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The Gazette of the Democratic Socialist Republic of Sri Lanka EXTRAORDINARY

අංක 2142/75 - 2019 සැප්තැම්බර් මස 27 වැනි සිකුරාදා - 2019.09.27
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PART I : SECTION (I) — GENERAL

Government Notifications

SERVICE MINUTE OF THE SRI LANKA VALUATION SERVICE

Following Service Minute of the Sri Lanka Valuation Service of the Department of Valuation of Sri Lanka is substituted without prejudice to any action taken or purported to have been taken in terms of the Service Minute of the Sri Lanka Valuation Service of the Department of Valuation of Sri Lanka published in the *Gazette Extraordinary* No. 1051/12 dated 29th of October 1998 of the Democratic Socialist Republic of Sri Lanka and the amendments made thereto from time to time.

By order of the Public Service Commission,

M.A.B. DAYA SENARATH,
Secretary,
Public Service Commission.

No. 1200 / 9, Rajamalwatta Road,
Battaramulla,
16th of September 2019.



01. Name of the Minute and the Effective Date :-

Service Minute of the Sri Lanka Valuation Service shall come into force with effect from 27.09.2019

02. Appointing Authority :-

Officers of the Executive Service Category : Public Service Commission

Assistant Valuer (Field / Office based Officers Segment 2) : Chief Valuer on whom powers have been delegated by the Public Service Commission

03. Service Category / Service Categories :-

I Senior Executive	-	Special Grade
II Executive	-	Grade I Grade II Grade III
III Field / Office based Officers Segment 2	-	Grade I Grade II

04. General definition of the role assigned :-

Valuation of properties and provision of directions on property management for public, provincial council and local government institutions and statutory boards including government affiliated institutions inclusive of the valuation of all state properties and the properties acquired by the government for statutory and non statutory purposes.

05. Salaries :-

5.1 Salary Code Number

Senior Executive	-	SL – 3- 2016
Executive	-	SL – 1- 2016
Field / Office based Officers Segment 2	-	MN – 5- 2016

5.2 Salary Scale

Senior Executive	-	Rs. 88000- 12 x 2700 –120400
Executive	-	Rs. 47615- 10 x 1335-8x1630-17x2170 – 110895
Field / Office based Officers Segment 2	-	Rs. 34605-10x660-11x755-15x930 - 63460

5.3 Initial salary step and salary point applicable to grade system

<i>Category of service</i>	<i>Initial salary step</i>	<i>Initial salary point (Rs.)</i>
Special Grade	Step 1 (SL-3-2016)	88,000.00
Class I Grade I	Step 20 (SL-1-2016)	76,175.00
Class I Grade II	Step 12 (SL-1-2016)	62,595.00
Class I Grade III	Step 1 (SL-1-2016)	47,615.00
Class II Grade I	Step 12 (MN-5-2016)	41,960.00
Class II Grade II	Step 1 (MN-5-2016)	34,605.00

06. Posts associated with the Service :-

6.1 Approved designations, Number of approved posts and grades :

<i>Approved designations</i>	<i>Number of approved posts</i>	<i>Class / Grade for which posts have been approved</i>	<i>Functions</i>
Chief Valuer (Senior Executive)	01	Special	Provision of directions in the subject of property valuation and property management to the client institutions based on the requests for statutory and non statutory purposes. Management and organization of the Department of Valuation in conformity with the institutional and financial regulations and deligation of powers and functions amongst the officers and the overall supervision of the activities of the Department towards that end as the Head of the Department. Provision of directions, making orders, issuing circulars and execution of the professional tasks whenever appropriate.
Additional Chief Valuer (Senior Executive)	04	Special	Taking necessary steps to carry out functions involving property valuation and property management for statutory and non statutory purposes on the requests made by the client institutions. Identification of the methods and plans required in achieving the targets related to each subject area assigned by the Chief Valuer, giving necessary directions as appropriate and professional tasks.
Deputy Chief Valuer (Executive)	16	Class I Grade I	Implementation of the plans and methods identified towards achieving the assigned targets relating to each area of subject in carrying out the tasks involving the property valuation and the management of all state and other properties taken over by the government for statutory and non statutory purposes within an efficient and fruitful management structure competitively as well as being in cognizance of the cost effectiveness, professional tasks and the preparation of the programmes on such professional work as appropriate.
Senior Valuer (Executive)	80	Class I Grade II	Implementation, supervision and liaison of the plans and methods identified towards achieving the assigned targets relating to each area of subject in carrying out the tasks involving the property valuation and the management of all state and other properties taken over by the government for statutory and non statutory purposes within an efficient and fruitful management structure competitively as well as being in cognizance of the cost effectiveness and the entailed professional work.

<i>Approved designations</i>	<i>Number of approved posts</i>	<i>Class / Grade for which posts have been approved</i>	<i>Functions</i>
Valuer (Executive)	120	Class I Grade III	Collection of information, analysis of information, preparation of reports for the valuation work involving statutory and non statutory purposes, proper implementation of the programmes and plans of property valuation and their managerial tasks that are periodically assigned to be carried out in an efficient and fruitful manner whilst being in cognizance of the cost effectiveness.
Assistant Valuer(Field / Office based Officers Segment 2)	360	Class II Grade I / Class II Grade II	Collection of information, analysis, preparation of valuation reports for the valuation work involving statutory and non statutory purposes, other field and office based professional work assigned by the supervisory officers and the tasks assigned as appropriate.

6.2 Consolidated Number of officers :-

Chief Valuer	-	01	} 05
Additional Chief Valuer	-	04	
Deputy Chief Valuer	-	16	} 216
Senior Valuer	-	80	
Valuer	-	120	
Assistant Valuer	-	360	360

All Grades of III, II and I are considered as belonging to the number of consolidated officers for the purpose of grade to grade promotion.

6.3 Nature of the post / posts :- Permanent and pensionable.

(Shall be subject to the policy decisions made by the government in the future on the pension scheme.)

07. Percentages of Recruitment :-

7.1

<i>Class and Grade</i>	<i>Stream</i>	<i>Percentages</i>
Field / Office based Officers Segment 2, Class II Grade II of the Sri Lanka Valuation Service	Open	100%
	Limited	-
	Merit	-
Category of Executive Officers, Class I Grade III of the Sri Lanka Valuation Service	Open	20%
	Limited	20%
	Merit	60%

7.2 Open Recruitment - Method of Recruitment to the post of Assistant Valuer of Class II Grade II in the category of Field / Office based Officers Segment 2.

7.2.1 Grade at Recruitment - Class II Grade II

7.2.2 Qualifications :-

7.2.2.1 Educational Qualifications :-

Should possess the Bachelor of Science Special Degree in Property Management and Valuation recognized by the University Grants Commission of Sri Lanka or be a Chartered Valuer with the membership of the Royal Institution of Chartered Surveyors in the United Kingdom.

7.2.2.2 Professional Qualifications :- Not applicable.

7.2.2.3 Experience :- Not applicable.

7.2.2.4 Physical Fitness :-

Every candidate should be in a sound physical and mental fitness to serve in any part of the island and discharge duties in the post concerned.

7.2.2.5 Other Qualifications :-

- I. Should be a citizen of Sri Lanka.
- II. Should be of an excellent moral character.
- III. The acceptance of the candidate as being met with qualifications required to sit for the competitive examination for recruitment to the service will be made only if such candidate has completed all the relevant qualifications and the stipulated age limit in every respect as at the date set out in the notice calling for applications.

7.2.3 Age :-

7.2.3.1 Minimum limit :- Not less than 21 years

7.2.3.2 Maximum limit :- Not more than 35 years

7.2.4 Method of Recruitment :-

Recruitment will be made on the results of a written examination and a general interview. Those who are eligible will be selected subsequent to subjecting a number of candidates equal to that of the candidates expected to be recruited to a general interview in the order of merit of the aggregate marks of those candidates who have passed the written examination.

7.2.4.1 Written Examination (Syllabus shown in Annex – 06)

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Minimum Marks to be secured for a pass</i>
Subject related Question Paper, Part I	100	40
Subject related Question Paper, Part II	100	40

7.2.4.1.1 Conducting Authority :- Commissioner General of Examinations

7.2.4.2 Professional Test :- Not applicable

7.2.4.3 General Interview :-

Objectives expected to be achieved - No marks will be awarded and scrutiny of qualifications will only take place.

7.2.4.3.1 Authority appointing the general interview board :-
By the Chief Valuer

7.2.4.4 Interview evaluating the eligibilities :- Not applicable

7.2.5 Method of inviting applications :- Applications will be invited by publishing public notices in the government gazette, newspapers and *via* website.

7.2.6 Limited Recruitment - Not applicable

7.2.7 Recruitment on merit basis - Not applicable

7.3 Open Recruitment – Method of recruitment to the post of Valuer of Class I Grade III of the Sri Lanka Valuation Service in the category of executive officers.

7.3.1 Grade at Recruitment - Class I Grade III in the category of executive officers

7.3.2 Qualifications :-

7.3.2.1 Educational Qualifications :-

Should have obtained a first or second class honest pass in the Bachelor of Science Special Degree in Property Management and Valuation recognized by the University Grants Commission of Sri Lanka or,

should have passed the final examination of the Royal Institution of Chartered Surveyors (General Division) in the United Kingdom.

7.3.2.2 Professional Qualifications :- Not applicable.

7.3.2.3 Experience :- Not applicable.

7.3.2.4 Physical Fitness :-

Every candidate should be in an appropriate physical and mental fitness to serve in any part of the island and discharge duties in the post concerned.

7.3.2.5 Other Qualifications :-

- I. Should be a citizen of Sri Lanka.
- II. Should be of an excellent moral character.
- III. The acceptance of the candidate as being met with qualifications required to sit for the competitive examination for recruitment to the service will be made only if such candidate has completed all the relevant qualifications and the stipulated age limit in every respect as at the date set out in the notice calling for applications.

7.3.3 Age :-

7.3.3.1 Minimum Limit :- Not less than 21 years

7.3.3.2 Maximum Limit :- Not more than 35 years

7.3.4 Method of Recruitment :-

Officers who have met with basic qualifications will be recruited for the vacant positions subsequent to subjecting them to a general interview on the results of a written examination in the order of merit of the aggregate marks of such written examination.

7.3.4.1 Written Examination (Syllabus shown in Annex – 07)

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Minimum Marks to be secured for a pass</i>
Subject related Question Paper (Multiple choice question paper)	100	40
Subject related Question Paper (Essay type question paper)	100	40

7.3.4.1.1 Conducting Authority :-

 Commissioner General of Examinations

7.3.4.2 Professional Qualifications :- Not applicable.

7.3.4.3 General Interview :-

Objectives expected to be achieved - No marks will be awarded and scrutiny of qualifications will only take place.

NOTE - The number of candidates to be called for the interview will be decided upon by the Appointing Authority in accordance with the order of merit of the marks the candidates secured at the written examination and the number of candidates to be recruited as appropriate.

7.3.4.3.1 Authority appointing the general interview board :-

 Public Service Commission

7.3.4.4 Interview evaluating the eligibilities :- Not applicable

7.3.5 Method of inviting applications :- Applications will be invited by publishing public notices in the government gazette, newspapers and *via* website.

7.4 Limited Recruitment – Method of recruitment to the post of Valuer of Class I Grade III of the Sri Lanka Valuation Service in the category of executive officers.

7.4.1 Grade at Recruitment - Class I Grade III in the category of executive officers

7.4.2 Qualifications :-

7.4.2.1 Educational Qualifications and Experience :-

Educational Qualifications

Officers who are in the post of Assistant Valuer with a Bachelor of Science Special Degree in Property Management and Valuation recognized by the University Grants Commission of Sri Lanka or,

Officers who are in the post of Assistant Valuer holding the position of Chartered Valuer with the membership of the Royal Institution of Chartered Surveyors in the United Kingdom.

Experience

Should have completed five (05) year period of active and satisfactory service in Class II Grade II of and earned five (05) salary increments or should be an Assistant Valuer in Class II Grade I.

7.4.2.2 Professional Qualifications :- Not applicable

7.4.2.3 Physical Fitness :-

Every candidate should be in an appropriate physical and mental fitness to serve in any part of Sri Lanka and discharge duties in the post concerned.

7.4.2.4 Other :-

- I. Should be an officer confirmed in service of the post of Assistant Valuer.
- II. Should have passed the Efficiency Bar Examination stipulated for Class II Grade II of the Assistant Valuer.
- III. Should have completed a five (05) year period of active and satisfactory service immediately prior to the date indicated in the gazette notice calling for applications.
- IV. Should not have been subject to any disciplinary punishment during the immediately preceding period of five (05) years.
- V. The acceptance of the candidate as being met with qualifications required to sit for the written examination for recruitment to the service will be made only if such candidate has completed all the relevant qualifications in every respect as at the date set out in the notice calling for applications.

7.4.3 Age :- Not applicable

7.4.4 Method of Recruitment :-

Recruitment will be made on the results of a written examination and an interview for evaluating the eligibility.

7.4.4.1 Written Examination (Syllabus shown in Annex – 08)

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Minimum Marks to be secured for a pass</i>
Subject related Question Paper (Multiple choice)	100	50
Subject related Question Paper (Essay)	100	50

7.4.4.1.1 Conducting Authority :- Commissioner General of Examinations

7.4.4.2 Professional Qualifications :- Not applicable

7.4.4.3 General Interview :- Not applicable

7.4.4.4 Interview for evaluating the eligibility :-

Candidates constituting twice the number of vacancies as per the register in alphabetical order obtained from the Authority conducting the written examination in accordance with the order of merit of the marks the candidates secured at the limited competitive examination will be called for the interview for evaluating the eligibility. Scrutiny of the basic qualifications will also be made at the interview for evaluating the eligibility.

<i>Main Headings for which marks are awarded</i>	<i>Maximum Marks</i>	<i>Minimum Marks considered for selection</i>
Additional educational qualifications	35	Not applicable
Additional professional qualifications	25	
Additional experience	25	
Other qualifications	10	
Performance demonstrated at the interview	05	
Total	100	

Note:-

1. At the time of the recruitment, a detailed marking scheme inclusive of the maximum marks allocated to the main marks awarding areas set out in the table above will be approved by the Public Service Commission and the said detailed marking scheme will be published after having it included in the notice calling for applications concerned.
2. Recruitment to the post will be made in accordance with the order of merit secured at the written examination and the interview for evaluating the eligibility and the number of existing vacancies.
3. Marks of the written examination will not be made available to the board of interview for evaluating the eligibility.

7.4.4.4.1 Authority appointing the board of interview for evaluating the eligibility :- Public Service Commission

7.4.5 Method of inviting applications :- Applications will be invited by publishing public notices in the government gazette, newspapers and via website.

7.5 Recruitment on the basis of service experience and merit :-

7.5.1 Grade at Recruitment - Class I Grade III of the executive category of service.

7.5.2 Qualifications :-

- I. Should be an Assistant Valuer in Class II Grade I.
- II. Should have passed the Efficiency Bar Examination of Class II Grade I relating to the Field / Office based officers, Segment 2.
- III. Should have completed a five (05) year period of satisfactory service immediately prior to the date indicated in the gazette notice calling for applications.
- IV. Should not have been subject to any disciplinary punishment during the period of five (05) years immediately prior to the date indicated in the gazette notice calling for applications.

7.5.3 Age :- Not applicable

7.5.4 Method of Recruitment :-

Recruitment will be made on the results of an interview for evaluating the eligibility.

7.5.4.1 Written Examination :- Not applicable

7.5.4.2 Professional Qualifications :- Not applicable

7.5.4.3 General Interview :- Not applicable

7.5.4.4 Interview for evaluating the eligibility :-

Officers constituting not less than twice the number of vacancies according to the seniority of such officers will be called for the interview for evaluating the eligibility. Scrutiny of the basic qualifications will also be made at the interview for evaluating the eligibility.

<i>Main Headings for which marks are awarded</i>	<i>Maximum Marks</i>	<i>Minimum Marks considered for selection</i>
Seniority	60	Not applicable
Merit	30	
Interview	10	

NOTE :-

1. At the time of the recruitment, a detailed marking scheme inclusive of the maximum marks allocated to the main marks awarding areas set out in the table above will be approved by the Public Service Commission and the said detailed marking scheme will be published after having it included in the notice calling for applications concerned.
2. Recruitment to the post will be made in accordance with the order of merit secured at the interview for evaluating the eligibility and the existing number of vacancies.

7.5.4.4.1 Authority appointing the board of interview for evaluating the eligibility :- Public Service Commission

7.5.5 Method of inviting applications :- Applications will be invited by publishing public notices in the government gazette, newspapers and via website.

08. Efficiency Bars :-

8.1

<i>Which of the Efficiency Bars</i>	<i>Before how many years the Efficiency Bar to be passed</i>	<i>Nature of the Efficiency Bar – Written Examination / Professional Test / Certificate Course / Other</i>
Field / Office based Officers, Segment 2		
1st Efficiency Bar	Prior to lapse of three years (03) from the recruitment to Class II Grade II	Annex 01
2nd Efficiency Bar	Prior to lapse of five years (05) from the promotion to Class II Grade I	Annex 02
Category of Executive Officers		
1st Efficiency Bar	Prior to lapse of three years (03) from the recruitment to Class I Grade III	Annex 03
2nd Efficiency Bar	Prior to lapse of three years (03) from the promotion to Class I Grade II	Annex 04
3rd Efficiency Bar	Prior to lapse of five years (05) from the promotion to Class I Grade I	Annex 05

NOTE :- Officers finding it unable to pass the Efficiency Bar Examination during the relevant period in spite of the fact that they should have passed it as such under the provisions of the Service Minutes that existed prior to the effective date of this Service Minute should complete the Efficiency Bar by getting through the subjects of the Efficiency Bar Examinations held under this Service Minute that correspond to each of the subjects in terms of the Service Minutes then existed. The corresponding subjects are given in Annex 09.

8.2 Frequency at which the Efficiency Bar Examination is conducted :-

Efficiency Bar Examination will be held twice a year.

8.3 The authority conducting the examinations relevant to the Efficiency Bars :-

For Assistant Valuers in Field / Office based Officers, Segment 2 -

1st Efficiency Bar	}	By an institution approved by the Chief Valuer
2nd Efficiency Bar		

For category of Executive Officers -

1st Efficiency Bar	}	By an institution approved by the Chief Valuer
2nd Efficiency Bar		
3rd Efficiency Bar		

9. Language Proficiency

<i>Language</i>	<i>Proficiency to be acquired</i>
1. Official language	Officers joined in the Service through a language other than an official language should acquire relevant language proficiency during the period of probation.
2. Other official language	Should acquire the language proficiency at the prescribed level applicable to the category of Field / Office based Officers, Segment II and the category of Executive Officers in terms of the Public Administration Circular No. 01/2014 and the circulars incidental thereto.

10. Grade Promotions :-

10.1 Promotion of Assistant Valuers of Class II Grade II in the category of Field / Office based Officers, Segment 2 to the post of Assistant Valuer of Class II Grade I of the Sri Lanka Valuation Service.

10.1.1 According to general performance -

10.1.1.1 Qualifications to be fulfilled :-

- (I) Should have been confirmed in the appointment.
- (II) Should have completed minimum of a ten (10) year period of active and satisfactory service in Class II Grade II of the category of Field / Office based Officers, Segment 2 and earned ten (10) salary increments for promotion.
- (III) Should have demonstrated a performance at satisfactory level or above during a period of ten (10) years immediately preceding the date of promotion in accordance with the approved procedure of the performance appraisal.
- (IV) Should have completed a satisfactory period of service during the period of five (05) years immediately prior to the date of promotion.
- (V) Should have acquired the proficiency in other official language at the level applicable to the category of Field / Office based Officers, Segment 2.
- (VI) Should have passed the first Efficiency Bar Examination applicable to the category of Field / Office based Officers, Segment 2 on the due date.

10.1.2 Method of Promotion :-

When the officers who have fulfilled qualifications make a request as per the prescribed form to the Appointing Authority, promotion to the post of Assistant Valuer, Class II Grade I will be made with effect from the date on which they fulfill such qualifications after the scrutiny of their qualifications by the Appointing Authority.

10.2 Promotion of officers in Class I Grade III of the Sri Lanka Valuation Service to Class I Grade II in the category of Executive Officers.

10.2.1 According to general performance -

10.2.1.1 Qualifications to be fulfilled :-

- (I) Should have been confirmed in the appointment.
- (II) Should have completed minimum of a ten (10) year period of active and satisfactory service in Class I Grade III of the category of Executive Officers and earned ten (10) salary increments for promotion.
- (III) Should have demonstrated a performance at satisfactory level or above during a period of ten (10) years immediately preceding the date of promotion in accordance with the approved procedure of the performance appraisal.
- (IV) Should have completed a satisfactory period of service during the period of five (05) years immediately prior to the date of promotion.
- (V) Should have acquired the proficiency in other official language at the level applicable to the category of Executive Officers.
- (VI) Should have passed the first Efficiency Bar Examination applicable to the category of Executive Officers on the due date.

10.2.1.2 Method of Promotion :-

When the officer concerned who has fulfilled qualifications makes a request as per the prescribed form to the Appointing Authority for promotion to Class I Grade II, the promotion will be made with effect from the date on which such officer fulfills relevant qualifications after the scrutiny of his qualifications by the Appointing Authority.

10.3 Promotion of officers in Class I Grade II of the Sri Lanka Valuation Service to Class I Grade I in the category of Executive Officers.

10.3.1 According to general performance -

10.3.1.1 Qualifications to be fulfilled :-

- (I) Should have completed a seven (07) year period of active and satisfactory service in Class I Grade II of the category of Executive Officers and earned seven (07) salary increments due.
- (II) Should have demonstrated a performance at satisfactory level or above all throughout the period of seven (07) years immediately preceding the date of promotion in accordance with the approved procedure of the performance appraisal.

- (III) Should have passed the first Efficiency Bar Examination applicable to Class I Grade II of the category of Executive Officers on the due date.
- (IV) Should have completed a satisfactory period of service during the period of five (05) years immediately prior to the date of promotion.
- (V) Should have obtained a Post Graduate Degree in Property Management and Valuation recognized by the University Grants Commission of Sri Lanka or a Post Graduate Degree in Property Management at the Royal Institution of Chartered Surveyors in the United Kingdom.

10.3.1.2 Method of Promotion :-

When the officers who have fulfilled qualifications make a request as per the prescribed form to the Appointing Authority for promotion to Class I Grade I, the promotion will be made with effect from the date on which such officers fulfill relevant qualifications after the scrutiny of their qualifications by the Appointing Authority.

NOTE :-

The promotion should be deferred by a period equal to the period of time the officer spent to pass the Efficiency Bar Examination on the due date.

10.4 Promotion of officers in Class I Grade I of the Sri Lanka Valuation Service to the Special Grade in the category of Senior Executive Officers.

10.4.1 Qualifications to be fulfilled :-

- (I) Should have completed a five (05) year period of active and satisfactory service as an officer in Class I Grade I of the category of Executive Officers by officers qualifying for promotion and earned five (05) salary increments after the promotion to Class I Grade I.
- (II) Should have completed a period of active and satisfactory service not less than eighteen (18) years in the category of Executive Officers of the Sri Lanka Valuation Service as at the date qualifying for promotion.
- (III) Should have completed a satisfactory period of service during the period of five (05) years immediately prior to the date qualifying for promotion and should not have been subject to any disciplinary punishment.

NOTE :-

Those officers who are absorbed into Class I Grade I and not having fulfilled the qualifications specified under 10.3.1.1 (V) or those who are promoted to Class I Grade I without meeting with the qualifications specified under 10.3.1.1 (V) should complete the qualifications specified under 10.3.1.1 (V) for promotion to Special Grade.

10.4.2 Method of Promotion :-

When the officers who have fulfilled qualifications make a request as per the prescribed form to the Appointing Authority for promotion to Special Grade, the promotions will be made by the Public Service Commission on the results of an interview for evaluating the eligibility.

A number of officers forwarding applications not less than twice the number of vacancies will be called for the interview for evaluating the eligibility according to the seniority of such officers. Scrutiny of the basic qualifications will also be made at the interview for evaluating the eligibility.

<i>Main Headings for which marks are awarded</i>	<i>Maximum Marks</i>	<i>Minimum Marks considered for selection</i>
Seniority	60	Not applicable
Merit	30	
Marks awarded at the interview	10	

Marks assigned for merit will be awarded for additional educational qualifications, additional professional qualifications and for presentation on the relevant field.

NOTE :-

1. At the time of the recruitment, a detailed marking scheme inclusive of the maximum marks allocated to the main marks awarding areas set out in the table above will be approved by the Public Service Commission and the said detailed marking scheme will be published after having it included in the notice calling for applications concerned.
2. Recruitment to the post will be made in accordance with the order of merit secured at the interview for evaluating the eligibility and the number of existing vacancies.

11. Appointment to Posts :-

<i>Post</i>	<i>Qualifications</i>	<i>Method of Selection</i>	
Chief Valuer		Will be appointed by the Cabinet of Ministers.	
Additional Chief Valuer	Should be an officer in Special Grade	Will be appointed by the Public Service Commission from among the officers in Special Grade of the Sri Lanka Valuation Service based on the seniority and merit.	
Deputy Chief Valuer	Should be an officer in Class I Grade I	Will be appointed by the Public Service Commission from among the officers in Class I Grade I of the Sri Lanka Valuation Service based on the merit and seniority. (Seniority 80% Merit 20%)	
		<i>Areas for which marks are awarded</i>	<i>Number of Marks</i>
		Additional educational qualifications	05
		Additional professional qualifications	05
		Presentation relating to the field concerned	05
		Performance shown at the interview	05
Senior Valuer	Should be an officer in Class I Grade I / Class I Grade II	Will be appointed by the Public Service Commission from among the officers in Class I Grade I / Class I Grade II of the Sri Lanka Valuation Service.	

12. Conditions governing the Service :-

12.1 Conditions relating to Confirmation :-

This is a service confined to the Department of Valuation. However, officers can be appointed to serve in any part of the island within the Department. The Assistant Valuers recruited through the open competitive examination to Class II Grade II of the Sri Lanka Valuation Service under the category of Field / Office based Officers, Segment 2 of the Sri Lanka Valuation Service and the Valuers recruited through the open competitive examination to Class I Grade III of the Sri Lanka Valuation Service under the category of Executive Officers of the Sri Lanka Valuation Service will be subject to a probation period of three (03) years whereas the officers recruited to the post of Valuer in Class I Grade III of the Sri Lanka Valuation Service under the category of Executive Officers of the Sri Lanka Valuation Service on the limited, seniority and merit basis will be subject to an acting period of one (01) year. The officers will be confirmed in their respective posts if their work, attendance and conduct are at the level higher than the satisfactory mark provided they meet with the requirements associated with the Minute.

12.2 Training and Development :-

Measures will be taken to expose the officers towards training and development activities within the opportunities available in the context of the standards of allocations for training in the public service without causing any impediment to their official duties.

13. Interpretation and Definitions :-

- I. "Gazette" means the Gazette of the Democratic Socialist Republic of Sri Lanka.
- II. "Service Minute" means the Service Minute of the Sri Lanka Valuation Service.
- III. "Service" means Sri Lanka Valuation Service.
- IV. "Secretary" means Secretary to the Ministry in charge of the subject of Finance.
- V. "Period of Active Service" means the period of service of an officer drawing the salary assigned to his post excluding any period of no pay leave other than periods of approved no pay leave for specific purposes, which have been recognized by the Cabinet of Ministers.

14. Absorption of officers in service into the new system of grades

- 14.1** It is applicable only for those who are in service as at the date on which this procedure takes effect. All officers drawing salaries under the salary scale of MN 5 - 2006 - A as provided by the Public Administration Circular No. 06/2006 and the Circulars incidental thereto on the due date will be absorbed as follows subject to the provisions of Section 04 of Chapter VII of the Establishments Code.

Period of service will be calculated on the basis of the date appointed to each post. However, due to absorption, the date of increment of the person concerned should not be changed and such date should continue to be effective as the increment date that remained prior to the absorption. Likewise, due to reason that the salary step of the person concerned was drawing last corresponds to the new salary step, he should not be placed on the next higher salary step either in terms of Section 4.4 of Chapter VII of the Establishments Code.

(i) Class II Grade II

- (a) Officers who have not completed at least ten (10) years of service in the post of Assistant District Valuer of Class III Grade II.
- (b) Officers who have not fulfilled qualifications for promotion to Class III Grade I in terms of the existed Service Minute despite the completion of at least ten (10) years of service in the post of Assistant District Valuer of Class III Grade II will be absorbed into the post of Assistant Valuer of Class II Grade II.

(ii) Class II Grade I

- (a) Officers who have completed at least ten (10) years of service in the post of Assistant District Valuer of Class III Grade II and earned a minimum of ten (10) salary increments during the period concerned and fulfilled qualifications for promotion to Class III Grade I in terms of the Service Minute that was effective before the new Service Minute came into force, and
- (b) Officers who are engaged in service in the post of Assistant District Valuer of Class III Grade I, will be absorbed into the post of Assistant Valuer of Class II Grade I.

(iii) To SL- 1

- (a) Officers who are in Class II Grade II under the Salary Code SL-1 as at the effective date of this Service Minute will be absorbed into Class I Grade III of the Service.
- (b) Officers who are in Class II Grade I under the Salary Code SL-1 as at the effective date of this Service Minute will be absorbed into Class I Grade II of the Service.
- (c) Officers who are in Class I Grade II under the Salary Code SL-1 as at the effective date of this Service Minute will be absorbed into Class I Grade I of the Service.

(iv) To SL- 03

- (a) Officers who are in Class I Grade I under the Salary Code SL-3 as at the effective date of this Service Minute will be absorbed into the Special Grade of the Service.

NOTE I :

The excess period of active and satisfactory service in addition to the period of service required to absorb into each grade under the provisions of absorption will be reckoned as the period of active and satisfactory service in the grade into which the absorption is made.

NOTE II:

The officers who received/will receive promotions pursuant to the approval of the Public Service Commission in terms of the former Service Minute will be absorbed into the same grade to which they received their promotions according to the new titles of posts, grades and number of posts of the cadre approved by the letter No. DMS/1166/III dated 17.05.2017 of the Department of Management Services.

NOTE III:

The provisions referred to in (i), (ii), (iii) and (iv) of 14 above are applicable to the other officers

15. Interim Provisions –. Measures that have not been finalized as at the effective date of the Service Minute and those that have been met with the approval of the Public Service Commission after initiating action to grant promotion in terms of the Former Service Minute will be dealt with the provisions of the former Service Minute.

16. Other :-

- (i) In the case of every appointment, conditions laid down in the Procedural Rules of the Public Service Commission published in the Gazette Extraordinary No. 1589/30 dated 20.02.2009 and the provisions of the Establishments Code are applicable.
- (ii) Decision on any matter not provided for in this Minute will be made by the Public Service Commission.

1st Efficiency Bar Examination for the officers of Class II Grade II in the Service Category of Field / Office based Officers, Segment – 2 of the Sri Lanka Valuation Service

01. Particulars of the Examination :-

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum Pass Marks</i>
Part I (Practical Test) Preparation of Condition Report	03 Hours	100	40
Part II (Practical Test) Valuation for Rating	06 Hours	100	40

02. Authority conducting the Examination : By an institution approved by the Chief Valuer.

03. Efficiency Bar Examinations will be held twice a year.

04. Syllabus for the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Part I Preparation of Condition Report (Practical Test)	Preparation of a Condition Report of a given property within a specified time.
Part II (Practical Test) Valuation for Rating	Procedure involved in the identification of hereditaments, taking their measurements, sketching and numbering including office based work related thereto.

Annex - 02

2nd Efficiency Bar Examination for the officers of Class II Grade I in the Service Category of Field / Office based Officers, Segment – 2 of the Sri Lanka Valuation Service

01. Particulars of the Examination :-

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum Pass Marks</i>
Part I			
(a) Administration and Finance	02 Hours	100	40
(b) Departmental Organization and Administration	02 Hours	100	40
(c) Capital Valuation	03 Hours	100	40
Part II			
(a) Preparation of a comprehensive Valuation Report of a given property for a specified purpose.	03 Hours	100	40

02. Authority conducting the Examination : By an institution approved by the Chief Valuer.

03. Efficiency Bar Examinations will be held twice a year.

04. Syllabus for the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Part I (a) Administration and Finance (b) Departmental Organization and Administration (c) Capital Valuation	Chapters II, III, IV, XI, XII, XIV, XIX, XXV, XXVI and XXVII of the Establishments Code and F.R. 2, 124, 125, 126, 127, 128, 135, 136, 137, 138 and 139 of the Financial Regulations. Departmental Organization Structure, Delegation of Powers, Departmental Regulations and Office Systems. Classification procedure in respect of different classes of properties, methods of valuation for compulsory acquisition, estimates, sale / purchase and taxation purposes.
Part II (a) Preparation of a comprehensive Valuation Report of a given property for a specified purpose.	In the preparation of a report, the candidate is expected to inspect the property as per the given instructions, analyze the given data and suggest a valuation of the property, assuming the additional data. Although the accuracy of the valuation is not materially significant, the methodology and the approach to the valuation within the legal framework will be considered as important.

Annex - 03

1st Efficiency Bar Examination for the officers of Class I Grade III in the Category of Executive Officers of the Sri Lanka Valuation Service

01. Particulars of the Examination :-

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum Pass Marks</i>
Part I (a) Financial Management and Procurement Procedure of the public sector (b) Administration	Officers of Class I Grade III of the Sri Lanka Valuation Service should sit for these subjects applicable to the 1st Efficiency Bar Examination conducted by the Commissioner General of Examinations for Class II Grade II of the Sri Lanka Administrative Service and the duration and the pass marks pertaining to such examination are applicable to these officers as well. Candidates may sit for one subject at a time or both the subjects at one sitting.		
Part II (a) Applied Valuation	03 Hours	100	50
(b) Management of Valuation Units	03 Hours	100	50

02. Authority conducting the Examination :

- Part I : Sri Lanka Institute of Development Administration.
- Part II : By an institution approved by the Chief Valuer.

03. Efficiency Bar Examinations will be held twice a year.

04. Syllabus for the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Part I (a) Financial Management and Procurement Procedure of the public sector (b) Administration	The syllabus pertaining to the 1 st Efficiency Bar Examination conducted by the Commissioner General of Examination for officers in Class III of the Sri Lanka Administrative Service is applicable for this purpose.
Part II (a) Applied Valuation (b) Management of Valuation Units	Valuation Systems and Principles in practice, Statutory Valuations such as valuation under the Land Acquisition Act etc., Valuation of Agricultural and Mineral Resources, Valuation of Assets and Goodwill. Application of Departmental Orders and Circulars in the management of valuation units, Duties of Public Management Assistants and supporting staffs, Progress Control of the Unit, Relationship with the Regional Valuer, Delegation of Powers in the financial management, Establishment Matters in the Unit, Security of the Unit and the Disciplinary Procedure.

Annex - 04

2nd Efficiency Bar Examination for the officers of Class I Grade II in the Category of Executive Officers of the Sri Lanka Valuation Service

01. Particulars of the Examination :-

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum Pass Marks</i>
Part I (a) Advance Valuation	03 Hours	100	50

02. Authority conducting the Examination : By an institution approved by the Chief Valuer.

03. Efficiency Bar Examinations will be held twice a year.

04. Syllabus for the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Part II (a) Advance Valuation	(1) Valuations for capital and rating activities in relation to special purpose properties such as Airports, Golf Courses, Licensed Liquor Sales Centers, Recreational and Sports Complexes, Shopping Complexes, Hotels with boarding facilities, public utility properties and Condominium properties etc. and the principles governing the valuation of lands bearing mineral resources. (2) Preparation of financial statements of companies for valuation purposes with necessary adjustments. (3) Application of various principles of Land Economics and Concepts to valuation methods and the valuation in markets with less information. (4) This question paper will include essay type questions as well as problems relating to valuation.

3rd Efficiency Bar Examination for the officers of Class I Grade I in the Category of Executive Officers of the Sri Lanka Valuation Service

01. Particulars of the Examination :-

The requirement of passing over of the third (3rd) Efficiency Bar Examination will be met with by successfully completing the Course in Capacity Building Level - I conducted by an institution approved by the Chief Valuer.

02. Authority conducting the Course : By an institution approved by the Chief Valuer.

03. Efficiency Bar Examinations will be held twice a year.

04. Syllabus for the Examination : Not applicable.

NOTE : Officers who have served a period of service more than five (05) years in Grade I and earned more than five (05) salary increments will be exempted from the third (3rd) Efficiency Bar Examination.

A concessionary period of five (05) years as from the date on which this Service Minute meets with approval will be granted to those other officers who were absorbed.

Open Competitive Entry Examination for recruitment of Assistant Valuers to Class II Grade II in the category of Field / Office based Officers - Segment 2 of the Sri Lanka Valuation Service

01. Particulars of the Examination :-

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum Pass Marks</i>
Question Paper (I)	30 Minutes	100	40
Question Paper (II)	01 & 1/2 Hours	100	40

02. Authority conducting the Examination : By the Commissioner General of Examinations.

03. Syllabus for the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Question Paper 1	This paper will contain not more than 25 multiple choice questions pertaining to subjects expected to be covered in a Bachelor of Science Degree in Estate Management and Valuation.
Question Paper 2	This paper will contain essay type and structural type questions inclusive of topics pertaining to subject areas expected to be covered in a Bachelor of Science Degree in Estate Management and Valuation.

Open Competitive Examination for the recruitment of Valuers to Class I Grade III in the Category of Executive Officers of the Sri Lanka Valuation Service

01. Particulars of the Examination :-

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum Pass Marks</i>
Subject related Question Paper (Multiple choice Question Paper)	30 Minutes	100	40
Subject related Question Paper (Essay type Question Paper)	02 Hours	100	40

02. Authority conducting the Examination : By the Commissioner General of Examinations.

03. Syllabus for the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Subject related Question Paper (Multiple choice Question Paper)	This paper will contain not more than 25 multiple choice questions pertaining to subjects expected to be covered in a Bachelor of Science Degree in Estate Management and Valuation.
Subject related Question Paper (Essay type Question Paper)	This paper will contain essay type and structural type questions prepared with topics pertaining to subject areas of Property Valuation and related fields, particularly with regard to Land Economics, property market and investment market and it is expected to test the in-depth knowledge of the candidates in these subject areas.

Limited Competitive Examination conducted for appointment of Assistant Valuers in the category of Field / Office based Officers - Segment 2 to the post of Valuer of Class I Grade III in the Category of Executive Officers of the Sri Lanka Valuation Service

01. Particulars of the Examination :-

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum Pass Marks</i>
Subject related Question Paper (Multiple choice Question Paper)	01 Hour	100	50
Subject related Question Paper (Essay type Question Paper)	02 Hours	100	50

02. Authority conducting the Examination : By the Commissioner General of Examinations.

03. Syllabus for the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Subject related Question Paper (Multiple choice Question Paper)	This paper will contain not more than 50 multiple choice questions pertaining to subject areas expected to be covered in a Bachelor of Science Degree in Estate Management and Valuation.
Subject related Question Paper (Essay type Question Paper)	This is an essay type question paper designed to test the candidate's experience and the knowledge in the principles of valuation, statutory provisions and regulations as well as the knowledge in Property Market, Town Planning and Land Economics.

Annex - 09

Corresponding Efficiency Bar Examination Subjects under each of the Service Minutes

	The Service Minute of the Sri Lanka Valuation Service Published in the Gazette Extraordinary No. 1051/12 dated 29.10.1998 as amended by the Gazettes No. 1157/04 dated 06.11.2000 and No.1499/5 dated 28.05.2007	This Service Minute
01.	Field / Office based Officers, Segment 2 Class III Grade II of the Sri Lanka Valuation Service	Field / Office based Officers, Segment 2 Class II Grade II of the Sri Lanka Valuation Service
	Preparation of a Condition Report 1st Efficiency Bar Examination	Preparation of a Condition Report 1st Efficiency Bar Examination
	Valuation for Rating 1st Efficiency Bar Examination	Valuation for Rating 1st Efficiency Bar Examination
02.	Field / Office based Officers, Segment 2 Class III Grade I of the Sri Lanka Valuation Service	Field / Office based Officers, Segment 2 Class II Grade I of the Sri Lanka Valuation Service
	Administration and Finance 2nd Efficiency Bar Examination	Administration and Finance 2nd Efficiency Bar Examination
	Departmental Organization and Administration 2nd Efficiency Bar Examination	Departmental Organization and Administration 2nd Efficiency Bar Examination
	Capital Valuation 2nd Efficiency Bar Examination	Capital Valuation 2nd Efficiency Bar Examination
	Preparation of a comprehensive Valuation Report of a given property for a specified purpose 2nd Efficiency Bar Examination	Preparation of a comprehensive Valuation Report of a given property for a specified purpose 2nd Efficiency Bar Examination

03.	Category of Executive Officers Class II Grade III of the Sri Lanka Valuation Service	Category of Executive Officers Class I Grade III of the Sri Lanka Valuation Service
	Financial Regulations 1st Efficiency Bar Examination	Financial Management and Procurement Procedure of the public sector 1st Efficiency Bar Examination
	Administration 1st Efficiency Bar Examination	Administration 1st Efficiency Bar Examination
	Applied Valuation 1st Efficiency Bar Examination	Applied Valuation 1st Efficiency Bar Examination
	Management of Valuation Units 1st Efficiency Bar Examination	Management of Valuation Units 1st Efficiency Bar Examination
04.	Category of Executive Officers Class II Grade II of the Sri Lanka Valuation Service	Category of Executive Officers Class I Grade II of the Sri Lanka Valuation Service
	Advance Valuation 2nd Efficiency Bar Examination	Advance Valuation 2nd Efficiency Bar Examination
05.	Category of Executive Officers Class I Grade II of the Sri Lanka Valuation Service	Category of Executive Officers Class I Grade II of the Sri Lanka Valuation Service
	None	Obtaining a certificate after the successful completion of the Course in Capacity Building Level – I conducted by an institution approved by the Chief Valuer. 3rd Efficiency Bar Examination (The officers who have completed a period of service of five (05) years in Class I/I (including the period of service in Class I/ II of the old Service Minute) as at the effective date of this Service Minute will be reckoned as being successful in the third (3rd) Efficiency Bar Examination and those officers who have not completed the respective Efficiency Bar as at the effective date of this Service Minute will be provided with an interim concessionary period of five (05) years to pass over this efficiency bar as from the date on which this Service Minute comes into force.)