

Promotion to Special Grade of Central Provincial Technological Service (Civil) on Service Experience and Merit for years 2022/ 2023/ 2024

Applications are hereby invited from Central Provincial Technological Service Grade I officers who are presently engaging in Public Service or retired from the service with following qualifications for the vacancies existing in the post of Central Provincial Technological Service (Civil) Special Grade on Service Experience and Merit for year 2022/ 2023/2024.

The closing date of the application: **27.02.2026**

02. Based on the percentage stipulated in Section 10.3.1 of the Minute of the Central Provincial Technological Service, approved by Hon. Governor of Central Province on 04.04.2016, promotions to Central Provincial Sri Lanka Technical Service (Civil) Special Grade for year 2022, 2023 and 2024 will be awarded based on service experience and merits of 31.12.2022/ 31.12.2023/ 31.12.2024 subjected to the number of vacancies available.

03. Applicants who apply for promotion in the year 2022, 2023 and 2024 must have fulfilled the following qualifications as on 31.12.2022, 31.12.2023 and 31.12.2024 respectively.

- I. Shall have completed an active and satisfactory period service at least for six (06) years in Grade I of Supervisory Management Assistant - Technological Service (MN-03) Category and earned due Six (06) salary increments.
- II. Shall not be a person subjected to any disciplinary punishment as per the provisions in Public Service Commission Circular No: 01/2020
- III. Shall have proved a performance at satisfactory level or above level during the period of six (06) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- IV. Shall have passed the third efficiency bar examination on due date.

*(Officers who have been promoted to Grade I of the Central Provincial Technological Service and have completed five (05) years as on 01.06.2013 are exempted from the requirement of passing the 3rd Efficiency Bar Examination)

04. Method of Promotion

A structured interview will be conducted by an Interview Board, appointed by the Central Provincial Public Service Commission, to ascertain the qualifications of the officers who belong to Sri Lanka Technological Service Grade I, have completed the required qualifications, and then officers who scored highest marks in the structured interview for service experience and merits in terms of the marking procedure/ criteria will be promoted to special grade based on their marks priority and number of vacancies in the post as stipulated in the Minute of Central Provincial Public Service come into force from 01.06.2013.

05. The applicant shall fill the Nos. 01 to 12 of the application form as per the specimen application appended at the end of the notification. Subsequently, the head of institute carefully scrutinize the matters related to disciplinary proceedings, punishments/commendations, reprimands and the history sheet in the personal file of the applicant and fill the Nos. 13 to 17 of the application and then forward to the Commission to the following address before **27.02.2026** along with his/ her recommendation and with the recommendations of the Head of the Department, the Secretary to the Ministry and the Chief Secretary of the Central Province.

06. Applicants, who apply for the years 2022, 2023 and 2024, should submit separate applications for the respective years.

07. The approved marking scheme / Criteria approved by the Commission for awarding marks in the structured interview for promotion based on service experience and merits will be published in the official website of www.psc.cp.gov.lk.

08. All the measures related to this promotion will be implemented under the approval of the Commission in accordance with the provisions of the relevant Service Minute and the Central Provincial Public Service Commission reserves the right to take final decision on matters not covered by this notification.

09. In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail as the accurate text.

By order of the Public Service Commission,

14th of January 2026
Central Provincial Public Service Commission,
No. 244, Katugastota Road,
Kandy

Sign By: K.K.G.I.D.P. Wijethilake
Secretary,
Public Service Commission,
Central Provincial Council

(Specimen application)

Promotion of Officers of Central Provincial Technological Service (Civil) to Special Grade on Service Experience and Merit for year 2022

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

II. Name denoted by the initials:-.....

II. Name with initials (In English Capital letters):-

02. Date of Birth: - Years:-..... Month: -..... Day: -

03. National Identity Card No:-

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04. Telephone Nos. :-Office

Mobile

05. Address of the present service station: -

06. Private Address: -

07. If retired from the Service :-

07.1.Date of retirement :-.....

07.2.Worked Service station :-.....

08. Date of appointment to Grade I of Central Provincial Technological Service (Civil): -.....

09. Period of service from date of appointment to Grade I appointment up to 31.12.2022:-

10. Annual consolidated salary as at 31.12.2022:-.....

11. Dates of salary increments earned and annual salary points for the period of 06 years immediately preceding the date of 31.12.2022:-

Salary increment dates	Annual salary points (Rs.)
01.	01.
02.	02.
03.	03.
04.	04.
05.	05.
06.	06.

12. Candidate's Certificate :

I certify that I am eligible to appear for this interview and the particulars given in this application are true and correct to the best of my knowledge and belief. I am also aware that if I am found to be ineligible under the provisions of the Minute of Central Provincial Technological Service, amendments already made to it and circulars issued in this regard, I am liable to be disqualified before interview or to be dismissed if such detection is made after interview. I further declare that I will abide by the rules and regulations imposed by the Central Provincial Public Service Commission regarding the conduct of this interview and the decisions taken regarding promotion based on the recommendations of the interview board

Date:.....

.....
Signature of the applicant

Serial No. 13 to 17 must be completed by the Head of the Institution.

13. If has availed no pay leave during his total service period as on 31.12.2022, number of leave and relevant period: -.....
14. Have there been any adverse remarks made in the performance appraisal report for the period of 06 years immediately preceding the date of 31.12.2022:.....
15. Have all salary increments been earned for the period of 06 years immediately preceding the date of 31.12.2022? If there are any salary increments that have not been earned, give reasons:
.....
16. If this officer has been punished for any wrongful, improper or dishonest act during his/her entire service period, details thereof/ if any disciplinary action is currently being taken, details thereof?
17. Are there any observations regarding the adverse remarks or the disciplinary measures mentioned in above Para. 14 and 16? If yes, give details
.....

Recommendation of the Head of the Institute

I do hereby certify that the above information furnished by Mr./Mrs/Miss. has been verified with this officer's service record, he/she has completed at least six (06) years of active and satisfactory service in Central Provincial Technological Service (Civil) Grade I of as on 31.12.2022, this officer has not subjected to disciplinary punishments as per Public Service Commission Circular No: 01/2020, there are no disciplinary punishments against this officer, no disciplinary action has been taken and no such disciplinary action is proposed to be taken in the future, and he has earned all salary increments during the period of 06 years immediately preceding 31.12.2022 and accordingly, I do recommend/ do not recommend that this officer has all the qualifications required for promotion to the Special Grade as per the service minute.

Date: -

.....
Signature of the Head of Institute
(Place official stamp)

Recommendation of the Head of Department

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

.....

Date

.....

Signature of the Head of Department
(Place official stamp)

Recommendation of the Secretary to the Ministry

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

.....

Date

.....

Signature of the Ministry's Secretary
(Place official stamp)

Recommendation of the Central Provincial Chief Secretary

I agree/do not agree with the recommendation of the head of department /Ministry's Secretary. I recommend/do not recommend the application.

.....

Date

.....

Signature of the Chief Secretary
(Place official stamp)

12. Candidate's Certificate :

I certify that I am eligible to appear for this interview and the particulars given in this application are true and correct to the best of my knowledge and belief. I am also aware that if I am found to be ineligible under the provisions of the Minute of Central Provincial Technological Service, amendments already made to it and circulars issued in this regard, I am liable to be disqualified before interview or to be dismissed if such detection is made after interview. I further declare that I will abide by the rules and regulations imposed by the Central Provincial Public Service Commission regarding the conduct of this interview and the decisions taken regarding promotion based on the recommendations of the interview board

Date:.....

.....
Signature of the applicant

Serial No. 13 to 17 must be completed by the Head of the Institution.

- 13. If has availed no pay leave during his total service period as on 31.12.2023, number of leave and relevant period: -.....
- 14. Have there been any adverse remarks made in the performance appraisal report for the period of 06 years immediately preceding the date of 31.12.2023:.....
- 15. Have all salary increments been earned for the period of 06 years immediately preceding the date of 31.12.2023? If there are any salary increments that have not been earned, give reasons:
- 16. If this officer has been punished for any wrongful, improper or dishonest act during his/her entire service period, details thereof/ if any disciplinary action is currently being taken, details thereof?
- 17. Are there any observations regarding the adverse remarks or the disciplinary measures mentioned in above Para. 14 and 16? If yes, give details

Recommendation of the Head of the Institute

I do hereby certify that the above information furnished by Mr./Mrs/ Miss.has been verified with this officer's service record, he/she has completed at least six (06) years of active and satisfactory service in Central Provincial Technological Service (Civil) Grade I of as on 31.12.2023, this officer has not subjected to disciplinary punishments as per Public Service Commission Circular No: 01/2020, there are no disciplinary punishments against this officer, no disciplinary action has been taken and no such disciplinary action is proposed to be taken in the future, and he has earned all salary increments during the period of 06 years immediately preceding 31.12.2023 and accordingly, I do recommend/ do not recommend that this officer has all the qualifications required for promotion to the Special Grade as per the service minute.

Date: -

.....
Signature of the Head of Institute
(Place official stamp)

Recommendation of the Head of Department

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

.....
Date

.....
Signature of the Head of Department
(Place official stamp)

Recommendation of the Secretary to the Ministry

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

.....
Date

.....
Signature of the Ministry's Secretary
(Place official stamp)

Recommendation of the Central Provincial Chief Secretary

I agree/do not agree with the recommendation of the head of department / Ministry's Secretary. I recommend/do not recommend the application.

.....
Date

.....
Signature of the Chief Secretary
(Place official stamp)

12. Candidate's Certificate :

I certify that I am eligible to appear for this interview and the particulars given in this application are true and correct to the best of my knowledge and belief. I am also aware that if I am found to be ineligible under the provisions of the Minute of Central Provincial Technological Service, amendments already made to it and circulars issued in this regard, I am liable to be disqualified before interview or to be dismissed if such detection is made after interview. I further declare that I will abide by the rules and regulations imposed by the Central Provincial Public Service Commission regarding the conduct of this interview and the decisions taken regarding promotion based on the recommendations of the interview board

Date:.....

.....
Signature of the applicant

Serial No. 13 to 17 must be completed by the Head of the Institution.

13. If has availed no pay leave during his total service period as on 31.12.2024, number of leave and relevant period: -.....
14. Have there been any adverse remarks made in the performance appraisal report for the period of 06 years immediately preceding the date of 31.12.2024:.....
15. Have all salary increments been earned for the period of 06 years immediately preceding the date of 31.12.2024? If there are any salary increments that have not been earned, give reasons:
16. If this officer has been punished for any wrongful, improper or dishonest act during his/her entire service period, details thereof/ if any disciplinary action is currently being taken, details thereof?
17. Are there any observations regarding the adverse remarks or the disciplinary measures mentioned in above Para. 14 and 16? If yes, give details

Recommendation of the Head of the Institute

I do hereby certify that the above information furnished by Mr./Mrs/ Miss. has been verified with this officer's service record, he/she has completed at least six (06) years of active and satisfactory service in Central Provincial Technological Service (Civil) Grade I of as on 31.12.2024, this officer has not subjected to disciplinary punishments as per Public Service Commission Circular No: 01/2020, there are no disciplinary punishments against this officer, no disciplinary action has been taken and no such disciplinary action is proposed to be taken in the future, and he has earned all salary increments during the period of 06 years immediately preceding 31.12.2024 and accordingly, I do recommend/ do not recommend that this officer has all the qualifications required for promotion to the Special Grade as per the service minute.

Date: -

.....
Signature of the Head of Institute
(Place official stamp)

Recommendation of the Head of Department

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

.....
Date

.....
Signature of the Head of Department
(Place official stamp)

Recommendation of the Secretary to the Ministry

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

.....
Date

.....
Signature of the Ministry's Secretary
(Place official stamp)

Recommendation of the Central Provincial Chief Secretary

I agree/do not agree with the recommendation of the head of department / Ministry's Secretary. I recommend/do not recommend the application.

.....
Date

.....
Signature of the Chief Secretary
(Place official stamp)