



PUBLIC SERVICE COMMISSION

Calling for Applications for Promotion of the Officers in Grade I of Sri Lanka Architects' Service to the Special Grade on Seniority and Merit

APPLICATIONS are hereby called from the officers who have satisfied the following qualifications to fill the vacancy in the post of Additional Director General (Consultancy Services) of Department of Buildings, an approved post in the Special Grade which has been fallen vacant, as per Section 10.3 of the Service Minute of Sri Lanka Architects' Service published in the *Gazette Extraordinary* No. 1877/28 dated 28.08.2014 which is in effect from 01.01.2006.

01. *Qualifications to be satisfied to be promoted to the Special Grade :*

- I. Shall be an officer in Grade I of Sri Lanka Architects' Service
- II. Having obtained a postgraduate degree in the field of architecture
- III. Having completed an active period of not less than 18 years in the executive grade of the service category/ posts from which the officer is qualified for the promotion, as at the date of completing the qualifications.
- IV. Having a satisfactory or higher level of annual performance within the 05 years immediately preceding the date on which the officer is qualified for promotion.
- V. Having continued the full professional qualification and having obtained fellowship.
- VI. Having a satisfactory period of service in the five (05) years immediately preceding the date on which the officer becomes qualified for the promotion and having not been subjected to any disciplinary punishment.
- VII. Having an active and satisfactory period of service of five years (05) in Executive Officer category as at the date on which the officers becomes qualified for the promotion and having earned five (05) salary increments.

02. *Method of promotion and appointment to the post :*

- As per Section 10.3.1.1 of The Minute of Sri Lanka Architects' Service, the officer who obtains the highest marks at the structured interview held by the Board of Interview approved by the Public Service Commission, is promoted to the Special Grade and appointed to the post which has been fallen vacant. The date of the structured interview is determined by the Secretary of the Ministry of Public Administration, Disaster Management and Livestock Development.
- The effective date of the appointment is determined by the Public Service Commission.

03. *Marking scheme at the Structured Interview :*

Promotion and Appointment to the Special Grade in Sri Lanka Architects' Service- Marking scheme	Maximum marks	Total marks
01. Experience in the service Marks are allocated to active and satisfactory period of service in addition to the prescribed 05 years in Grade I of Sri Lanka Architects' Service For a period 01 year - 13 Marks For a period of 06 months - 06 Marks For a period of 03 months - 03 Marks (Marks are not allocated for a period of less than 03 months)	65	65
02. Merit 2.1 Additional educational qualifications 2.1.1 PHD - 05 marks 2.1.2 MSc/MPhil - 03 marks (Marks shall be allocated strictly for the highest qualification) 2.2 Powerpoint Presentation on duties and responsibilities carried out in the field of architecture as a part of the duty The duties and responsibilities in the field of architecture as an architect is measured and evaluated. Designs of the officer, and designs which were supervised by the officer after the promotion to Class 1 of Sri Lanka Architects' Service are considered. <i>Eg. (a)</i> Designing buildings for the value of more than 500 million- 03 marks each. <i>(b)</i> Designing buildings for the value less than 500 million - 02 marks each - A portfolio report should be submitted with the preliminary estimate along with the recommendation of the Head of the Institution. - A maximum of 05 marks can be submitted in both categories mentioned above. - The presentation should be limited to 20 minutes. 2.3 Proposed role to be performed with regard to the upliftment of education in Architecture and the profession in the event of selecting to this post. A Powerpoint presentation of maximum 10 minutes should be made for this as well. <i>Eg. (a)</i> Using human resources for project designs in a proper manner <i>(b)</i> Proposals to improve project design productivity	05 15 10	30
03. Merit proved at the interview a. Leadership - 02 marks b. Communication skills - 02 marks c. Personality - 01 mark		05
Total marks		100
N.B. I. Marks shall not be allocated again for the Post Graduate Degree considered for promotion to Grade I of Sri Lanka Architects' Service when allocating marks and marks are allocated only for the highest qualification with regard to 2.1 above. II. A hard copy of the power point presentations mentioned in 2.2 and 2.3 above should be submitted to the panel. III. Any language medium convenient to the applicant can be used.		

04. *Salary Scale.*– As per the Public Administration Circular No. 03/2016 dated 25.02.2016, the salary scale (monthly) for the Special Grade in Sri Lanka Architects’ Service is Rs. 88,000-12x 2,700-120,400/- and the officer shall be placed on the starting salary scale of Rs.88,000/- (monthly) belonging to the Special Grade in Sri Lanka Architects’ Service from the date of promotion.

05. Application perfected in accordance with the following format should be sent along with the recommendation of the Head of the Department by registered post to reach “Secretary, Ministry of Public Administration, Disaster Management and Livestock Development” on or before 25th of November 2019. The words “Promotion to the Special Grade in Sri Lanka Architects’ Service” should be clearly written on the top left-hand corner of the envelope in which the application is enclosed. No application received after the said date shall be accepted and complaints on applications getting lost or delayed in the post shall not be considered.

06. Application can also be obtained through www.pubad.gov.lk.

On the order of Public Service Commission,

J.J. RATHNASIRI,
Secretary,
Ministry of Public Administration, Disaster Management and
Livestock Development.

APPLICATION FOR PROMOTION AND APPOINTMENT OF THE OFFICERS IN GRADE I OF SRI LANKA
ARCHITECTS’ SERVICE TO THE SPECIAL GRADE ON EXPERIENCE AND MERIT

PART I - SHOULD BE PERFECTED BY THE OFFICER HIMSELF

1. Full name of the officer (In Sinhala) :_____.
2. Name of the officer with initials at the end (In English block capitals) :_____.
3. Full name of the officer (In English block capitals) :_____.
4. Sex : Female Male
5. Date of Birth : Year : Month : Date :
6. National Identity Card Number :-
7. Present service station :_____.
8. (i) Permanent address in English block capitals (Letter is sent to this address) :_____.
- (ii) Telephone Number :
9. (i) Date on which you have been appointed to Grade I of Sri Lanka Architects’ Service :_____.
- (ii) Service period from the date on which you have been appointed to Grade I of Sri Lanka Architects’ Service up to date of calling applications:-
Years : Months : Days :
10. (i) Year in which the registration relevant to full professional qualification was made :_____.
- (ii) Date on which fellowship was obtained :_____.

(iii) Educational and Professional Experience :

<i>Serial No:</i>	<i>Educational qualifications</i>	<i>Year in which qualifications were satisfied</i>	<i>Institution</i>
1.	PHD		
2.	MPhil		
3.	MSc		
4.	Other		

11. Experience in the Service :

(i) Duties performed in the field mentioned in 2.2 of the Marking Scheme : _____.

12. (i) Have you obtained no-pay leave or half pay leave since the date of appointment to Grade I of Sri Lanka Architects' Service? :

<i>Serial No.</i>	<i>Matter</i>	<i>Duration</i>	
		<i>From</i>	<i>To</i>

(ii) Have you earned all the salary increments in 05 years immediately preceding the closing date of applications? :

Yes No

13. (i) Have you been subjected to a disciplinary punishment within the past 05 years? : _____.

(ii) Are there any disciplinary inquiries, which have not been concluded? : _____.

14. I hereby declare and certify that the particulars furnished by me are true and correct.

Signature of the Officer.

Date : _____.

PART II - RECOMMENDATION AND CERTIFICATION OF THE HEAD OF THE DEPARTMENT

Delete the parts, which are not applicable.

(i) Any disciplinary action has not been taken or not intended to be taken against this applicant

(If disciplinary action has been taken, the date of committing the offense: indicate the details on the disciplinary action such as the punishment)

(ii) This applicant has/ has not obtained no-pay or half pay leave after being promoted to Grade I. (If the applicant has obtained no-pay or half pay leave, indicate the particulars in the table below)

<i>Duration</i>		<i>Half pay/ no pay leave</i>	<i>Matter</i>
<i>From</i>	<i>To</i>		

(iii) The applicant has/ has not earned all the salary increments within the five (05) years immediately preceding the date of promotion and completed a satisfactory period of service.

(iv) Accordingly, I hereby recommend/ do not recommend the application since he/ she has/ has not satisfied the basic qualifications required to appear for this interview.

Signature of the Head of the Department.

Date : _____.