



**Education Service Committee of Public Service Commission**  
**Ministry of Education**

**Promotion of Grade I officers of the Sri Lanka Education Administrative Service to Special Grade**

The applications are invited from the officers who became eligible on seniority basis to fill the vacancies existing for the posts in the Special Grade of the Sri Lanka Education Administrative Service approved as at 01.07.2024 as per the provisions stipulated by the Section 10.3 in the Service Minute of the Sri Lanka Education Administrative Service published in the Extra-ordinary Gazette No. 1928/28 dated 21.08.2015 and by the 3<sup>rd</sup> amendment of the Service Minute published in the Extra-ordinary Gazette No. 2159/11 dated 21.01.2020. The closing date of applications shall be 16.08.2024.

02. Date considered for eligibility verification is 01.07.2024.

03. The qualifications to be fulfilled for the promotion to Special Grade.

- I. Having completed five (05) years of active and satisfactory service in Grade I of the Executive Service category as at the date of being eligible for the promotion and having earned five (05) salary increments after being promoted to Grade I.
- II. Not having being subjected to a disciplinary punishment in accordance with the provisions stated in Public Service Commission Circular No. 01/2020 as at the date of being eligible for the promotion.
- III. Having obtained a postgraduate degree from a university recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute in any subject area from the below-mentioned subjects related to the field of education or a postgraduate degree related to the subject area of the recruitment. (Note 01 and 02 are applicable)
- IV. Having completed not less than eighteen (18) years of active service in the Executive Service category of the Service as at the date of being eligible for the promotion.
- V. Having completed the Capacity Development Training Course successfully.
- VI. Satisfactory or higher level of annual performance during the five (05) years immediately preceding to the date of eligibility for the promotion as per approved performance appraisal procedure.

Note : 01. Special Education, Education Management, Education Psychology, Education Policy, Tertiary Education Management, Library and Information Education, Evaluation and Tests in the field of education are the relevant subject areas for the officers who joined the service under the general cadre.

02. A post-graduate qualification related to the field of education by completing or at least registering for a Post-graduate Degree before the date of publishing the new service minute of the Sri Lanka Education Administrative Service will be considered for the fulfillment of the qualifications in above III. That information should be confirmed by a letter issued by the Registrar of the University / Degree Awarding Institute at the interview. **Having obtained a post-graduate degree** related to the field of education wherein these subject areas are included as subject is also considered for the fulfillment of the qualifications in above III.

#### 04. Promotion Method:

- I. The promotion to the Special Grade of the service according to the seniority of the Grade I officers of the Sri Lanka Education Administrative Service is done by the Education Service Committee of the Public Service Commission based on the number of vacancies in the Special Grade of the service.
- II. A number of officers not less than three times the number of vacancies in order of seniority of the officers in Grade I as at 01.07.2024 will be called for interview.
- III. Only the basic qualification and seniority of the officers will be checked by an interview board consisting of three members appointed by the Education Service Committee of the Public Service Commission.
- IV. A number of officers equal to the number of vacancies in the Special Grade will be promoted to the Special Grade by the Education Service Committee of the Public Service Commission according to the seniority order of the officers in Grade I serving as at the date of vacancy calculation according to the recommendations presented by the said interview board.

#### 05. Method of forwarding Application

The duly completed application; prepared on A4 size paper in accordance with the specimen given herewith, should be sent by registered post to the address “Assistant Secretary, Education Services Establishments Branch, Ministry of Education, Isurupaya, Battaramulla” to be received on or before 16.08.2024. The caption “Promotion to Special Grade of S.L.E.A.S” should be mentioned on the top left hand corner of the envelope enclosing the application. The applications received late will be rejected.

06. You are informed to submit the applications only if you have met the above basic qualifications on or before the date of eligibility verification mentioned above. Also, the officers who were in the service until the date of being eligible for the promotion related to the 01.07.2024 or until a date after the said date even if retired at present, and who have fulfilled the qualifications mentioned in paragraph 03 above for promotion and the officers named in the list can also apply for the promotion.

07. It is further emphasized that the mere submission of applications for this interview or being called for the interview is not an entitlement to be promoted to the Special Grade of the Sri Lanka Education Administrative Service.

By order of the Education Service Committee of the Public Service Commission,

  
**J.M. Thilaka Jayasundara**  
Secretary  
Ministry of Education

24.07.2024