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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA FOREIGN SERVICE

THE following Minute of the Sri Lanka Foreign Service shall substitute without prejudice to any steps taken or purported to have been taken in terms of the provisions as per the Sri Lanka Foreign Service Minute, published in the *Extraordinary Gazette* No. 1168/17 dated 24th January, 2001 of the Democratic Socialist Republic of Sri Lanka and the Amendments thereto published in the *Extraordinary Gazette* No. 1518/01 dated 08th October, 2007 of the Democratic Socialist Republic of Sri Lanka.

By order of the Public Service Commission,

H. M. GAMINI SENEVIRATHNE,
Secretary,
Public Service Commission.

No. 177, Nawala Road,
Narahenpita,
Colombo 05.
28th November, 2016.



1. **Name of the Minute & the Effective Date** : Minute of the Sri Lanka Foreign Service
This Minute shall come into force with effect from 12.10.2015.
2. **Appointing Authority** : The Public Service Commission
3. **Particulars of the Service Categories:**

<i>Service Category</i>	<i>Grade</i>
Senior Executive (SL 03-2016)	Special Grade
Executive (SL 01-2016)	Grade One (I)
	Grade Two (II)
	Grade Three (III)

4. **Role Entrusted to the Service:**
The Sri Lanka Foreign Service is assigned the responsibility of conducting the foreign relations of Sri Lanka with foreign states and business with regional and multilateral organizations, inter-governmental and international organizations and the protection and promotion of Sri Lanka's interests abroad including that of Sri Lankan citizens.

5. **Salaries :**

5.1	Salary Code No.	Senior Executive – (SL 03-2016)
5.2	Salary Scale	Executive – (SL 01-2016)
	Senior Executive	Rs. 88,000-12x2,700-120,400
	Executive	Rs. 47,615 - 10x1,335–8x1,630 –17x2,170 - 110,895

5.3 Initial Salary step and Salary point relevant to the Grade system

Grade	Initial Salary Step	Initial Salary Point
Grade III	Step 1 (SL 01–2016)	Rs. 47,615/-
Grade II	Step 12 (SL 01–2016)	Rs. 62,595/-
Grade I	Step 20 (SL 01–2016)	Rs. 76,175/-
Special Grade	Step 1 (SL 03-2016)	Rs. 88,000/-

6. **Approved Cadre:**

6.1 Approved Posts and the number of Approved Posts

Title of the Post	Approved Grade for the Posts	Number of Approved Posts
Additional Secretary	Special Grade	03
Director General	Grade I	10
Director	Grade II	23
Assistant Director/ Deputy Director	Grade III	38
Diplomatic Posts	Grade I/II/III	190

- (i) Posts of Assistant Director and Deputy Director are combined posts and the designation of Deputy Director can be used in respect of the officers who have completed 07 years of service in Grade III and have earned 07 salary increments.
- (ii) Although the posts of the Director and the Deputy Director have been approved as Grade II posts and Grade III posts respectively, these officers are not entitled for privileges enjoyed by officers holding Grade I posts of Director and Grade II posts of Deputy Director in the Public Service executive positions. However, Directors of Grade II are entitled for privileges enjoyed by officers holding Grade II posts in the executive service category in the Public Service and Deputy Directors of Grade III are entitled for privileges enjoyed by officers holding Grade III posts in the Executive service category in the Public Service.

6.2 Number of combined posts – 261

For the purpose of promotion, all Grades *i.e.* Grade I, Grade II and Grade III shall be considered to be within the combined cadre.

6.3 Nature of the posts in the Service - Permanent and Pensionable

7. Mode of Recruitment

7.1 Ratio of recruitment - 100% open

7.2 Recruitment on open stream

7.2.1 Grade to which recruitment is made - Grade III of the Sri Lanka Foreign Service

7.2.2 Qualifications

7.2.2.1 Educational Qualifications:

Should have a degree from a university recognized by the University Grants Commission of Sri Lanka (UGC) or an institution, a university recognized by the UGC as an institution of degree awarding or a foreign University recognized by the UGC.

7.2.2.2 Physical Qualifications

Should be physically and mentally fit to work in any part of the world.

7.2.2.3 Other

- (i) Should be a citizen of Sri Lanka (Those who have dual nationality should rescind their foreign nationality in the event they are selected to the SLFS and should not acquire the nationality of any other country during their Service.).
- (ii) No person ordained in any religious order shall be eligible to apply or sit for this examination.
- (iii) Applicants should be of excellent character.
- (iv) No person shall be eligible to sit for this examination on more than three occasions
- (v) All the necessary qualifications shall have been completed on the date as stated in the relevant *Gazette* Notification.

7.2.3 Age Limit :

7.2.3.1 Minimum Age limit : 22 years

7.2.3.2 Maximum Age limit : 28 years

A candidate who is already in the Public Service, should not have attained the age of 35 years on the date stated in the relevant *Gazette* Notification.

7.2.4. Method of Recruitment

7.2.4.1 Written Examination :

Subject	Maximum Marks	Pass Marks
General Paper	100	40
World Affairs I	100	40
World Affairs II	100	40
Essay	100	40
Précis	50	25
Multiple Choice Question Paper	150	75
Language Proficiency	100	40
Total Marks	700	

The relevant syllabus and the details of the written examination have been given in Appendix 'A'.

7.2.4.1.1 Conducting Authority of the written examination: Commissioner General of Examinations

7.2.4.2 Professional Examination: Not applicable

7.2.4.3 Interview for the assessment of eligibility: The interview for the assessment of eligibility will be conducted as per the marking scheme approved by the Public Service Commission.

Note:

1. Only the candidates who have obtained the minimum total marks not less than 350 in all seven (07) papers of the written examination shall be called for the interview for the assessment of eligibility provided, however, the Number of candidates to be called shall not exceed five times the Number of vacancies to be filled.
2. The interview for the assessment of eligibility will be conducted by an interview board approved by the Public Service Commission.
3. The marks scored at the written examination will not be made available to the interview for the assessment of eligibility board.
4. The merit order will be made on the total aggregate of marks obtained at the written examination and the interview for the assessment of eligibility. Appointment will be made by the Public Service Commission on the merit order and the number of vacancies.

7.2.4.4. General Interview: Marks will not be given.

Objectives : To check whether the qualifications mentioned in the Sri Lanka Foreign Service Minute and the *Gazette* Notification published as per the above Minute have been fulfilled and to examine the physical fitness.

7.2.5 Method of calling applications:

Through the Government *Gazette*, Public notifications and the Ministry website.

08. Efficiency Bar Examination :

8.1

<i>Efficiency Bar Examination</i>	<i>Duration to pass the Efficiency Bar Examination</i>	<i>Nature of the Efficiency Bar Examination</i>
1 st Efficiency Bar	Before completing three (03) years from the date of recruitment to the Service	Details are shown in Appendix 'B' (I)
2 nd Efficiency Bar	Before completing three (03) years after promotion to the Grade II of the Service	Details are shown in Appendix 'B' (II)
3 rd Efficiency Bar	Before completing (05) years after promotion to the Grade I of the Service	Details are shown in Appendix 'B' (III)

Note: The scope and standard of the Efficiency Bar examination are prescribed in Appendix "B".

8.2. The Efficiency Bar Examinations shall be held twice a year in Sri Lanka and at Sri Lanka Missions abroad.

8.3. Conducting Authority of the Efficiency Bar Examination - Commissioner General of Examination.

09. Language Proficiency :

Language	Required Proficiency
Official Language	An officer who is qualified for the appointment to the SLFS in another language other than the official languages is required to attain proficiency in one of the official languages before the confirmation.
Other official language	Prescribed level of proficiency should be acquired as per the provisions specified in Public Administration Circular No. 01/2014 and other consequential circulars.
Link Language (English)	An officer who had qualified for the appointment to the SLFS either in Sinhala or Tamil should fulfill the link language requirement by securing an ordinary pass in link language (English) at the G.C.E. (O/L) Examination. Note: An officer shall be exempted from the link language (English) requirement if he/she had qualified for the appointment to the SLFS in the English medium.
Foreign Language	An officer in Grade III of the SLFS shall be required to attain proficiency in the assigned foreign language by securing a minimum of 40% marks to qualify for a pass at the Departmental Examination or an ordinary pass at the G.C.E. (Ordinary Level) within seven (07) years from the date of recruitment to the SLFS.

9.1.1 The Ministry shall provide at its cost, the necessary facilities for the SLFS officer to acquire a higher level of proficiency in the link language (English) in Sri Lanka during the first three (03) years following the appointment.

9.2. Foreign Languages :

9.2.1 The designated foreign languages for the purpose of fulfillment of the foreign language requirement are as follows:

Arabic, Chinese, French, German, Hindi, Italian, Japanese, Korean, Russian and Spanish languages.

Note: Secretary/Foreign Affairs may revise the list of designated foreign languages from time to time, taking into consideration the focus of Sri Lanka's foreign policy and current global trends.

- 9.2.2 The Ministry shall provide at its cost, the necessary facilities, including the payment of tuition fees for officers to acquire the prescribed level of proficiency in the assigned foreign language within the stipulated period. The liability of the Ministry for payment of tuition fees would cease on completion of the prescribed course, irrespective of whether or not the officer passes the prescribed examination within the stipulated period.
- 9.2.3 The Commissioner General of Examinations, at the request of the Secretary, shall conduct the above foreign language proficiency examinations twice a year.
- 9.2.4 The designated foreign language of the officer shall be taken into consideration when the officer is considered for his/her first posting abroad.

10. Promotion to Grades :

10.1 Promotion from Grade III to Grade II

10.1.1 According to General Performance

10.1.1.1 Requirements to be completed;

- (i) Should be confirmed in the SLFS.
- (ii) Should have completed at least ten (10) years of active & satisfactory service in Grade III Service Category and earned ten (10) salary increments.
- (iii) Should have shown a satisfactory or a higher performance within the preceding ten (10) years from the due date of promotion as per the approved performance appraisal procedure.
- (iv) Should have completed a satisfactory service within the preceding five (05) years after becoming eligible for promotion.
- (v) Should have acquired proficiency in the other official language at the prescribed standard.
- (vi) Should have completed the prescribed Efficiency Bar Examination on the due date.
- (vii) Should have acquired proficiency in the foreign language at the prescribed standard on the due date.
- (viii) Should have acquired proficiency in the link language at the prescribed standard on the due date.

10.1.1.2 Scheme of Promotion

Officers who fulfilled the required qualifications should make a request in the prescribed form to the Appointing Authority. The officers who are eligible will be promoted to Grade II, on verification of the qualifications by the Appointing Authority with effect from the date of fulfillment of all the relevant requirements.

10.2 Promotion from Grade II to Grade I

10.2.1 Requirements to be completed:

- (i) Should have completed at least seven (07) years active and satisfactory service in Grade II Service category and earned seven (07) salary increments.
- (ii) Should have passed the second Efficiency Bar examination on the due date.
- (iii) Should have completed a period of satisfactory service during the preceding five (5) years from the date of gaining eligibility for promotion.
- (iv) Should have shown a satisfactory or a higher level performance during the preceding seven (07) years of gaining eligibility for promotion.
- (v) Should have obtained a postgraduate degree in International Relations or an equivalent qualification from a university recognized by the UGC or an institution, a university recognized by the UGC as an institution of degree awarding or a foreign University recognized by the UGC, as per Appendix D.

10.2.2 Scheme of Promotion:

Officers who have fulfilled the required qualifications should make a request to the appointing authority. The officers who are eligible will be promoted to Grade I, on verification of the qualifications by the Appointing Authority with effect from the date of fulfillment of all the relevant requirements.

10.3 Promotion from Grade I to the Special Grade

10.3.1 Qualifications to be completed:

- (i) Should have obtained a Post Graduate Degree in the relevant field.
- (ii) Should have completed five (05) years of active and satisfactory service in Grade I of the Sri Lanka Foreign Service by the date of gaining eligibility for promotion and earned five (05) salary increments after being promoted to Grade I.
- (iii) Should have completed not less than eighteen (18) years of active service by the date of gaining eligibility.
- (iv) Performance in work should have been at a satisfactory or higher level during the five (05) years period immediately before the date of gaining eligibility for promotion.
- (v) Should have passed the third Efficiency Bar Examination by the due date.

10.3.2. Scheme of Promotion

Three times (03) of officers not more than the existing number of vacancies in the Special Grade will be called for the interview in the order of seniority in grade I. The qualifications of the applicants will be checked by an Interview Board appointed by the Public Service Commission to ascertain whether the applicants possess all the required qualifications and marks will be given at the structured interview in keeping with a scheme approved by the Public Service Commission. Vacancies will be filled by making appointments on the basis of the marks obtained at the structured interview.

Note: In making promotions on the basis of the general level of performance, the promotions of the officers who have not passed the Efficiency Bar Examinations by the due date, will be deferred by a period equal to the period between the due date and the date of passing the Efficiency Bar Examinations.

11. Appointment to posts

The designation of an officer in the Sri Lanka Foreign Service when attached for service in the Ministry will be as follows:

	Position	Method of Appointment	Appointing Authority
(i)	Assistant Director	Appointments will be made from the officers in Grade III or a higher grade	Secretary to the Ministry in charge of the subject of Foreign Affairs
(ii)	Deputy Director	Appointments will be made from the officers of Grade III with seven (07) years service or those in a higher grade	Secretary to the Ministry in charge of the subject of Foreign Affairs
(iii)	Director	Appointments will be made from the officers in Grade II or a higher grade	Secretary to the Ministry in charge of the subject of Foreign Affairs
(iv)	Director General	Appointments will be made from the officers in Grade I on the basis of seniority and merit.	Public Service Commission
(v)	Additional Secretary	Appointments will be made from the officers in the special grade.	Public Service Commission

12. Conditions related to the Service

12.1 Conditions for the confirmation in the Service

12.1.1 Period of Probation

12.1.1.1 All appointments to Grade III of the Sri Lanka Foreign Service shall be subjected to a three year probation period.

12.1.1.2 During the period of probation, an officer will be required to pass the first Efficiency Bar Examination, to fulfill the requirements of proficiency in one of the official languages and also to reach the prescribed level of proficiency in the link language (English) within three years from the date of appointment.

12.1.2. Confirmation

If the officer at the end of the period of probation has fulfilled all the requirements for confirmation and if the officer's work and conduct are deemed to have been satisfactory, the officer will be confirmed in his/her appointment in the Sri Lanka Foreign Service by the appointing authority as per Chapter III of the Public Service Commission Procedural Rules.

12.2 Training and development

Training shall be considered as a continuing process intended to equip the Sri Lanka Foreign Service Cadre from entry throughout their career to perform responsibilities professionally, efficiently and effectively. New recruits during their period of probation should be provided with at least six months of a multifaceted and comprehensive induction training programme aimed at inter-alia to inculcate a strong sense of the country's history and culture, knowledge of diplomatic practice, international relations, economics, technology, communication and mass media and principles of politics as well as administration, finance, information technology and Consular functions and any other areas as deemed necessary.

In service training is provided for career officers at different levels of the Sri Lanka Foreign Service with the intension of meeting professional and career advancement in keeping with the requirements of the Ministry.

13. Definitions and interpretations :

“The Ministry” shall mean the Ministry to which the subject of Foreign Affairs is assigned.

“The Secretary” shall mean the Secretary to the Ministry to which the subject of Foreign Affairs is assigned.

“The Sri Lanka Foreign Service” shall mean the corps of permanent and pensionable career officers charged with the responsibility of conducting the foreign relations of Sri Lanka which in abbreviation, will be cited as the SLFS.

“Sri Lanka Mission/Post” shall mean a High Commission, Embassy, Office of the Permanent Representative, Consulate General, Consulate or any other diplomatic or Consular office maintained by the Ministry of Foreign Affairs on behalf of the Government of Sri Lanka abroad.

“Head of Mission” shall mean a High Commissioner, Ambassador, Permanent Representative, Acting Permanent Representative to the United Nations and its specialized Agencies and other inter governmental organizations who shall be in the position of being principally responsible for all activities conducted by a Sri Lanka Mission abroad.

“Head of Post” shall mean any person who, not being a Head of Mission, has been placed in charge of a Sri Lanka diplomatic, commercial, consular or information office in a foreign country or territory, but shall be under the supervision of the Head of Mission accredited or concurrently accredited to the country where the Post is situated.

“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 as a policy.

“Deferment of salary increment” means a permanent setting back of a salary increment. The consequent loss of salary increment is continuous until the officer reaches the maximum salary step of his/her class.

“Service Minute” means the Sri Lanka Foreign Service Minute.

“Date of Implementation” means the date on which this Minute comes into operation.

“Public Service Commission” means the Public Service Commission appointed in terms of the provisions of Article 54 of the Constitution of the Democratic Socialist Republic of Sri Lanka.

“Procedural Rules of the Public Service Commission” means the Rules of Procedure of the Public Service Commission as published in the Extraordinary Government *Gazette* Notification No. 1589/30 dated 20th February 2009.

14. Absorption of SLFS Officers to the New System of Grades

14.1 All officers who are in the SLFS on the date of implementation of this Service Minute shall be absorbed into the Grading System as given below. There shall not be any change whatsoever in the salaries or in the date of increment or date of promotion into their respective Grade or the seniority of the officers due to the absorption.

- (i) All officers in Grade III of the SLFS on the date of implementation shall be absorbed to Grade III of the Service
- (ii) All officers in Grade II of the SLFS on the date of implementation shall be absorbed to Grade II of the Service
- (iii) All officers in Grade I of the SLFS on the date of implementation shall be absorbed to the Grade I of the Service

15. Transitional Provisions

The transitional period will be effective for three (03) years from the date of the publication of this Minute.

15.1 During the transitional period, Promotions from one Grade to another will be effected as follows:

15.1.1. Promotion from Grade I to the Special Grade

- (i) An officer absorbed to Grade I under the provisions of Section 14 of this Minute will be eligible for promotion to the Special Grade provided he/she has fulfilled all the qualifications except those mentioned under Sub Sections (i) and (v) of Section 10.3.1.

15.1.2. Promotion from Grade II to Grade I

- (i) An officer absorbed to Grade II under the provisions of Section 14 of this Minute will be eligible for promotion to Grade I provided he/she has fulfilled the qualifications under 10.2.1 of the Service Minute. However, the requirement for the fulfillment of qualifications under Sub section (v) of 10.2.1 will not apply regarding the promotion of officers recruited before 01.01.2001 from Grade II to Grade I during the transitional period.

15.1.3. Promotion from Grade III to Grade II

- (i) An officer absorbed to grade III under the provisions of the Section 14 of this Service Minute will be eligible for promotion from Grade III to Grade II if he/she has fulfilled the qualifications under 10.1.1 of this Service Minute.

15.2.1 For officers absorbed to Grade III

- (i) Officers who have already passed the first Efficiency Bar Examination are deemed to have passed the first Efficiency Bar Examination mentioned in this Service Minute.
- (ii) Grade III officers who have failed in one or more subjects in the first Efficiency Bar Examination should obtain a pass in the appropriate subjects mentioned in this Minute at the first Efficiency Bar Examination.

15.2.2. For officers absorbed to Grade II

- (i) Officers in Grade III/II who have already passed the second Efficiency Bar Examination are deemed to have passed the second Efficiency Bar Examination mentioned in this minute.
- (ii) Grade III/II officers who have failed in one or more subjects in the second Efficiency Bar examination should obtain a pass in the appropriate subjects mentioned in this minute at the second Efficiency Bar Examination.

15.2.3. For officers absorbed to Grade I

- (i) Third Efficiency Bar Examination is not a requisite for Grade 1 officers of the Sri Lanka Foreign Service who have completed five (05) years of active and satisfactory service.
- (ii) Grade I Officers of the Sri Lanka Foreign Service who have not completed five (05) years of active and satisfactory service will be allowed a concessionary period of three (03) years to appear for the third Efficiency Bar Examination. This concessionary period of three (03) years will be applied only in the case of officers who are in Grade I by the date on which this Service Minute becomes effective.

15.3 Officers recruited in keeping with the Sri Lanka Foreign Service Minute published in the *Gazette* No. 1168/17 of 24th January 2001 should acquire the relevant level of Proficiency in the Second language mentioned in that Minute.

Appendix “A”

Details of the Open Competitive Examination for Recruitment of Officers to grade III of the Sri Lanka Foreign Service

(1) Scheme of Examination

Part ‘A’

Written examination consists of the following question papers :

	Subject	Time duration	Total marks	Minimum mark requirement for a pass
i	General Paper	03 hours	100	40
ii	World Affairs I	03 hours	100	40
iii	World Affairs II	03 hours	100	40
iv	Essay	03 hours	100	40
v.	Précis	30 minutes	50	25
vi.	Multiple choice question paper	02 hours & 30 minutes	150	75
vii.	Language Proficiency paper	03 hours	100	40
	Total Marks		700	

Part ‘B’

Interview for the assessment of eligibility

Interview:

Only the candidates who appear for all seven papers and have obtained marks at or above the minimum pass marks as indicated at paragraph 7.2.4.1 in each of the seven papers of the written examination and have obtained the aggregate at or above the cutoff point determined by the Secretary, which will not be less than 350 marks, shall be called for the viva voce. However, the number of candidates to be called for the viva voce shall not exceed five times the number of vacancies to be filled. The viva voce will carry 100 marks.

Marks scored at the written examination will not be made available to the interview Board.

The interview for the assessment of eligibility for the assessment of candidates will be held in consultation with the Public Service Commission.

Note:

- Candidates are required to answer all the seven (07) question papers
- The Public Service Commission will determine the number of officers to be recruited.

(2) Language medium of the Examination

- The examination will be conducted in medium of Sinhala, Tamil and English
- Candidates can appear for the examination in any one of the above languages of their choice.

Note:

- Candidates should answer all the question papers only in one language
- Candidates will not be allowed to change at the examination the language medium indicated in the application.

(3) **Method of selection for appointment**

The selection for appointment of officers to Grade III of the Sri Lanka Foreign Service will be made only on merit basis in accordance with the total aggregate marks obtained at the written examination and the viva voce taken together. Appointments will be made by the Public Service Commission on the recommendation of the Secretary.

(4) **Syllabus**

Papers (i) to (iv) and the paper (vii) mentioned in the paragraph (1) of Part “A” will be of three (03) hour duration and will carry 100 marks each. The Précis paper will be of 30 minutes duration and will carry 50 marks. The Multiple Choice Question Paper will be of two hours and 30 minutes duration and will carry 150 marks.

General Paper – This paper is designed to assess the candidates’ knowledge on political, social, cultural and economic environment of Sri Lanka, matters of current national and international interest as well as scientific and technological development.

World Affairs I – This paper will consist of questions on current global political developments, the United Nations and other international organizations, conflict situations and development of various national and international movements, in order to ascertain the candidate’s ability to analyze global trends for peace, security and development and their impact on Sri Lanka.

World Affairs II – This paper will consist of questions on recent trends of economic development, including the impact of international organizations, regional economic groupings, issues such as environment and sustainable development and their relevance to Sri Lanka.

Essay – Candidates are required to write an essay on one or more specified subjects. These subjects will not be related to any particular subject in the field of education but will be designed to test the candidates’ general knowledge and the general ability in thinking and expression. The essay will be judged by the degree of thinking power and originality in its treatment of the subject as well as by its language, style and presentation.

Précis – This paper which will consist of two parts, is designed to ascertain the candidate’s ability to comprehend the meaning of given passages and to express them attractively and concisely.

Multiple Choice Question Paper – This paper will consist of the following two parts, each of which will include 50 questions and carry 75 marks.

(a) **Intelligence Test** – This section is to assess the ability of logical reasoning and analytical skills of candidates. (Duration 75 minutes)

(b) **General Knowledge and Current Affairs** – This section is to evaluate the candidates’ knowledge on domestic and global developments in the political, economic and socio-cultural fields, both local and international. (Duration 75 minutes)

Language Proficiency paper - This paper is designed to ascertain the candidate’s Language Proficiency. (There are three papers in Sinhala, Tamil and English languages and the total marks allocated for this paper is 100. The duration of the question paper is 03 hours.) The candidates who appear for the examination in Sinhala and Tamil medium should sit for a paper in English language and those who appear for the examination in the English medium should sit for a paper in the Sinhala or Tamil language.

APPENDIX "B"

DETAILS OF THE FIRST & SECOND EFFICIENCY BAR EXAMINATIONS AND THE THIRD EFFICIENCY BAR FOR OFFICERS IN THE SRI LANKA FOREIGN SERVICE

I. *First Efficiency Bar Examination*

The First Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.

Part One – The Examination consists of the following subjects –

(i) Finance – This paper will be the same as that of the First Efficiency Bar Examination for officers appointed to Grade III of the Sri Lanka Administrative Service. A candidate should obtain at least 40% of marks for a pass.

(ii) History and Geography of Sri Lanka

Part Two – Special Papers –

(i) Elementary Constitutional Law and the International Law

(ii) Diplomatic Practice

(iii) International Affairs

(iv) The Sri Lanka Foreign Service Minute, Foreign Affairs Ministry Regulations and Computer Literacy

1. Each paper in Part one and Part two will be of three (03) hour duration and candidates will be required to obtain a minimum of 40% marks in each paper for a pass.

2. An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the relevant part when he/she has obtained the qualifying marks in respect of each paper.

Note : Questions on Constitutional Law will be mainly on the evolution of the Parliamentary System of Government and the constitutional development of Sri Lanka, with special reference to the Constitution of the Democratic Socialist Republic of Sri Lanka. Questions on International Law will include inter State relations, both bilateral and multilateral, and the rights and duties of States in relation to Diplomatic Law and the Law of Treaties.

II. *Second Efficiency Bar Examination*

The Second Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.

Part I – The Examination consists of the following subjects –

(i) Economic and Social Development in Sri Lanka

(ii) Administration – This paper will be based on the following:

i. Office Systems and Organizational Methods

ii. Establishments Code

Chapters 1, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, and XLVIII and Volume II.

Part II – Special Papers

(i) Elementary Constitutional Law and International Law

(ii) Diplomatic Practice

(iii) International Affairs

1. Each paper in Part I and Part II above will be of three (03) hour duration and candidates will be required to obtain a minimum of 40% marks in each paper for a pass.
2. An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the relevant Paper, when he/she has obtained the qualifying marks in respect of each paper.

III. The Third Efficiency Bar Examination

1. All officers should participate in the training programme conducted by the Bandaranaike International Diplomatic Training Institute (BIDTI) for the enhancement of management and leadership skills of Grade I officers in the Sri Lanka Foreign Service.
2. Duration of the course: Part time - 8 weeks and Full time - one month

APPENDIX “C”

POST GRADUATE QUALIFICATIONS FOR PROMOTION OF OFFICERS FROM GRADE II TO GRADE I OF THE SRI LANKA FOREIGN SERVICE

1. All officers should possess a post graduate degree in International Relations or in a relevant field from a University or a Degree awarding Institution recognized by the University Grants Commission.
2. The Ministry shall provide, the necessary facilities for officers who have registered for a post graduate degree or a higher qualification as stipulated at paragraph 1 above, after having completed their First Efficiency Bar Examination, Second Efficiency Bar Examination, the official language/s, link language and foreign language requirements within the stipulated period, to acquire the prescribed qualification.
3. The financial liability of the Ministry in respect of the reimbursement of the registration, tuition and examination fees incurred by the officer to acquire the post graduate degree qualification stipulated at paragraph 1 above shall be restricted to the cost of the corresponding fee of the Master of Arts (MA) in International Relations programme conducted by the University of Colombo.

Schedule “A”

1. Diplomatic Ranks in Missions/Posts and Designations in the Ministry

1.1. Diplomatic Rank of an officer of the Sri Lanka Foreign Service when posted abroad will be as follows:

- | | |
|-------------------------|---|
| (i) Third Secretary | - on appointment to Grade III |
| (ii) Second Secretary | - on completion of four years in Grade III and having earned all annual increments within that period. |
| (iii) First Secretary | - on completion of seven (07) years in Grade III and having earned all annual increments within that period |
| (iv) Counsellor | - on promotion to Grade II |
| (v) Minister Counsellor | - on completion of two years in Grade II and having earned all annual increments within that period |
| (vi) Minister | - on completion of five years in Grade II and having earned all annual increments. The posts of Deputy Head of Mission, Deputy High Commissioner and Consul General may be granted to SLFS officers holding the rank of Minister in Missions where such posts exist or are to be created. |

- (vii) Ambassador - on promotion to Grade I, the officers in Grade I, holding the ranks of Deputy Chief of Mission, Deputy High Commissioner, Consul General or Minister shall be given the rank of Ambassador.
- (viii) Head of Chancery - the most Senior Foreign Service Officer serving in the Mission/Post other than the Head of Mission/Post has to be appointed as the Head of Chancery.

1.2. Appointment of Heads of Missions;

Heads of Missions shall be appointed by the Head of State on the recommendations of the Minister of Foreign Affairs.

1.3. Local Diplomatic Ranks .- on the recommendation of the Head of Mission, an officer of the Sri Lanka Foreign Service may be granted the next rank by the Secretary. The only additional monetary benefit that such an officer will be entitled to is the representational allowance applicable to the higher post in lieu of the allowance applicable to the officer's substantive rank.

1.4. Acting Head of Mission.- The most senior confirmed officer in the Sri Lanka Foreign Services below the Head of Mission will in normal circumstances act for the Head of Mission when the latter is absent from the station or when the position is vacant. Exceptionally, however, the Secretary may determine any other acting arrangements to be made in respect of a Mission in which an officer of the SLFS is not serving.

Schedule "B"

1. General Conditions

1.1 Payment of allowances and reimbursement of expenses

Allowances and expenses payable to SLFS officers serving in Sri Lanka Missions/Posts abroad during their tour of duty in accordance with Foreign Ministry Regulations will be as follows:-

1.1.1 Payment of Allowances:

- (i) **Overseas Allowance.-** Payable to SLFS officers, provided that it is made with the approval of the General Treasury on the recommendation made by the Ministry of Foreign Affairs from time to time by taking into consideration the cost of living of the respective station :-
- (a) The quantum of allowance payable should be the same, irrespective of the civil status of the officer.
- (b) When an officer serving in a Mission/Post is on leave abroad for a period not exceeding 21 days, the officer will retain the full monthly allowance.
- (c) When the leave abroad exceeds 21 days, but does not exceed 45 days, the officer will retain 75% of the allowance.
- (d) When the leave exceeds 45 days, the proportion of allowance, if any, which the officer may draw, will be determined by the Secretary.
- (e) When the officer is on leave for a period not exceeding 30 days in the country of posting, the officer shall retain the full monthly allowance; thereafter, the proportion of allowance to be paid to the officer will be determined by the Secretary.
- (ii) **Acting Allowance.-** Payable to officers who act as Heads of Missions for a continuous period exceeding one calendar month.
- (iii) **Special Duty Allowance.-** A SLFS officer serving in a Mission/Post abroad shall be paid a Special Duty Allowance during times of civil unrest or instability, such as civil war or prevalence of warlike conditions, terrorist attacks and other grave natural or man-made disasters which threaten, harm or pose imminent danger to the health and wellbeing of the officer, and or his/her family, as determined by the Secretary, with the concurrence of the Secretary to the Treasury. This allowance will be equal to 25% of the monthly overseas service allowance. The duration of payment of the allowance will be determined by the Secretary in consultation with the Secretary to the Treasury.

1.1.2. Reimbursement of expenditure

(i) Representational Allowance

- (a) An officer of the Sri Lanka Foreign Service when serving abroad will receive a monthly allowance to meet the expenditure incurred for representational purposes.
- (b) When an officer of the Sri Lanka Foreign Service is acting as the Head of Mission for a continuous period exceeding three calendar months, he/she shall be entitled to claim the Representational Allowance in terms of regulations in force in the Ministry.

(ii) Education of Children

- (a) With the approval of the Secretary, payments can be made to settle the tuition fees, school fees and other fees in respect of a maximum of two children of an officer of the Sri Lanka Foreign Service up to the completion of the secondary education of the two children simultaneously at a time if so required.
- (b) This facility may be extended to the officers of the Sri Lanka Foreign Service serving at the Ministry subject to the regulations in force in the Ministry.

(iii) Medical treatment

In terms of Section 2.2 and the regulations of the Ministry, medical expenses of an officer of the Sri Lanka Foreign Service together with those of his/her family are payable when he/she is serving in a Mission.

(iv) Outfit and special outfit allowances

Outfit allowances and special outfit allowances are payable to an officer in the Sri Lanka Foreign Service according to his/her Grade when serving in a Mission/Post abroad. In terms of the regulations in force in the Ministry, an officer posted to a Mission/Post abroad in a temperate climate will receive a special outfit allowance in addition to the normal outfit allowance.

(v) Heating and Cooling of Residence

Allowances for heating and cooling of residences are payable to officers of the Sri Lanka Foreign Service in accordance with the regulations of the Ministry.

1.2 The quantum of the above allowances and the manner of their disbursement will be determined by the Secretary in consultation with the Treasury and the Ministry of Public Administration.

1.3 In each change of station, the costs incurred in respect of packing, insurance and transport of an officer's personal belongings and his/her motor vehicles, will also be borne by the Government in accordance with the regulations of the Ministry.

1.4 While serving in a Mission/Post abroad, furnished accommodation for an officer in the Sri Lanka Foreign Service will be provided by the Government at its cost.

2. Leave and Passages

2.1 In accordance with the Ministry regulations and 2.2, the cost of air passages for the officer and members of his/her family to go to the Mission/Post abroad and to return to Sri Lanka will be met by the Government.

2.2 For the purpose of air passages and medical allowances the members of the officer's family include

- (i) The spouse of the officer
- (ii) In case of an unmarried, divorced or widowed officer a member of the officer's own family, subject to the prior approval of the Secretary

- (iii) Officer's unmarried children under 21 years of age who are dependents of the officer and physically or mentally retarded children irrespective of the age limit if they are dependents of the officer.
- (iv) A maximum of two domestic servants in case of officers serving as Heads of Missions or Ambassadors/ High Commissioners and one domestic servant in respect of other officers subject to the approval of the Ministry.

2.3 Leave

Grant of leave to the officers of the Sri Lanka Foreign Service will be governed by the provisions of the Establishments Code and the Ministry regulations.

2.4 Home leave passages

Home leave passages will be available for an officer of the Sri Lanka Foreign Service serving in a Mission/ Post abroad and his/her family, if the officer is transferred directly from that Mission/Post to another Mission/ Post after serving in the first Mission/Post for at least two years.

The duration of the leave shall not exceed 21 days and will be set off against the officer's leave entitlement.

2.5 Children's Educational Air Passages

In accordance with the Ministry Regulations and 1.1.2 (ii), the above educational Air Passages will be granted to children of officers of the Sri Lanka Foreign Service up to a maximum of two children who study in Sri Lanka or abroad.

2.6 Emergency Air Passages

Emergency air passages will be granted to officers of the Sri Lanka Foreign Service in terms of the Ministry Regulations subject to the following provisions.

- (a) An Officer of the Sri Lanka Foreign Service serving in a Mission/Post abroad or on duty leave abroad and/or the officer's spouse or a child shall be entitled to a maximum of four emergency air passages during his/her career to visit Sri Lanka to attend to a domestic emergency such as serious illness or death of a family member. Covering approval of the Ministry should be obtained by the officer.
- (b) For this purpose, the spouse and the children of the officer concerned, parents and siblings of the officer and those of the spouse, are regarded as members of the family.
- (c) When an officer of the Sri Lanka Foreign Service serving in a Mission/Post dies, the Ministry shall provide at its cost, return air passage to Sri Lanka for the officer's family (excluding the domestic aide/s) living abroad, to attend to the last rites and also one way air passage for the officer's family (including the domestic aide/s) to facilitate their ultimate return to Sri Lanka.
- (d) When a member of the family of an officer of the Sri Lanka Foreign Service (excluding the domestic aide/s) dies while the officer is serving in a Mission/Post abroad, the Ministry shall provide at its cost, return air passage to Sri Lanka for the officer and the members of the family (excluding the domestic aide/s) to attend to the last rites.
- (e) When an officer of the Sri Lanka Foreign Service or a member of the family dies while the officer is serving in a Mission/Post abroad, the Ministry shall provide at its cost, facilities for the transport of the remains/ashes to Sri Lanka.

3. Discipline and Control

- 3.1 In all matters relating to the discipline, control or conduct of members of the SLFS, provisions of the Procedural Rules of the Public Service Regulations, the Establishments Code, the Financial Regulations and the Ministry Regulations shall apply.
- 3.2. The Secretary may, from time to time issue directions with regard to the conduct of members of the SLFS in any matter for which the provisions have not been made in the Procedural Rules of Public Service Commission, the Establishments Code and the Ministry Regulations.

- 3.3 No member of the SLFS may at any time engage in any activity which would bring the Sri Lanka Foreign Service into disrepute.
- 3.4 Members of the SLFS should not misuse their official position or information acquired in the course of their official duties to further their personal interests. They should not receive benefits of any kind from a third party, which may compromise their personal judgment or integrity.
- 3.5 Members of the SLFS should endeavour to ensure the proper, effective and efficient use of public money.
- 3.6 All appointments are subject to the provisions of the Procedural Rules of the Public Service Commission published in the Extra Ordinary *Gazette* No. 1589/30 dated 20th February, 2009 and the Establishments Code.

4. **Marriage**

A SLFS officer who intends to marry a non-national or a Sri Lankan who holds dual citizenship must obtain the prior permission of the Secretary.

5. **Foreign Decorations**

A SLFS officer or any member of his/her family should not, without the permission of the Secretary, accept or wear foreign medals or decorations.

6. **Official Secrets and the Custody of Official Documents**

6.1 Official Secrets

- 6.1.1. It is the duty of every SLFS officer to be acquainted with the provisions of the laws, at any time in force in Sri Lanka, relating to official secrets.
- 6.1.2. Any offence under the law, when committed by a member of the SLFS, will be treated as a departmental offence for which the member may be subjected to punishment, irrespective of whether the officer is prosecuted criminally for the offence or not.

6.2. Custody of Official Documents

- 6.2.1 Negligence by a member of the SLFS in the custody, disposal or handling of official documents or in communicating confidential or secret information is a departmental offence.
- 6.2.2. The determination of the confidentiality (or secrecy) of any particular information or a document will be decided by the originating source.
- 6.2.3. The Head of Mission/Post shall on the outbreak of war or other emergency, destroy official documents which are in his/her possession or custody, in accordance with the instructions in force for such an eventuality. Except in cases of grave emergency, originals or copies of documents should not be destroyed without the authority of the Secretary, unless such documents cease to have any particular value or interest. Departmental orders will be issued from time to time regarding the destruction of documents.
- 6.2.4 Even after retirement, members of the SLFS remain subject to the law relating to Official Secrets as regards all classified information and documents which were available to them while in service.

7. **Performance Appraisal Report and Payment of Salary increments**

- 7.1. Performance Appraisal Reports shall be furnished annually to the Ministry of Foreign Affairs in respect of all officers of the Sri Lanka Foreign Service serving in Missions abroad by the Heads of Mission. These reports should be forwarded to reach the Ministry not later than 31st January of the succeeding year, in respect of which the reports are made.

7.2 The reports on officers of the Sri Lanka Foreign Service shall be prepared by

- (a) Heads of the Mission/Post, in the case of officers serving in Missions/Posts Abroad.
- (b) The Secretary, in the case of officers of the SLFS serving in Sri Lanka.

7.3 Performance Appraisal Reports should be prepared in the formats approved by the Government.

7.4 Annual salary increments to officers of the Sri Lanka Foreign Service shall be paid on the specific authority of the Secretary. When the officer is serving in a Mission/Post abroad, the annual salary increment shall be paid on the authority of the Secretary, subject to the recommendation of the Head of Mission/Post concerned. Payment of salary increments will be based on the Officer's performance appraisal. When the annual salary increment is due before 31st December, payment of annual increment may be based on the officer's Performance Appraisal Report made in respect of the preceding year.

8. Matters for which provisions have not been made

- (i) All officers should obtain proficiency and skills required as decided by the Government from time to time, in addition to the requirements stipulated in this Minute.
- (ii) Decisions with regard to the provisions other than those specified in this Minute will be taken by the Public Service Commission.

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