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 அரசாங்க சேவை ஆணைக்குழு அலுவலகம்
OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල
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11 October 2023

Public Service Commission Circular No. : 04/2023

All Secretaries to Ministries and Heads of Departments,

Appointment to Grade I posts in the Sri Lanka Administrative Service, Sri Lanka Planning Service and Sri Lanka Accountancy Service.

The number of Grade I officers in those services exceeds the number of approved posts under Grade I according to the unrestricted Grade promotion procedure stipulated in the Service Minutes consequent to elective and distorting implementation of PA circular 06/2006. The Public Service Commission has decided to prepare a fair and transparent procedure for the selection of the most suitable officers from Grade I officers for appointment to the posts of Grade I of the aforementioned three all island services to enhance the efficiency of the service.

- Accordingly, the selection of suitable officers for appointment to Grade I posts in the Sri Lanka Administrative Service, Sri Lanka Planning Service and Sri Lanka Accountancy Service will be made as per the provisions of this circular with effect from 16.10.2023.

02. Calling for Applications

2.1. Applications will be called from officers who have been promoted to Grade I and who are still not appointed to a Grade I post to fill the vacancies in Grade I posts. The notice calling applications to fill up the vacancies that will occur during the coming year will be published on the official website of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government on or before 30th of September of the preceding year.

03. Selection of Officers to be Called for Interview

3.1. From among the qualified applicants, a number equal to twice the number of vacancies will be called for an interview.

3.2. When the number of applicants is more than twice the number of available vacancies, applicants will be selected for the interview based on an assessment of competencies and aptitude approved by the Public Service Commission.

- 3.3. When the number of applicants is less than twice the number of available vacancies, all applicants will be called for the interview.

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3.4. When the number of applicants is less than the number of available vacancies, all Grade I officers who have submitted applications will be appointed to the Pool of Officers.

Note: The officers who are selected from the interview as mentioned in this Circular are referred to as the "Pool of Officers" hereinafter.

04. Conducting an Interview

4.1 The applicants selected as per 3.2 & 3.3 above will be called for the interview and marks will be given to them at the interview under the following headings.

Headings	Maximum marks
Core Competencies	500
Experience	400
Language Proficiency	100
Total	1000

4.2. The interview will be conducted by an interview panel appointed by the Public Service Commission. The Structured Interview will be conducted following the guidelines given in Annexure 01.

05. Preparation of the List of Applicants Eligible for Appointments (Pool of Officers).

5.1. A list of applicants eligible for appointment equal to the number of vacancies + 10% of the number of vacancies will be prepared in the order of merit of the marks obtained at the interview.

06. Appointment to the Post

6.1. The Heads of the respective institute are given the opportunity to select a suitable officer from the officers who hold a Grade I post. This should be completed prior to the finalization of the Pool of Officers.

6.2. All candidates selected to the Pool should indicate their order of preference for all the vacancies available. The Heads of each Institution will have the authority to select a suitable candidate from a Pool of Officers based on the officers' preference.

6.3. In case any institute finds that an officer with a technical background is not available in the Pool of Officers, then officers in the Reserve Pool will be considered. If no such officers are available in the Reserve Pool also rest of the applicants will be considered by the Public Service Commission for appointment.

Note: The officers who appeared for the interview but were not selected for the Pool of Officers are referred to as the "Reserve Pool".

07. Other provisions

7.1. An officer selected for the Pool of Officers shall remain in it till appointment to a Grade I post and there is no need to participate in an interview again.

7.2. After setting up the Officers' Pool, no acting or attending to duties appointments will be allowed for the Grade I posts in the above services.

08. Interim Provisions

Interim provisions of this Circular will come into effect from the date of publishing the Circular

08.1. Sri Lanka Planning Service

Until the conclusion of judicial proceedings of Writ Application, No 207/2020, applications will be called from officers who have completed all qualifications for promotion to the Grade I of the Sri Lanka Planning Service and the interview will be conducted for all those officers as per the above 4.1 & 4.2. Selected officers will be appointed on acting basis by the PSC considering the order of the merit list of the interview and the preference of the officers. All those appointments will be granted on full time acting basis until the decision of the Court of Appeal.

After the conclusion of the judicial proceedings, the decision will be taken regarding the conversion of these acting appointments into permanent appointments.

Grade 1 posts in the Sri Lanka Planning Service, where interviews have been conducted and a suitable officer has been appointed on acting basis as per the provisions of PSC Circular 2/2022, need not be treated as vacant posts under the provisions of this Circular.

08.2. Sri Lanka Accountancy Service

Applications will be called from all Grade I officers of the Sri Lanka Accountancy Service who are not holding Grade I posts as at the date of publishing the Circular and all those officers will be called for interview as per the above 4.1 & 4.2. The selected officers will be appointed by the PSC considering the order of the merit list of the interview and preference of the officers to the vacant posts until 31 December 2024.

08.3. Sri Lanka Administrative Service

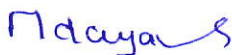
Since the number of Grade I officers is less than the number of available vacancies of Grade I of the Sri Lanka Administrative Service, the appointment of the officers of Grade I who hold a post of Grade I on acting basis will be made permanent in the respective posts.

All the officers to be promoted to Grade I till 01.07.2024 will be called for the interview and selected for the posts of Grade I based on the order of the merit of the interview and their preference.

08.4. Other

If applications have already been called for interviews in accordance with the PSC Circular 2/2022 for vacant posts, appointments to those posts will be made in accordance with the provisions of the PSC Circular 2/2022.

By order of the Public Service Commission



W.H.M.M.C.K. Dayaratne

Secretary

Public Service Commission

Marking Scheme

	Heading	Maximum marks
01	Core competencies	500
02	Experience	400
03	Language Proficiency	100
	TOTAL	1000

01. Assessing core competencies expected from the officer - 500

Core competency evaluated – Making effective decisions

Example interview question – Describe an instance where you had to recommend a solution for a complex issue.

Method of answering – The candidates are guided to formulate their answers to questions like this using the **Context, Action and Results (CAR)** method or the **Situation, Task, Action and Result (STAR)** method.

Positive evidence – has taken into consideration all available options, risks involved and possible impacts. A plan has been recommended to mitigate and manage risks and negative impacts.

Negative evidence – has made the recommendations without full consideration of risks, scenarios and options

Interview panel's analysis of the answer - Core Competency of a candidate will be assessed based on the guideline given below, asking not less than three questions and not more than 6 questions

Table A

Demonstrates positive evidence of a high level of competence with no substantial negative evidence	5
Demonstrates positive evidence of competence with little negative evidence.	4
Demonstrates similar amounts of positive evidence and negative evidence of competence	3
Demonstrates some positive evidence of competence, but with significant negative evidence	2
Demonstrates little or no positive evidence of competence, along with considerable negative evidence	1

79

02. Evaluation of experience - 400

- Marks will be given for experience in diverse roles – **(175 Marks)**
 - Ministry/Department/Commissions
 - District Secretariat/ Divisional Secretariat/ Divisional Office of Line Ministries/ Divisional Office of Departments
 - Provincial Councils

15 marks will be given per year and Maximum of 120 Marks will be given for a category mentioned above

- Expertise acquired in each role will be evaluated based on answers given to experience questions – **225 marks**. (In addition to number of years of service in a post)
 - Expertise acquired in each role can be evaluated based on answers to the competency questions themselves. Any role not covered in that section can be evaluated using experience questions.

e.g., Describe one of your significant accomplishments while working as.....

Experience-Proposed rating scale

Has worked in diverse roles; ample evidence of acquiring in depth expertise in all those roles	225
Has worked in diverse roles; there is evidence of acquiring in depth expertise in some of those roles	150
Despite having worked in diverse roles; no evidence of acquiring in depth expertise in any of them	75

03. Language Proficiency - 100

- The interview panel will evaluate Other official language/ English proficiency of the candidate asking questions and follow-up questions in language when evaluating competencies
- Other official language – 50 marks
- English – 50 marks

na

Rating scale

Level C - 10 Marks	Level B - 25 Marks	Level A - 50 Marks
make themselves understood in short contributions, even though pauses and false starts are very evident	give a simple description of a concrete topic	give clear, detailed descriptions of complex topics
talk about everyday aspects of routine activities	explain main the points comprehensibly	summarize a discussion
handle a simple question and answer exchange	compare and discuss alternatives when complications arise	express and sustain opinions
has sufficient basic vocabulary and grammatical structures to conduct routine transactions involving familiar situations and topics	speak with some spontaneity, although pauses for grammatical and lexical planning and repair are evident in longer stretches	respond to complex and hypothetical questions
uses structures and vocabulary borrowed from another language which can interfere with the clarity of the message	has sufficient vocabulary and a variety of simple grammatical structures to handle concrete, non-routine situations and topics and can link a series of simple elements into a connected sequence when giving a factual description	has a fairly natural and even delivery, with occasional hesitations, but most hesitations are for ideas
has a pronunciation that requires close attention from the listener, but there are no long stretches that are unclear	may be miscommunication in some areas, but most stretches are clear	has a broad range of vocabulary and structures when talking about complex and abstract topics, with a relatively high degree of control
	has a pronunciation that is generally clear enough to be understood, despite an evident accent from another language	makes errors, but these rarely lead to misunderstanding
	will, at times, be asked by the listener to repeat or clarify	has a clear pronunciation, even if an accent from another language is noticeable
		<ul style="list-style-type: none"> has occasional mispronunciations but they rarely interfere with communication