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Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
Independence Square
Colombo 07.
01.06.2023

Secretaries of Ministries
Heads of Departments
District Secretaries

Obtaining information for granting permanent appointments in the Office Employees' Service as per Cabinet Decision, No. APA/23/0160/605/012, dated 07.02.2023, to the Multipurpose Development Assistant trainees who have been recruited under the Department of Multipurpose Development Task Force

As per Cabinet Decision No. CP/23/0160/605/012, dated 07.02.2023, granted to implement the recommendations of the third interim report dated 30.12.2022 submitted by the committee of officers appointed to review the recruitment process in the public service in accordance with Cabinet Decision, No. 22/1353/605/011, dated 12.09.2022 and the approval of the Public Service Commission communicated by letter No.PSC/EST/03-01-01/01/2022 dated 10.04.2023, action will be taken to appoint multipurpose development assistant trainees, who were recruited under the Department of Multipurpose Development Task Force, to the vacant posts in the Office Employees' Service under the Combined Service, and action should be taken in the following manner with regard to granting those permanent appointments.

- I. Approval of the committee of officers appointed to review the recruitment process in the public service should have been received to make recruitments to the vacant posts in the Office Employees' Service under the Combined Service in your ministry or department.
- II. The relevant recruitments should be made after the respective heads of departments have considered the exigency of the service and are satisfied that sufficient provisions have been allocated for the payment of salaries and allowances.
- III. All recruitments should be within the limit of the cadre approved as at 31.12.2022.
- IV. **Qualifications for recruitment**

Approval has been granted to recruit multipurpose development assistants to fill vacancies in the posts in the Primary service category (PL-01) of the public service as per the qualifications mentioned in the scheme of recruitment approved by the Public

Service Commission for the post of multipurpose development assistant (PL -01) in the Primary Non-skilled service category of the Department of Multipurpose Development Task Force.

The qualifications mentioned in the above scheme of recruitment approved by the Public Service Commission are as follows.

Educational qualifications

- a. Should have studied up to Grade 8 (Year 9) or appeared for the G.C.E. (O/L) examination but failed or obtained a lower educational qualification.

Other

- b. Should have completed a continuous and formal induction and in-service training of 06 months.
- c. Should have obtained the certificate of proficiency in not less than NVQ level 3 offered by the Tertiary and Vocational Education Commission.
- d. Should not have exceeded 45 years of age as at the date of the permanent appointment.

Accordingly, an interview board consisting of three Staff Officers, including an officer in your ministry or department and an officer in another ministry or department, should verify whether the relevant individuals have satisfied the qualifications mentioned in the scheme of recruitment approved by the Public Service Commission for the post of multipurpose development assistant.

- V. The head of the institution should issue temporary letters of appointment only to the multipurpose development assistants who have satisfied the above qualifications in each and every way and are receiving training as at the date of the permanent appointment. The format of the temporary letter of appointment is attached herewith (Annex 01).

The format, Annex 02, attached herewith, should be perfected and sent to the Director General of Combined Services to prepare separate files for each employee and issue formal letters of appointment. When preparing the files, certified copies of the documents mentioned in Annex 03 should also be attached and sent.

Note

Requests regarding those who are above 45 years of age should be made separately, as action should be taken with regard to the matters of such individuals in consultation with the Public Service Commission.

02. No recruitments should be made under this arrangement to the workplaces which are considered **popular workplaces** for the Office Employees' Service of the Combined Service.

03. Since it is not possible to grant formal appointments to multipurpose development assistants who have not satisfied the qualifications in the above manner, you should be **personally** satisfied to the effect that the relevant employees have fulfilled the required qualifications when granting temporary appointments.

04. You are further informed to submit the relevant documents to the Director General of Combined Services in order to issue the formal letters of appointment before the lapse of **one (01) month** from issuing the temporary letters of appointment.

Sgd/ S. Alokabandara

Director General of Combined Services

Telephone : 0112694560

Fax : 0112690100

E- mail : oes.pubad@gmail.com

Copy:

01. Chairman, Committee of officers appointed by the Cabinet of Ministers to review the recruitment process in the public service

My Number:-

..... Ministry/ Department

Colombo

2023

To Mr/Mrs/Miss.....

Through

N.I.C. Number :-

Appointment to a Post in Grade III of Office Employees' Service

You are appointed to a post of in Grade III of Office Employees' Service with effect fromas per the Cabinet decision No: CP/23/0160/605/012 dated 07.02.2023 and the approval of the Public Service Commission No: PSC/EST/03-01-01/01/2022 dated 10.04.2023.

02 This is a temporary letter of appointment and a formal letter of appointment will be issued by the Director General of Combined Services in due course, if the prescribed qualifications are satisfied. Otherwise, action will be taken to cancel this appointment.

03 You shall be bound by the provisions of the Establishments Code, Financial Regulations, Departmental Orders and other regulations and orders issued by the government from time to time.

04 The salary scale entitled to this post is Rs. 24,250 - 10 X 250 - 10 X 270 - 10 X 300 - 12 X 330 – 36,410/=. Payments shall be made as per the provisions of Public Administration Circular No: 03/2016 dated 25.02.2016. You should pass the Efficiency Bar examination prescribed for Grade III of Office Employees' Service within three years from the date of appointment.

05 It is compulsory to serve for at least 03 years at the place of work to which the first appointment was made. The Appointing Authority has the power to transfer a certain officer before the end of the said period, if it is required to do so for special reasons determined by the Appointing Authority.

06 Acknowledge the receipt of this letter and inform me whether you accept this post under the conditions indicated herein within two weeks. This appointment shall be canceled, if you are unable to report for duty in the above manner without reasonable grounds.

.....

Head of the Ministry/ Department

Signature

Official Stamp:-

Copy:-

Director General of Combined Services

Obtaining information for granting Permanent Appointments in the Office Employees' Service as per the Cabinet Decision No: CP/23/0160/605/012 dated 07.02.2023 to the Multipurpose Development Assistant Trainees recruited under the Department of Multipurpose Development Task Force

01. Name:

.....

02. Certified copy of the National Identity Card

03. Certified copy of the letter of recruitment of the employee to the post of Multipurpose Development Assistant under the Department of Multipurpose Development Task Force

Date of appointment

Y	Y	Y	Y	M	M	D	D
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 and post

04. Whether NVQ 3 training has been completed

Yes No

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05. Whether the 02 year training in the post of Multipurpose Development Assistant

Yes No

has been completed

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06. Whether the employee is not more than 45 years of age as at the date on which it is proposed to grant the permanent appointment

Yes No

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07. Certified copy of the birth certificate

Date of birthNational Identity Card Number

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Age as atat the time of recruitment to the permanent post

09. Certified copies of the educational certificates

10. Has the employee passed Grade 8/ Grade 9 in accordance with the leaving certificate?

Yes No

School :-

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11. An affidavit, if there is any change in the name indicated in the certificates submitted by the employee (Attached)

Yes

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12. Whether the recruitment is within the limit of the cadre approved as at 31.12.2022:

Yes No

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13. Has the recruitment been approved by the Committee of Officers appointed for reviewing the recruitment process in the public service?

Yes No

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I hereby recommend/ do not recommend the appointment to a post of (.....) in the Office Employees' Service as atsince I have personally examined the qualifications and I'm satisfied to the effect that the qualifications have been fulfilled/ have not been fulfilled as per the Cabinet decision No: CP/23/0160/605/012 dated 07.02.2023 and the approval of Public Service Commission No: PSC/EST/03-01-01/01/2022 dated 10.04.2023.

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Recommendation of the Head of the Department

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Recommendation of the Secretary of the Ministry

**Obtaining information for granting Permanent Appointments in the Office Employees’
Service as per the Cabinet Decision No: CP/23/0160/605/012 dated 07.02.2023 to the
Multipurpose Development Assistant Trainees recruited under the Department of
Multipurpose Development Task Force**

1. Copy of the birth certificate issued by the Registrar General certified by the Head of the Department
2. Copy of the National Identity Card certified by the Head of the Department
3. Copy of the leaving certificate certified by the Head of the Department
4. Copy of the results sheet of G.C.E. O/L examination certified by the Head of the Department (Only if the employee has sat for the examination)
5. Certified copy of the letter of recruitment to the post of Multipurpose Development Assistant under the Department of Multipurpose Development Task Force
6. Certificate to prove that the officer has completed a continuous and formal training of at least 06 months in the post of Multipurpose Development Assistant issued by the Department of Multipurpose Development Task Force or the Department, which has provided the training
7. Certificate to prove that the employee has completed the NVQ 3 training
8. An affidavit, if there is any change in the name indicated in the certificates submitted by the employee
9. Certified copy of the report of the Board of Interview
10. Copy of the Director of Combined Services of the temporary letter of appointment issued by you
11. Letter of assumption of duty by the officer as per the above temporary letter of appointment (Annex 01) (As per Appendix 5)
12. Copy of the letter of approving the cadre issued by the Department of Management Services to prove that the recruitment is made within the limit of cadre approved as at 31.12.2022

13. Certified copy of the letter of granting approval for recruitment to the vacant posts at your Ministry/ Department by the Committee of Officers appointed for reviewing the recruitment process in the public service
14. Recommendation of the Head of the Department
15. Recommendation of the Secretary of the Ministry