



**PROMOTION OF GRADE I TECHNICAL SERVICE (CIVIL) OFFICERS OF WESTERN
PROVINCIAL PUBLIC SERVICE TO SPECIAL GRADE ON THE BASIS OF SERVICE
EXPERIENCE AND MERIT (LOCAL GOVERNMENT AUTHORITIES)**

APPLICATIONS are called from Grade I Technical Service (Civil) Officers who are attached to Local Government Authorities including retired Officers to fill the vacancies in the Local Government Authorities of Western Province in the years of 2015, 2016, 2017, 2018.

Note : Qualifications of applicants shall be checked to date in which vacancies are notified.

Closing date : 25th March 2022

02. Method of Recruitment :

- I. Vacancies shall filled as per section 10.3.3.2 and Schedule 06 of the Schedule of Recruitment and Promotion of Technical Service (Civil) Officers of the Western Provincial Public Service, approved by the Hon. Governor in 24.06.2020.
- II. Candidates who meet all the requirements in Section 10.3.3.2 will be facing a structured interview conducted by an interview board appointed by Western Provincial Public Service Commission. Upon verification of all the qualifications and based on the results of the structured interview. Western Provincial Public Service Commission will promote the eligible Officers to Technical Service (Civil) Special Grade.

03. Salary Scale : Public Administration Circular 03/2016 - MN-7-2016

Rs. 41,580 -11 - 755-18 x 1030 - Rs. 68,425

04. Qualifications:

- I. Having completed a service period of minimum Six years (06) on Grade 1 of Technical Service (Civil) of Western Provincial Public Service and having earned all Six (06) Salary increments.
- II. Having completed a satisfactory service period within preceding five years (05) from the date of promotion.
- III. Having acquired a satisfactory or above performance level in preceding Six Years (06) from the date of promotion according to the approved performance evaluation procedure.
- IV. Having passed third efficiency bar examination, (Technical Officers, who have completed Five years (05) in Technical Service (Civil) Grade I, by the date of the 01.06.2013, are exempted from the requirement of completing the third efficiency bar examination.

05. Criteria of Structured Interview

Main Fields on which marks are given	Marks	Total Marks	Pass Mark
Service Experience 05 marks will be given for each extra service year beyond Six (06) years in Grade 1	50	50	
Merit Performance (For preceding 05 years) - 15 Excellent 03 Above average 02 Satisfactory level 01 Professional qualifications - 05 Relevant to field of Civil <ul style="list-style-type: none"> ● Diploma Course of 06 months or above - 05 ● For a diploma course of less than 06 months - 03 Information Technology/Computer Course Certificate - 02 A documentary presentation of a project/projects that have been successfully carried out including the approval of the Head of the Department/Head of the Institution. (This should include the problems faced in carrying out the project and solutions given). Certification of the Head of Department/Head of Institution for the active contribution given for civil constructions and maintenance Service Activities. Praise and appreciation Skills shown at the interview	15	45	Not relevant
Total	100	100	

6. Applications should be accurately and clearly prepared by the applicant himself according to the specimen application given at the end of this notification.
7. Every application should reach the address Secretary, Provincial Public Service Commission (W.P.), No. 628, 10th Floor, Janajaya City Building, Nawala Road, Rajagiriya by registered post through the Head of the Department (Retired Officers by the Head of last served Department) on or before **25th March, 2022** The top left - hand corner of the envelope should clearly state. **“Promotion of Grade I Technical Service (Civil) Officers of the Western Provincial Public Service to Special Grade on the basis of Service experience and merit”**.

08. Western Provincial Public Service Commission has the final decision regarding the relevant facts that are disclosed/undisclosed by this notification.
09. This notification and specimen application is published on official web site of Western Provincial Public Service Commission. www.psc.wv.gov.lk

THILAK SENARATH,
Secretary,
Provincial Public Service Commission,
Western Province.

17th February, 2022.

SPECIMEN APPLICATION

(For official use)

**Promotion to Special Grade of Technical Service (Civil) of Western Provincial Public Service
(Based on Service Experience and Merit)
(To be completed by the Officer)**

1. Name (with Initials) :
2. Names denoted by the initials :
3. Identity Card Number :
4. Current Department Service Station and its address :
5. Date of Service Confirmation :
6. If retired, date of retirement :
7. Telephone No. : Office:..... Personal :
8. Whats App No. :
9. Email Address :
10. Gender (Male/Female) :
11. Date of Absorption to Western Provincial Public Service :
12. Date of Appointment to Grade I of Western Provincial Technical Service :
13. Service duration of Western Provincial Technical Service Grade I, as per the dates in the following table :

Date	Service duration		
	Year	Month	Days
2015.12.31			
2016.12.31			
2017.12.31			
2018.12.31			

14. Date of completing third efficiency bar examination :.....
15. Professional qualifications :

No.	Training	Name of the certificate	Valid date
1	Six months or above Diploma courses relevant to civil field		
2	Diploma courses relevant to civil field less than 06 month period		

16. Courses of Information and Technology :

No.	Training	Certificate	Valid date

17. Projects that have been successfully carried out; Problems arose in completing the projects and the solutions given;

Year	Project Name	Has the approved been given by the Head of the Dept. for completing the project successfully (Yes/No.)	Problems faced carrying out the project	Solutions given
2015				
2016				
2017				
2018				

18. Details of active contribution given for civil constructions and maintenance service activities

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.....

19. Have you earned salary increments in preceding 05 years from 31.12.2015, 31.12.2016, 31.12.2017, 31.12.2018? (Cut the irrelevant year) Yes or No.....
If “Not” give the reasons

20. Have you obtained no pay leave in preceding 05 years from 31.12.2015, 31.12.2016, 31.12.2017, 31.12.2018? (Cut the irrelevant year) Yes or No :.....
If “Yes” give details:

21. Have you subjected or supposed to subject to any disciplinary action in preceding 05 years from 31.12.2015, 31.12.2016, 31.12.2017, 31.12.2018 ?

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22. Declaration of the Applicant :

All the afore mentioned details furnished by me are true and correct and I am well aware that if it is proved to be false and inaccurate my entitlement to promotion to the Special Grade of the Technical Service (Civil) of the Western Provincial Public Service shall be disregarded and legal action can be taken against me.

Date :

.....
Signature of the Officer.

23. Recommendation of the Head of the Institution

I hereby declare that I have checked the information provided by Mr./Mrs..... of Technical Service (Civil) of Western Provincial Public Service who is currently working at this institution and that I am personally satisfied that afore mentioned information are true and accurate.

Date :

.....
Signature and Official seal of head of the Institution.

24. Recommendation of the Head of the Department

I agree/do not agree with the above recommendation.

.....
Signature and Official seal of head of the Dept.

Date :

25. Recommendation of the Secretary of the Ministry

I agree/do not agree with the above recommendation.

Date :

.....
Signature and the official seal of Secretary of the Ministry.

26. Recommendation of the Chief Secretary (Western Province)

I agree/do not agree with the above recommendation .

Date :

.....
Signature and the official seal of Chief Secretary (Western Province)