Grades in the above service as mentioned below.

03. The Secretaries of Ministries / Heads of Institutions will continue to exercise the authority to recruit Minor Employees.

04. In respect of the posts in the Combined Office Employees Service the prior approval of Director of Combined Services should be obtained by Secretaries of Ministries / Heads of Institutions before filling the vacancies. Secretaries of Ministries / Heads of Institutions will fill the vacancies. Secretaries of Ministries /Heads of Institutions should take necessary steps to forward the educational and other relevant certificates to the Director of Combined Services within a period of one month after the selections to obtain the formal letters of appointments.

05. The qualifications for recruitment to Minor Employee Grades are as follows :

- a). Educational Qualifications - a pass in the 8th standard
- b). Age - between 18 - 45 years
- c). In respect of any Departmental posts for which special qualifications are required such requirements may be incorporated in the scheme of recruitment.

06. Recruitment to these posts should be made,

- i. Through an Interview
- ii. The method of allocation of marks may be decided according to the nature of the post.
- ii. The Scheme of Concessionary Marks for the members of families affected by terrorist activities and for the members of low income families stipulated by Public Administration Circular No. 17/92 of 24.03.1992 and Public Administration Circular No. 30/93 of 16.12.1993 respectively, will not be applicable for this recruitment.

07. The method of allocation of marks should be published at the time of calling for applications.

08. The recruitments should be made in accordance with the Ethnic Ratio stipulated in Public Administration Circular No. 15/90 of 09.03.1990. Public Administration Circular No. 30/93 of 16.12.1993 is hereby cancelled.

**Sgd : R.S. Jayaratne**  
Secretary  
Ministry of Public Administration,  
Home Affairs, Plantation Industries  
and Parliamentary Affairs.