



Education Service Committee of Public Service Commission

Ministry of Education, Higher Education and Vocational 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 01.01.2025 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 3rd 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 20.02.2025.

02. Date considered for eligibility verification is 01.01.2025.

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 01.01.2025 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 **20.02.2025**. 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 01.01.2025 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,


Nalaka Kaluwewe

Secretary

Ministry of Education, Higher Education and Vocational Education

29 .01.2025



Ministry of Education, Higher Education and Vocational Education

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

The applications are invited from the below-listed 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 01.01.2025 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 3rd amendment of the Service Minute published in the Extra-ordinary Gazette No. 2159/11 dated 21.01.2020.

1. Ms. M. Chandraleka - Director of Education, Zonal Education Office, Hatton
2. Mr. S.A.N. Perera – Deputy Director of Education (Private School), Ministry of Education, Higher Education and Vocational Education
3. Mr. B.C.P. Fernando – Zonal Director of Education, Negambo
4. Ms. K.W.A. Kalahewaththa - Zonal Director of Education, Ambalangoda
5. Ms. M.A.V.S. Edirisooriya - Additional Secretary (Information Technology & Digital Education) (Covering of Duties), Ministry of Education, Higher Education and Vocational Education
6. Mr. K.K.P. Ariyasinghe - Additional Secretary (Education Services Establishment) (Covering of Duties), Ministry of Education, Higher Education and Vocational Education
7. Ms. A.K.S.I.K. Liyanage - Commissioner of Examinations, Department of Examinations
8. Ms. J.A.M.P. Jayathilake - Provincial Director of Education, North Western Province
9. Mr. W.A.P.J. Wickramasinghe - Principal, Thurstan College, Colombo
10. Ms. G.S. Perera – Divisional Director of Education, Arachchikattuwa
11. Ms. A.H.M.G.D.S. Samarakoon - Principal, Pushpadana Girls' College, Kandy
12. Mr. P. Liyanage - Director of Education (National Language and Humanities Education), Ministry of Education, Higher Education and Vocational Education
13. Ms. W.A.S.B Perera - Commissioner of Examinations, Department of Examinations
14. Ms. K.A.J. Prashangika - Director of Education (Policy and Planning), Ministry of Education, Higher Education and Vocational Education
15. Mr. S.M.W. Samarakoon - Provincial Director of Education (Covering of Duties), North Central Province
16. Ms. P.G.R.S.M. Welagedara – Deputy Provincial Director of Education, Kegalle
17. Ms. W.A.N. Perera - Director of Education (School Affairs), Ministry of Education, Higher Education and Vocational Education
18. Ms. I.D.S. Siribaddana - Principal, Sujatha Girls' College, Matara

Accordingly, you are kindly informed to send the application prepared as per the provisions of the notice published herewith before 20.02.2025.

Nalaka Kaluwewe

Secretary

Ministry of Education, Higher Education and Vocational Education

01.01.2025

Promotion to Special Grade of the Sri Lanka Education Administrative Service
Specimen Application
Part I

1. (a) Name with initials : Mr./ Mrs./ Miss.
(b) Names denoted by initials :
.....
(c) If the name has been changed, the name previously used :
.....
(Only if the name has been changed)
2. Date of Birth: Year Month..... Date
3. National Identity Card Number:
4. Personal Address :
5. Telephone Number : Personal Office:
6. Office / School presently serving at :
7. Present Post :.....
8. Official Address:.....
9. 9.1 If released to the Provincial Public Service, Province:
Education Zone:
9.2 If serving in a national school, the Zonal Education Office to which the school belongs:
.....
9.3 Date of Retirement if retired at present:
10. 10.1 Date of appointment to Grade III in the SLEAS:
10.2 Number and Date of the Letter of Appointment to the Grade III of SLEAS:
.....
10.3 Type of the Appointment to SLEAS:.....
(Open / Limited / Seniority & Merit / on other basis)
10.4 Category of Employees to be recruited under SLEAS:
(General Cadre / Special Cadre; please mentioned subject, if belongs to special Cadre)
10.5 Date of assuming the duties in Grade III of the SLEAS:
10.6 Date of Confirmation in the appointment:
11. Date of promotion to Grade II of the SLEAS:
Date of assuming duty in Grade II:
12. Date of promotion to Grade I of the SLEAS:
Date of assuming duty in Grade I:
13. Date of completion of five (05) years in Grade I of the SLEAS:

/r

14. Level of performance demonstrated during the five (05) years immediately preceding to promotion:

Year	Level of Performance
2020	
2021	
2022	
2023	
2024	

15. Particulars about Postgraduate Degree

Name of the Degree	Subject Matters	Institute from which the Degree was obtained	Effective Date

I hereby request to promote me in to the Special Grade of the Sri Lanka Education Administration Service as I have earned 05 salary increments in Grade I by 01.01.2025 and have fulfilled not less than 18 years active and satisfactory service under the Sri Lanka Education Administration Service

Date:

.....

Applicant's signature

Part II

..... **Provincial Director of Education / Additional Secretary (Education Services Establishments)**

The information submitted above part I regarding Mr. / Mrs. / Miss.
in Grade I of the Sri Lanka Education Administrative Service is correct.

- The officer has / has not completed five (05) years of active and satisfactory service in Grade I as at 01.01.2025.
- The officer has / has not shown performance at or above the satisfactory level during the period of 05 years immediately preceding as at 01.01.2025.

Level of performance demonstrated during the five (05) years immediately preceding to promotion:



- vi. Appointment has / has not been confirmed with effect from
- vii. An active service period of not less than 18 years in the Executive category of service has / has not been completed as at 01.01.2025.
- viii. The officer has / has not obtained a post-graduate degree as per the 10.3.1 (iv) of SLEAS Service Minute.
- ix. The officer has / has not successfully followed the Capacity Development Training Course as at 01.01.2025.

Above mentioned details are correct as per the personal file of this officer. Hence, I recommend / do not recommend the promotion of this officer to the Special Grade of the service with effect from 01.01.2025.

Date:

.....
Senior Assistant Secretary (E.S.E) / Zonal Director of Education
(Signature & Official Stamp)

(For Officers temporarily released to Provincial Public Service)

*** If not recommended, give reasons**

Secretary to the Provincial Ministry of Education

I recommend / do not recommend the promotion of this officer in Grade I of the Sri Lanka Education Administrative Service to the Special Grade with effect from 01.01.2025.

Date :

.....
Provincial Director of Education
(Signature & Official Stamp)

*** If not recommended, give reasons**

Secretary

Ministry of Education, Higher Education and Vocational Education

I recommend / do not recommend the promotion of this officer in Grade I of the Sri Lanka Education Administrative Service to the Special Grade with effect from 01.01.2025.

Date :

.....
Additional Secretary (E.S.E) /
Secretary to the Provincial Ministry of Education
(Signature & Official Stamp)

*** If not recommended, give reasons**



Year	Level of Performance
2020	
2021	
2022	
2023	
2024	

- iii. The officer has / has not taken half pay / no-pay leave until 01.01.2025 from on which he / she has been promoted to SLEAS Grade I.

Year	Time	Half Pay Leave	No Pay Leave
	From To	Years Months ... Days	Years MonthsDays
	From To	Years Months ... Days	Years MonthsDays
	From To	Years Months ... Days	Years MonthsDays

- iv. The officer has / has not been subjected to a disciplinary punishment as per the Public Service Commission Circular No.1/2020.

Whether disciplinary actions have been taken place after being promoted to Grade I of SLEAS? Yes / No

If “yes”, details on such disciplinary actions.

Year	Details on such disciplinary actions

(** If any charge sheet/disciplinary orders have already been issued, annexation of the certified copies of the said is mandatory)

- v. The officer has / has not earned all the salary increments from on which he / she has been promoted to SLEAS Grade I to 01.01.2025

05 salary increments have / have not been earned after promotion to Grade I.

If salary increments have been deferred please indicate the reason.

Period of Deferment	Reasons
From..... To.....	
From..... To.....	
From..... To.....	

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