

Promotion to Central Provincial Technological Service (Civil) Special Grade on the basis of work experience and skills (seniority) for the years 2019 and 2020.

Applications are invited from Officers in Central Provincial Technical Service (Civil) Class I/ Grade before 15.01.2022 for promotion to special grade of Central Provincial Technical Service (Civil) on the basis of work experience and skills (seniority) for the year 2019 and 2020 as per Section 10.3.3 of the Service Minute of the Central Provincial Technological Service approved by the Hon. Governor on 04.04.2016 and effective from 01.06.2013.

02. Promotions will be granted for the year of 2019 according to the number of existing vacancies in Central Provincial Sri Lanka Technological Service (Civil) Special Grade as at 31.12.2019 and for the year of 2020 according to the number of existing vacancies as at 31.12.2020 based on the percentages mentioned in Section 10.3.1 of the Service Minute of the Central Provincial Technological Service.
03. Applicants must fulfill the following qualifications as at 31.12.2019 to be considered for the promotions relevant to year 2019 and as at 31.12.2020 for the promotions relevant to year 2020.

Based on work experience and skills (Seniority)

- I. Should have completed at least six (6) years of active and satisfactory service in Grade I - Supervisory Management Assistant Technological (MN-03) service and earned all six (6) increments.
- II. Should have completed a satisfactory service period of five (5) years preceding the date of promotion.
- III. Should have shown satisfactory level or higher performance within the six (06) years prior to the date of promotions as per the approved performance appraisal procedure.
- IV. Should have passed the third efficiency bar Examination.

(Officers who have completed a period of five (05) years after being promoted to Grade I of the Central Provincial Technological Service as at 01.06.2013 will be exempted from the requirement of passing the IIIrd Efficiency Bar Examination.)

04. Method of Promotion :-
Promotion will be granted in future on the order of merit of the structured interview and according to the number of existing vacancies, based on the results of the structured interview that gives marks for work experience and skills conducted by a Board of Inquiry appointed by the Central Provincial Public Service Commission, after checking the qualifications and verifying whether the other relevant requirements have also been fulfilled as per the service minute of the Central Provincial Technological Service which is effective from 01.06.2013.
05. Applicants are required to complete Sections 01 to 12 of the application and the Head of the Department will check for Disciplinary Matters, Commendations and Censures and History Sheets in the personal files of the applicants and complete the Sections 13 to 17 and make their recommendations. Duly filled applications with the recommendation of the secretary to the Ministry should be sent to this commission before 15.01.2022 to the following address.

If applying for the years 2019 and 2020, applicants shall submit separate applications for the relevant years.

Secretary,
Central Provincial Public Service Commission,
P. O. Box. 244,
Katugastota Road,
Kandy.

11. Salary increment dates and annual salary steps earned during the period of 06 years prior to 31.12.2019

<i>Salary increment dates</i>	<i>Annual salary steps</i>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

12. I declare and certify that the information provided above are accurate and reliable.

.....
 Signature of the officer.

Date :-

Sections 13 to 17 should be completed by the Head of the Department

13. If non-paid leaves/ half pay leaves have been obtained, periods/ number of days :-
 (From the date of appointment to Class II ‘B’ of the Central Provincial Sri Lanka Technological Service)

14. Are there any negative notes in the officer’s performance reports during the 06 years prior to 31.12.2019 ?

15. Have all salary increments been earned during the period of 06 years prior to 31.12.2019?
 If haven’t earned salary increments after 01.01.2013, give reasons

16. Has any disciplinary action been taken against the officer during the last 06 years? If so, mention the nature of the offence and the penalty imposed and the date imposed etc.

17. Do you have any observations regarding negative notes in Section 14 above or the disciplinary actions in Section 15 and 16 above?

Recommendation of the Head of the Department

I, certify that the information furnished by Mr./Mrs./Miss in this application was verified with his/her personal file and he/she has completed a minimum of 06 years of active service in Class/Grade I of Central Provincial Sri Lanka Technological Service as at 31.12.2019 and all the above details are true as per his/her personal file, and no disciplinary action has been taken against him/her, and there’s no intention to take such action against him/her in future, and all 06 salary increments prior to 31.12.2019 were duly earned. Thus, I recommend/do not recommend that he/she possess all qualifications to be promoted to the special grade as per the service minute.

.....
 Signature of the Head of the Department.

Date :

Recommendation of the Secretary to the Ministry

I agree/ disagree with the recommendation of the Head of Department. I recommend/ do not recommend the application.

.....
Signature of the Secretary to the Ministry.

Date :

Recommendation of the Chief Secretary

I agree/ disagree with the recommendation of the Head of Department/ Secretary to the Ministry. I recommend/ do not recommend the application.

.....
Signature of the Chief Secretary.

Date :

**Promotion to Central Provincial Technological Service (Civil) Special Grade
on the Basis of work experience and skills (Seniority)
for the year 2020**

Specimen Application Form

1. Name of the applicant (with initials) :-

I. Names denoted by initials :-

II. Name with initials (in capital letters) :-

2. Date of Birth :-

Year :- Month :- Date :-

3. National Identity Card Number :-

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4. Telephone Number :-

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5. Ministry/ Department/ Institution :-

6. Current Workplace :-

7. Date of Appiontment to Class/ Grade I of Sri Lanka Technological Service

(Civil) :-

8. If retired :-

- 8.1. Date of Retirement :-
- 8.2. Place of work last served :-

9. Service period from the date of appointment to Class I up to 31.12.2020 :-

10. Annual Gross Salary as at 31.12.2020 :-

11. Salary increment dates and annual salary steps earned during the period of 06 years prior to 31.12.2020.

Salary increment dates	Annual salary steps
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

12. I declare and certify that the information provided above are accurate and reliable.

.....
Signature of the officer.

Date :-

Sections 13 to 17 should be completed by the Head of the Department

13. If non-paid leaves/ half pay leaves have been obtained, periods/ number of days :-
(From the date of appointment to Class II 'B' of the Central Provincial Sri Lanka Technological Service)

14. Are there any negative notes in the officer's performance reports during the 06 years prior to 31.12.2020?
.....
.....

15. Have all salary increments been earned during the period of 06 years prior to 31.12.2020?
If haven't earned salary increments after 01.01.2014, give reasons
.....
.....

16. Has any disciplinary action been taken against the officer during the last 06 years? If so, mention the nature of the offence and the penalty imposed and the date imposed etc.
.....

17. Do you have any observation regarding negative notes in section 14 above or the disciplinary actions in Sections 15 and 16 above?
.....
.....

Recommendation of the Head of the Department

I, certify that the information furnished by Mr./Mrs./Miss in this application was verified with his/her personal file and he/she has completed a minimum of 06 years of active service in Class/Grade I of Central Provincial Sri Lanka Technological Service as at 31.12.2020 and all the above details are true as per his/her personal file, and no disciplinary action has been taken against him/her, and there's no intention to take such action against him/her in future, and all 06 salary increments prior to 31.12.2020 were duly earned. Thus, I recommend/do not recommended that he/she possess all qualifications to be promoted to the special grade as per the service minute.

.....,
Signature of the Head of the Department.

Date :

Recommendation of the Secretary to the Ministry

I agree/ disagree with the recommendation of the Head of Department. I recommend/ do not recommend the application.
.....
.....

.....,
Signature of the Secretary to the Ministry.

Date :

Recommendation of the Chief Secretary

I agree/ disagree with the recommendation of the Head of Department/ Secretary to the Ministry. I recommend/ do not recommend the application.
.....
.....

.....,
Signature of the Chief Secretary.

Date :