

THE SCHEME OF RECRUITMENT FOR THE POST OF ASSISTANT COMMISSIONER OF CO-OPERATIVE DEVELOPMENT UNDER THE EXECUTIVE CATEGORY OF SERVICE UNDER SL-01-2006 SALARY CODE IN THE DEPARTMENT OF CO-OPERATIVE DEVELOPMENT, NORTHERN PROVINCE.

01. Related institutions.

- 2.1. Department Ref.No: NP/15/A2/SOR Date:
- 2.2. Ministry Ref.No: NP/06/01/05/001 Date:
- 2.3. Approval by the Director General
Of the Management Service Ref.No: DMS/D/Gen/11-2 Date: 2012.12.19
- 2.4. Recommendation of the National
Pay Commission Ref.No: NPC/10/P/GE/SR/6 Date: 2016.01.27
- 2.5. Approval by the Province Public
Service Commission Ref.No:NP/07/MN/Co-op/01 Date:
- 2.6. Recommendation of the Chief
Secretary Ref.No: Date:
- 2.7. Approved by the Hon. Governor
Ref.No: Date:

02. Effective Date:

This Scheme of Recruitment shall come into force with effect from 01.01.2013 without prejudice to any action or purported to be taken in terms of the Scheme of Recruitment approved by Hon. Governor of North Province on 06.05.2009 and subsequent amendments made thereto from time to time.

03. Appointing Authority :

Authority to whom the powers have been delegated by the Hon. Governor of Northern Province as per the Governor's memorandum – 2013/01 dated 2013/08/07 and subsequent amendments thereto.

04. Particulars on the Category of Service:

4.1. Category of Service: Assistant Commissioner of Co-operative Development Officers' Service under the Executive Category of Service.

4.2. Grade: Not Applicable

4.3. General definition including the role of this post:

This Category of officers would perform functions assigned by the Commissioner of Co-operative Development / Registrar of Co-operative Societies under the powers of Co-operative Societies Act, Co-operative Employees Commission Act, Co-operative Rules and Regulations, Extra- ordinary Gazette Notifications and other relevant acts.

05. Nature of the Posts: Permanent and Pensionable

06. Salary

6.1. Salary Code: SL – 01- 2006

6.2. Salary Scale: Rs. 22,935 – 10 X645 – 8 X790 – 17 X 1,050 – 53,655/=

6.3. Initial salary step pertaining to Grade System:

Class / Grade	Initial Salary Step	Initial Salary Point (Rs.)
Department Service – (Assistant Commissioner of Co-operative Development)	01	22,935/-

07. Posts falling under the category of service.

7.1. Name of Approved post and Number of the Cadre and duties assigned as approved by the Department of Management Service.

Approved titles of Posts	Grade for which the Post is approved	Service Category	Duties
Assistant Commissioner of Co-operative Development	6	Department Service (SL – 01- 2006)	i. Development work of the Co-operative Societies. ii. Monitoring of the Audit Activities. iii. Legal Activities According to Co-operative act and Rules. iv. Implementing Government Policies time to time. v. Sending necessary reports to the commissioner. vi. Any other duties ordered by Head of the Department.

08. Method of Recruitment

Stream	Percentage
Seniority and Merit	100%

8.1. Recruitment on Seniority and Merit

8.1.1. Qualifications to be satisfied:-

- i. Should have completed an active and satisfactory service of Three (03) years as District Co-operative Development officer and earned due Three (03) salary increments.
- ii. Shall have proved a performance at satisfactory level or above level during the period of Three (03) years immediately preceding the date of promotion as per the approved performance appraisal procedure.

8.1.2. Method of Recruitment:-

Promoted through an approved structured interview (Given in annexure - 01) as Assistant Commissioner of Co-operative Development on the basis of merit and in accordance with the vacancies within the approved cadre. Interview will be conducted by Provincial Public Service Commission, Northern Province.

(Application form of structured interview for promotion to ACCD – Annexure – 03)

8.2. Age: - Not applicable

09. Efficiency Bar Examination for Assistant Commissioner of Co-operative Development

Assistant Commissioner of Co-operative Development should have passed written examination before reaching the 3rd Salary step of SL – 1- 2006 – A (annexure – 2)

9.1. Frequency at which the E.B Examination Occur: Annexure – 2

9.2. Authorities conducting the E.B Examinations: Annexure – 2

10. Matters not provided

Any matter which is not provided for in this Scheme of Recruitment will be determined by Hon. Governor of Northern Province.

Prepared by
Sgd. R.Priyatharshini

Checked by
Sgd.Mrs. J.Balashanmuganathan
(Staff Officer in charge of the Subject)

Recommended and forwarded
Sgd.Mrs.M.Vasanthakumar,
Commissioner,
Department of Co-operative Development,
Northern Province.

Reference No: NP/06/01/05/001

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

Sgd. Mr.M.Patrick Diranjan
Secretary,
Ministry of Agriculture,
Northern Province.

Date:25.05.2016

**Hon. Governor,
Northern Province.**

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

**Sgd. Mrs.R.Varathalingam
Secretary,
Provincial Public Service Commission,
Northern Province.**

Date: 29.06.2016

Approved

**Sgd. Mr. Reginald Coorey
Hon. Governor,
Northern Province.**

Date: 07.07.2016

Annexure: 01

FORMAT ON STRUCTURED INTERVIEW

01. Matter in relation to holding the interview: Promotion exam of Assistant Commissioner of Co-operative Development

02. Areas for which marks to be assigned:

1. Seniority		
1.1	Period of service in the District Officer of Co-operative Development Service @ 7 ½ marks for the period of maximum of 10 years and part thereof	75 Marks
2. Performance		
2.1	Functioned as acting District Officer / Acting Assistant Commissioner Co-operative Development @ 1 mark per year	5 Marks
2.2	Any commendation received when working in the difficult area @ 1mark maximum of 5	5 Marks
2.3	Functioned as disciplinary Inquiry Officer /Inquiry Officer relating to misappropriation / misuse or abuse of powers	5 Marks
3. Special Qualification		
3.1	Higher Academic qualification in the field equivalent to a degree	5 Marks
3.2	Diploma Certificate related to the field @ 1mark for maximum of 3 certificates	3 Marks
3.3	Proficiency in Language other than the mother tongue Sinhala / Tamil @ 1 mark (Write and speak)	2 Marks
Total		100 Marks

Prepared by: **Sgd.R.Priyatharshini**
(Junior Staff Officer in charge of the Subject)
Name : **R.Priyatharshini**
Designation : Management Asst.
Date : 19.05.2016

Checked by : **Sgd. J.Balashanmuganathan**
(Senior Staff Officer in Charge of the Subject)
Name : **J.Balashanmuganathan**
Designation : Management Asst
Date : 19.05.2016

Sgd. M.Vasanthakumar
(Head of Department)
Name : M.Vasanthakumar
Designation : Commissioner of Co-operative Development &
Registrar of Co-operative Societies
Northern Province
Date : 19.05.2016

Annexure – 02

FORMAT ON EXAMINATIONS

01. Title of the Examination: Efficiency Bar Examination of Assistant Commissioner of Co-operative Development

02. Particulars on the Examination:

Question Paper	Duration	Method of Examination	Total Marks	Passable Marks
Management & Leadership quality	2 Hours	Written	100	40
Administrative Regulations & Financial Regulations	2 Hours	Written	100	40

03. Holding authority of the Examination: Secretary, Provincial Public Service Commission Northern Province.

04. How often does the examination occur: Twice a year

05. Syllabus for the Examination:

Title of the Question Paper	Syllabus
Management & Leadership quality	i. Planning ii. Decision Making iii. Group Dynamics iv. Leadership & Motivation v. New Public Management vi. Participatory Management vii. Effective Performance Appraisals viii. Public Financial Management
Administrative Regulations & Financial Regulations	Question will be prepared from all the chapters of Establishment Code Part I &II and Financial Regulations.

Prepared by: Sgd. **R.Priyatharshini**
(Junior Staff Officer in charge of the Subject)
Name: **R.Priyatharshini**
Designation: Management Asst.
Date: 19.05.2016

Checked by: Sgd. **J.Balashanmuganathan**
(Senior Staff Officer in Charge of the Subject)
Name: **J.Balashanmuganathan**
Designation: Management Asst.
Date: 19.05.2016

Sgd. M.Vasanthakumar
(Head of Department)
Name : M.Vasanthakumar
Designation : Commissioner of Co-operative Development &
Registrar of Co-operative Societies
Northern Province
Date : 19.05.2016

Model Application Form

(For Official use only)

Interview for Co-operative Development Officers Class I/ District Co-operative Development Officers for providing Promotion for the Post of Assistant Commissioner of Co-operative Development - 20.....

01.

1.1. Name with Initials:

(English Block Letters) E.g.: SELVAM A.B

1.2. Full Name (English Block Letters):

1.3. Full Name (Tamil/Sinhala):

1.4. National Identity Card Number:

--	--	--	--	--	--	--	--	--	--

02.

2.1. Official Address (English Block Letters):

2.2. Permanent Address (English Block Letters):

2.3 Permanent Address (Tamil / Sinhala):

03. Date of Birth: Year

--	--	--	--

 Month

--	--

 Date

--	--

04. Telephone Number :

--	--	--	--	--	--	--	--	--	--

05. Sex (Female – 1 / Male – 0)

--

(Write the appropriate number into the box)

06. Marital Status (Married – 1 / Single – 2)

--

07. Date of appointment for the post of Co-operative Development Officer
Year

--	--	--	--

 Month

--	--

 Date

--	--

08. Date of Service Conformation in Co-operative Development Officer
Year

--	--	--	--

 Month

--	--

 Date

--	--

09. Date of promoted to Co-operative Development Officer Class II
Year

--	--	--	--

 Month

--	--

 Date

--	--

10. Date of promoted to Co-operative Development Officer Class I
Year

--	--	--	--

 Month

--	--

 Date

--	--

11. Date of Completed 5 years service period in Cooperative Development Officer Class I
Year

--	--	--	--

 Month

--	--

 Date

--	--

12. If District Co-operative Development Officer, date of appointed to the post of District Co-operative Development Officer

Year Month Date

13. If District Co-operative Development Officer, date of complete the three years service in the post of District Co-operative Development Officer

Year Month Date

14. Declaration of the applicant

I do hereby certify that the particulars furnished by me in this application are true and correct. I also wish to undertake that if the particulars given herein are found to be false or incorrect before being promoted I am liable to be disqualified and if so found after promotion that my promotion is liable to be revoked. I request that I be promoted to Assistant Commissioner of the Provincial Co-operative Development Officer Service from

.....
Date

.....
Signature of Applicant

15. Certification of head of the Department

I, certify that Mr./Mrs./Miss serving in the post of in theoffice of this ministry/Department signed the above declaration in my presence at on thisday of The particulars mentioned by the officer in his/her application are true and correct according to his/her personal file.

.....
Signature of Head of the Department

Name :
Designation :
Date :