

Amendments to be made in the Scheme of Recruitment of the Co-operative Development Officers

Matters in the existing Scheme of Recruitment	Matters to be added to the Scheme of Recruitment	Reason
<p>9.2 Open Recruitment 9.2.1 Recruitment grade : Grade III 9.2.2 Qualification : 9.2.2.1 Educational Qualification 9.2.2.2. Vocational/Professional Qualifications: The Candidate should have passed the Diploma in Higher Accountancy/Auditing/Management conducted by the National Institute of Co-operative Development, Polgolla / High Level Course on Co-operative Development conducted by the Provincial Co-operative Training Institute, Northern Province.</p> <p style="text-align: center;">or</p> <p>The Candidate should have passed the final stage of Association of Accounting Technician of Srilanka. (AAT) or equivalent qualification.</p> <p style="text-align: center;">or</p> <p>The Candidate should have obtained Diploma in Accountancy or Management from a recognized university.</p>	<p>9.2 Open Recruitment 9.2.1 Recruitment grade : Grade III 9.2.2 Qualification : 9.2.2.1 Educational Qualification 9.2.2.2. Vocational/Professional Qualifications: The Candidate should have passed the Diploma in Higher Accountancy/Auditing/Management conducted by the National Institute of Co-operative Development, Polgolla / High Level Course on Co-operative Development conducted by the Provincial Co-operative Training Institute, Northern Province.</p> <p style="text-align: center;">or</p> <p>Applicant shall have passed the final stage of the Association of the Accounting Technicians (AAT).</p> <p style="text-align: center;">or</p> <p>Should have obtained Diploma in Accountancy or Management from a recognized university or any local educational institutions or locally established foreign educational institutions or foreign educational institutions approved by the University Grants Commission. or</p> <p>Passed intermediate examination in Chartered Accountancy examination of Institute of Chartered Accountants in Srilanka.</p> <p style="text-align: center;">or</p> <p>Certificate for 4 years higher diploma course in Accountancy from the Advanced Technical Institute</p> <p style="text-align: center;">or</p> <p>Certificate for 3 years diploma course in Business Administration from the Advanced Technical Institute.</p>	<p>Due to difficulty in confirming equivalent qualifications, it is excluded.</p> <p>Some more educational qualification are added to substitute for this qualification</p>

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	<p>9.2.4.1</p> <p>B.1. Vacancies existing in the province shall be filled on the basis of the highest marks obtained at the open competitive examination at the provincial level.</p>	<p>To fill vacancies at the provincial level</p>

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<p>9.2.6.Others Note: Co-operative Development Officer should complete full time course on “Co-operative Development” not less than a period of one year and not less than 500 hours. This course consist at least 3 months practical exercises and conducted by the National Institute of Co-operative Development or Provincial Co-operative Training Institute, Northern Province.</p> <p>At the end of the course, institutional Examination will be held which consists of 12 question papers. To pass the Examination 40% marks should be obtained in each subject, services of Co-operative Development Officers will be terminated to who are unable to pass the examination.</p>				<p>9.2.6.Others Note: Co-operative Development Officers shall complete full - time course for a duration of not less than one year and 500 hours on Co-operative Development during the probation period of 3years.This course shall contain a three months practical training and it should be conducted by the Provincial Co-operative Training Institute of the Northern Province or the National Institute of Co-operative Development.</p> <p>At the end of the course, an examination containing 13 question papers at the department level shall be conducted. 40 % of the marks shall be obtained to pass the examination at the first instance. Only one more chance shall be given to re-sit the failed subject/s and those who have not passed this examination will be terminated.</p>				<p>Stipulated period to complete the course has been fixed to complete the course of study on Co-operative Development during the probationary period of 03 years and officers who do not pass all examinations at first instance are given another chance.</p>
S.N	Subject	Highest Mark	Minimum Marks	No.	Subject	Highest Mark	Minimum Marks	<p>Since the importance of English language for office use, it is inserted as the separate subject from No.12 : Sinhala /Tamil and English</p>
1	Co-operative Philosophy and historical background	100 marks per subject	40 marks obtained per subject	1	Co-operative Philosophy and historical background	100 marks per subject	40 marks obtained per subject	
2	Accounts -1			2	Accounts -1			
3	Socio Economic Development			3	Socio Economic Development			
4	Community based economic development and co-operatives(with a practical test)			4	Community based economic development and co-operatives(with a practical test)			
5	Organization and leadership			5	Organization and leadership			
6	Auditing and Co-operative Auditing -1			6	Auditing and Cooperative Auditing -1			
7	Co-operative Act and General Law			7	Co-operative Act and General Law			
8	Entrepreneurship Management			8	Entrepreneurship Management			
9	Practical Accountancy related to the co-operatives			9	Practical Accountancy related to the co-operatives			
10	Information Technology - I			10	Information Technology - I			
11	Establishments Code and Financial Regulation			11	Establishments Code and Financial Regulation			
12	Sinhala/Tamil /English			12	Sinhala/Tamil language for field work			
								13
				<p>If necessity arises to change the syllabuses of above subjects time to time, it shall be changed with the appropriate approval from the Provincial Public Service Commission, Northern Province.</p>				<p>It is added as the perspectives of contemporary co-operatives will determine this</p>

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<p>12. Grade Promotions. 12.1 Promotion from Grade III to Grade II 12.1.1 As per General Performance: 12.1.1.1 Qualifications to be fulfilled:</p> <p>i. Should have been confirmed in the post</p> <p>ii. Should have completed at least ten (10) years of satisfactory service.</p> <p>iii. Should have completed five (05) years of active and satisfactory service immediately before the date of promotion.</p> <p>iv. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved performance appraisal.</p> <p>v. Should have passed the prescribed efficiency Bar Examination on the due date.</p> <p>vi. Should have gained the prescribed level of proficiency in other official language.</p>	<p>12. Promotions to Grade 12.1 Promotion from Grade III from Grade II 12.1.1 According to general performance : 12.1.1.1 Qualifications to be fulfilled :</p> <p>i. Shall have been confirmed in the post</p> <p>ii. Shall have completed at least 10 years of active and satisfactory service in Grade III of the service and earned ten (10) year increments.</p> <p>iii. Shall have performed 10 years of satisfactory or high level performance immediately preceding the date of promotion in accordance with the approved performance appraisal procedure.</p> <p>iv. Shall have completed five years of satisfactory service immediately preceding the date of promotion.</p> <p>v. Shall have passed the relevant Efficiency Bar Examination as at the prescribed date.</p> <p>vi. Shall have acquired required proficiency level in other official language within the stipulated period.</p>	<p>Changes have been made in accordance with words used in the Service Minutes of the services of the Northern Provincial Council.</p>

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<p>12.2. Promotion from Grade II to Grande I 12.2.1 As per General Performance: 12.2.2.1 Qualifications to be fulfilled:</p> <p>i. Should have completed at least ten (10) years satisfactory service .</p> <p>ii. Should have completed five (05) years of active and satisfactory service immediately before the date of promotion.</p> <p>iii. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved performance appraisal.</p> <p>iv. Should have passed the prescribed efficiency bar examination on the due date.</p>	<p>12.2. Promotion from Grade II to Grade I 12.2.1 According to general performance 12.2.2.1 Qualifications to be fulfilled</p> <p>i. Shall have completed at least 10 years of active and satisfactory service in grade II and earned ten(10) year increments .</p> <p>ii. Shall have performed 10 years of satisfactory or high level performance immediately preceding the date of promotion in accordance with the approved performance appraisal procedure.</p> <p>iii. Shall have completed five years of satisfactory service immediately preceding the date of promotion.</p> <p>iv. Shall have passed the relevant Efficiency Bar Examination as at the relevant date .</p>	<p>Changes have been made in accordance with words used in the Service Minutes of the services of the Northern Provincial Council.</p>

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16.1 ----	<p>1. <u>Grade II Efficiency Bar Examination</u></p> <p>Officers who have passed the 2nd Efficiency Bar Examination (The final examination of the 2nd Training of Co-operative Development Officers) in accordance with the previous scheme of recruitment in place are considered ‘passed’ in the 2nd Efficiency Bar Examination of the new scheme of recruitment.</p> <p>2. <u>Grade I Efficiency Bar Examination</u></p> <p>a) Officers who have been promoted to Grade I on completion of 05 years of active and satisfactory service and therefore earning of 05 increments well before implementation of the promotion scheme under the new scheme of recruitment. (i.e. before 31.12.2018) shall be exempted from the requirement of passing the Grade I Efficiency Bar Examination mentioned in the new scheme of recruitment.</p> <p>b) Officers who have been promoted to Grade I before implementation of the promotion scheme under the new scheme of recruitment comes into effect (i.e.before 31.12.2018) but have not completed 05 years of active and satisfactory service and therefore, not earned 05 increments shall be given 03 years of concessionary period to pass the Grade I Efficiency Bar Examination mentioned in the new scheme of recruitment since the date of approval given to the new scheme of recruitment by the Honourable Governor.</p>	<p>It is due to be fair with the officers who have been absorbed/promoted to the grade II under the previous scheme of recruitment and have passed in the 2nd Efficiency Bar Examination by not requiring them to sit for the 2nd Efficiency Bar Examination again.</p> <p>It gives relief to the officers who have been promoted to Grade I on completion of 05 years of active and satisfactory service, and therefore, earning of 05 increments under the previous scheme of recruitment.</p> <p>It gives a chance to officers who have been promoted to Grade I but have not completed 05 years of active and satisfactory service to pass in the Grade I Efficiency Bar Examination under new scheme of recruitment.</p>

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Annexure – 03

01. Name of the Examination : Second Efficiency Bar Examination

04. Syllabus for the Examination –

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<p>Name of the Question Paper -Knowledge on matters relating to Co-operative Development</p> <ul style="list-style-type: none"> • New Co-operative trends and organizational patterns • Accountancy II • Financial Management • Human Resource Management • Cost Management and Accountancy • Auditing and Co-operative Auditing • Strategic Management, Project Planning and Management • Marketing and Taxes • Risk and Disaster Management • Information Technology II • Empowerment of the Community • Co-operative File II 	<p>Name of the Question Paper - Knowledge on matters relating to Co-operative Development</p> <ul style="list-style-type: none"> • New Co-operative trends and organizational patterns • Accountancy II • Financial Management • Human Resource Management • Cost Management and Accountancy • Auditing and Co-operative Auditing II • Strategic Management, Project Planning and Management • Marketing and Taxes • Risk and Disaster Management • Information Technology II • Empowerment of the Community • Co-operative Arbitration /Court Case Files 	<p>1st Training of Co-operative Development officers has a subject called as Auditing and Co-operative Auditing I. Therefore it is appropriate to call it as a Auditing and Co-operative Auditing II</p> <p>The subject of Co-operative file II is to be changed as Co-operative Arbitration/ Court Case Files in order to enrich with cases.</p>

Prepared by
Sgd. Mrs.T.Vathshalathevi

Checked by
Sgd. Mrs.A.Rajavarathan

Staff Officer in charge of the Subject

Secretary
Women's Affairs and Co-operatives
Northern Province

I recommend that this proposed amendment of Scheme of Recruitment for the post of Co-operative Development Officers in the Department of Co-operative Development be approved.

Sgd. P.Vageshan
Commissioner,
Department of Co-operative Development,
Northern Province
22.12.2020

**Secretary,
Provincial Public Service Commission,
Northern Province.**

I recommend that this proposed amendment of scheme of Recruitment for the post of Co-operative Development Officers in the Department of Co-operative Development be approved.

**Sgd. Rubini Varathalingam
Secretary
Women's Affairs and Co-operatives
Northern Province
Date: 24.12.2020**

**Hon. Governor,
Northern Province.**

Provincial Public Service Commission has recommended this amendment scheme of Recruitment for the Co-operative Development Officers in the Department of Co-operative Development, and Submitted for your Hon's approval please.

**Sgd. S.Thiruvakaran
Secretary,
Provincial Public Service Commission,
Northern Province.
Date: 19.01.2021**

Approved

**Sgd. P.S.M.Charles
Hon. Governor,
Northern Province.
26.01.2021**

