

**THE SCHEME OF RECRUITMENT FOR THE POST OF CO-OPERATIVE DEVELOPMENT OFFICER UNDER THE SUPERVISORY MANAGEMENT ASSISTANT NON TECHNICAL CATEGORY OF SERVICE (MN-3-2006A) IN THE DEPARTMENT OF CO-OPERATIVE DEVELOPMENT, NORTHERN PROVINCE.**

**01. 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.

**02. 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: .....

**03. Terms of Definition**

- 3.1. The term “**Scheme of Recruitment**” shall mean the Scheme of Recruitment of the Co-operative Development Officers’ Service in the Provincial Department of Co-operative Development, Northern Province.
- 3.2. The term “**Hon. Governor**” shall mean the Governor of Northern Provincial Council.
- 3.3. The term “**Commission**” shall mean the Provincial Public Service Commission of the Northern Province.
- 3.4. The term “**Appointing Authority**” shall mean authority to whom the powers have been delegated by the Hon. Governor of Northern Province.
- 3.5. The term “**Secretary**” shall mean the Provincial Secretary to the Provincial Ministry to which the subject of Co-operative Development is assigned in Northern Province.
- 3.6. The term “**Service**” shall mean the Co-operative Development Officers’ Service in the Department of Co-operative Development of Northern Province
- 3.7. The term “**Period of Satisfactory Service**” means the period during which a public officer has earned all the salary increments due to him/her by efficient and diligent discharge of his/her duties, by passing over the Efficiency bars due to him/her on the prescribed dates and by fulfilling the qualifications required for the confirmation and has not committed any punishable offence.

**3.8.**The term “**Period of Active Service**” means a period of service during which an officer has actually engaged himself/ herself in duties receiving salaries pertaining to his/her post. All period of no - pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.

**04. 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.

**05. Particulars on the Category of Service:**

**5.1. Category of Service:** Co-operative Development Officers’ Service under the Supervisory Management Assistant s – Non-Technical Category of Service.

**5.2. Grade:** Recruitment Grade – III, Promotional Grade – II and Promotional Grade – I.

**5.3. 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.

**5.4. Assignment of Duties:-**

Functions will not be on grade basis and the Head of the Department may assign any of the function attached to this category of service to an officer in any grade on the exigencies of the service based on the seniority and skill.

**06. Nature of the Posts:** Permanent and Pensionable

**07. Salary**

**7.1. Salary Code:** MN-3-2006A

**7.2. Salary Scale:** Rs.15, 005-4x180-6x240-11x320-20x360- Rs.27, 885/=

**7.3. Initial salary step pertaining to Grade System:**

<b>Grade</b>	<b>Initial Salary Step</b>	
Co-operative Development Officer III	1	15,005/-
Co-operative Development Officer II	12	17,485/-
Co-operative Development Officer I	23	21,045/-

## 08. Posts falling under the category of service.

### 8.1. 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	Approved Cadre	Duties
Co-operative Development Officer	Grade – III,II & I (MN-3-2006 - A)	200	i. Co-operative society Inspection ii. Monitoring of Co-operative Society Activities iii. Auditing & Development work iv. Any other Duties assigned by Head of the Department.

### 8.2.Consolidated number of officers:

Grade – III/II/I – 200 (For the purpose of grading promotion to Grade III, II & I will be considered as combined Cadre.)

## 09. Method of Recruitment

### 9.1. Percentages of Recruitment:

Stream	Percentage
Open	100%

### 9.2. Open Recruitment

**9.2.1. Grade of Recruitment:** Grade – III

**9.2.2. Qualifications:**

**9.2.2.1. Educational Qualifications:**

The Candidate should have passed the G.C.E (O/L) examination in six (06) subjects with credit passes in Tamil /Sinhala/English, Mathematics and two other subjects in one sitting.

And

The Candidate should have passed all the subjects at the G.C.E (A/L) examination in one sitting. (Except General Paper) including at least one subject among Economics, Agriculture, Combined Maths, Accountancy, Business Statistics and Business Studies (Pass in 03 subjects under the old syllabus in one sitting would suffice)

**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 Cooperative Development conducted by the Provincial Co-operative Training Institute, Northern Province.

Or

The Candidate should have passed the final stage of Association of Accounting Technician of Srilanka. (AAT) or equivalent qualification,

Or

The Candidate should have obtained Diploma in Accountancy or Management from a recognized university.

**9.2.2.3. Experience:** Not applicable

**9.2.2.4. Other Qualifications:**

- i. The candidate should be a citizen of Sri Lanka.
- ii. Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within the six years immediately prior to the last date of closing of applications. (Voters list should be submitted to prove the permanent residence.)  
Or  
Candidate or his/her parents should have born in the Northern Province and should have had at least five years of continuous permanent residence in the Northern Province. (Voters list should be submitted to prove the permanent residence.)
- iii. He/she should possess an excellent moral character and should be physically & mentally fit to serve in any part of the Northern Province.
- iv. Applicant should be able to fulfill all the way the qualification mentioned in 9.2.2 and 9.2.3 required for recruitment to the post on date of closing the applications.

**Note:** No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his/her choice as the most preferred, it shall remain irrevocable.

**9.2.3. Age:**

**9.2.3.1. Minimum Limit** - Not less than 18 years of age.

**9.2.3.2. Maximum Limit** – Not more than 30 years of age.

**9.2.4. Method of Recruitment:** The vacancies in the post shall be filled by taking into consideration the higher marks obtained in an open competitive examination and General Interview. (No marks will be given to the General Interview)

**9.2.4.1. Written Examination :** As per Annexure - 1

a. The examination will consist of two subjects as shown below :

Question Paper	Duration	Maximum Marks	Passable Marks
General Intelligence	1 Hour	100	40%
General Knowledge	1 Hour	100	40%

**9.2.4.1.1. Authority Conducting Examinations:** Provincial Public Service Commission of the Northern Province.

**9.2.4.2. General Interview Objectives to be achieved:** To check the eligibility and qualification of the candidates.

**9.2.4.2.1. Authority appointing the Board of General Interview:** Appointing Authority

### **9.2.5 Method of inviting applications :**

Applications will be called by press notification by the Provincial Public Service Commission, Northern Province. The vacancies will be filled in terms of National & Provincial Policy in force at the time of calling applications.

### **9.2.6. Other:**

#### **Terms and conditions of this service.**

- a. Co-operative Development Officers who fulfill the requirements will be promoted to Grade II and Grade I.
- b. The officer should contribute to the Widows' and Orphans' Pensions fund or to the Widowers' and Orphans' Pension fund as the case may be.
- c. The General conditions for appointment prescribed in the Establishment Code and in the relevant Gazette notification of the Democratic Socialist Republic of Sri Lanka are applicable.
- d. The officer shall be subject to Provisions of the Financial Regulations, Establishment Code, Provincial Financial Rules, Departmental rules and regulations and any other rules or regulations that may be issued from time to time by the Government, the Provincial Council, Hon. Governor and the Chief Secretary of Northern Province.
- e. The selected candidates will be placed on probationary period for 03 years.
- f. The officer will have to tender security if the head of the department directs to him/her to furnish security for the performance of his duties.
- g. An officer who has been placed on probation will be confirmed in his post at the end of the period of probation if his work conduct and attendance have been satisfactory and if he has passed in the EB examination.
- h. The other instructions regarding the recruitment contained in the Establishment Code chapter - II are applicable.
- i. The officers are transferable and are liable to serve in any part of the Northern Province.

#### **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 Cooperative Training Institute, Northern Province.

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.

**Course on Co-operative Development**

<b>No</b>	<b>Subjects</b>	<b>Maximum Marks</b>	<b>Minimum Marks</b>
01	Co-operative Philosophy & Historical Background	100 Marks for each Subject	40 Marks for each Subject
02	Accountancy - 1		
03	Social Economic Development		
04	Community base Economic Development and Co-operative (with Practical Exam)		
05	Organization & Leadership		
06	Auditing and Co-operative Audit - 1		
07	Co-operative Law and Common Law		
08	Entrepreneurship Management		
09	Practical Accountancy on Co-operative		
10	Information Technology - 1		
11	Establishments Code and financial Regulations		
12	Sinhala/ Tamil and English		

**10. Efficiency Bar Examinations:**

**10.1. Details of Efficiency Bar Examinations for Co-operative Development Officers.**

<b>Which of the Efficiency Bars</b>	<b>Before how many years the Efficiency Bar to be passed</b>	<b>Nature of the Efficiency Bars Written Examination/ Trade Test/ Certificate Course/ Other</b>
1 <sup>st</sup> Efficiency Bar	Before the lapse of 03 years from the date of appointment to Grade III	Written examination (As per annexure – 02)
2 <sup>nd</sup> Efficiency Bar	Before the lapse of 03 years from the date of Promotion to Grade -II	Written Examination (As per annexure – 03)
3 <sup>rd</sup> Efficiency Bar	Before the lapse of 05 years from the date of Promotion to Grade – I	Independent Thesis (As per annexure – 04)

**10.1.1. Authority conducting the E.B Examinations: As per annexure - 02, 03 and 04.**

**10.1.2. Frequency at which the E.B Examination Occur: as per annexure – 02, 03 and 04.**

## 11. Language Proficiency

Grade	Proficiency to be acquired
01. Official Language	Officers who were recruited in a language of medium other than an official language shall prescribe language proficiency in one of the official language during the probation period.
02. Other Official Language	Shall acquire relevant proficiency at required level as per the provisions in Public Administration Circular No 01/2014 and subsequent circulars.
03. Link Language (only if applicable)	Not applicable

## 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:

- i. Should have been confirmed in the post.
- ii. Should have completed at least ten (10) years of satisfactory service.
- iii. Should have completed five (05) years of active and satisfactory service immediately before the date of promotion.
- iv. Should have shown a satisfactory or higher level of performance during a period of 10 years immediately prior to the date of promotion as per the approved performance appraisal.
- v. Should have passed the prescribed efficiency bar examination on the due date.
- vi. Should have gained the prescribed level of proficiency in the other official language.

##### 12.1.1.2. Method of Promotion:

When a request has been made in the prescribed form to appointing authority by the officers who meet with necessary qualifications, the appointing authority will grant such officers the promotion to grade II with effect from the date become eligible for such promotions subsequent to the scrutiny of their qualifications.

### 12.2. Promotion from Grade II to Grade - I

#### 12.2.1. As per General Performance:-

##### 12.2.1.1. Qualifications to be fulfilled:-

- i. Should have completed at least ten (10) years of satisfactory service.
- ii. Should have completed five (05) years of active and satisfactory service immediately before the date of promotion.
- 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.
- iv. Should have passed the prescribed efficiency bar examination on the due date.

### **12.2.1.2. Method of Promotion:-**

When a request has been made in the prescribed form to appointing authority by the officers who meet with necessary qualifications, the appointing authority will grant such officers the promotion to grade- I with effect from the date become eligible for such promotions subsequent to the scrutiny of their qualifications.

Note:-

“Due Date” means the date on which the respective efficiency bar is due to be passed over . In grade promotions. officers who pass over their efficiency bars on or before the due date are entitled to have promotions as set out in the schemes of recruitment. The date of promotion of officers who do not pass over their efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

**13. Appointments to Posts:** Not Applicable

#### **14. Control**

This service is under the control of the Provincial Public Service Commission, Chief Secretary, Secretary to the corresponding Ministry, Commissioner of Co-operative Development and Registrar of Co-operative Societies and Appointing Authority.

#### **15. Transfer**

The officers, who have got an appointment, should serve in every part of the Northern Province. According to transfer policies, applications should be called and a transfer scheme shall be implemented by Head of the Department.

#### **16. Interim Period**

Before the implementation of this scheme of recruitment, regarding the promotion of officers who are in the grade – III, grade – II & grade – I, by using the scheme of recruitment which was applicable during the period of their appointment will be remaining constant until 31.12.2018.

#### **17. 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. 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:.....

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

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

**Date:23.08.2016**

**Hon. Governor,**  
**Northern Province.**

Provincial Public Service Commission has recommended this 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. Mrs.R.Varathalingam**  
**Secretary,**  
**Provincial Public Service Commission,**  
**Northern Province.**

**Date: 25.08.2016**

**Approved**

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

**Date: 02.09.2016**

**Annexure – 01**

**FORM RELATING TO EXAMINATIONS**

**01. Name of Examination:** Open Competitive Examination for Recruitment of  
Co-operative Development Officers.

**02. Details of Examination:**

<b>Question Paper</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Passable Marks</b>
General Intelligence	1 Hour	100	40%
General Knowledge	1 Hour	100	40%

**03. Authority conducting the Examination:** Secretary, Provincial Public Service  
Commission, Northern Province.

**04. Time of conducting the Examination:** As and when required.

**05. Syllabus for the Examination:**

<b>Name of the Question Paper</b>	<b>Syllabus</b>
General Intelligence	A question paper consisting of 50 multiple choice and short replies questions to test the logical reasoning analytical abilities and power of decision making.
General Knowledge	(a) Knowledge on National and international level relating to political, social, economic and cultural matters. (b) Knowledge on Co-operative Philosophy and Business consisting of 50 multiple choice and short replies questions.

**Prepared by: Sgd. R.Priyatharshini**  
(Junior Staff Officer in charge of the Subject)  
Name: Miss. R.Priyatharshini  
Designation: Management Assistant  
Date: 10.08.2016

**Checked by: Sgd. J.Balashanmuganathan**  
(Senior Staff Officer in Charge of the Subject)  
Name: Mrs. J.Balashanmuganathan  
Designation: Management Assistant  
Date: 10.08.2016

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

## Annexure – 02

### FORM RELATING TO EXAMINATIONS

**01. Name of Examination:** First Efficiency Bar Examination

**02. Details of Examination:**

Question Paper	Duration	Total Marks	Passable Marks
Office Systems	02 Hours	100	40%
Accounting Systems	02 Hours	100	40%
Co-operative Law and General Law	02 Hours	100	40%

**03. Authority conducting the Examination:** Secretary, Provincial Public Service Commission, Northern Province.

**04. Time of conducting the Examination:** Once a year

**05. Syllabus for the Examination**

Name of the Question Paper	Syllabus
Office Systems	Testing the basic knowledge on office systems prevailing in government offices and possibility of using this knowledge practically and testing the ability to submit observations and findings after studying the documents properly (Special attention is drawn to Public Service Commission Procedural Rules published in Extra-Ordinary Gazette No.30/1589 dated 20.02.2009 and Establishment Code Vol.I Chapters IV,XII,XIII, XIV,XV,XVI, XVII,XVIII,XXIII,XXIV,XXVII,XXVIII,XXX, XXXII and Vol. II – Chapters XLVII and XLVIII).
Accounting Systems	Designed to test the knowledge on basic accounts and financial control in government offices (Special attention drawn to Financial Regulations – Chapters III, IV, V and XIII).
Co-operative Law and General Law	A general knowledge expected about the Co-operative Law and the General Law connected to the Co-operative Law.

Prepared by: Sgd. R.Priyatharshini  
(Junior Staff Officer in charge of the Subject)  
Name : Miss. R.Priyatharshini  
Designation : Management Assistant  
Date : 10.08.2016

Checked by: Sgd. J.Balashanmuganathan  
(Senior Staff Officer in Charge of the Subject)  
Name: Mrs. J.Balashanmuganathan  
Designation: Management Assistant  
Date:10.08.2016

Sgd. M.Vasanthakumar  
(Head of Department)

Name : M.Vasanthakumar

Designation : Commissioner of Co-operative Development  
and Registrar of Co-operative Societies  
Northern Province

Date :

**Annexure – 03**

**FORMAT ON EXAMINATIONS**

**01. Name of the Examination:** Second Efficiency Bar Examination

**02. Details of Examination:**

<b>Question Paper</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Passable Marks</b>
Knowledge on matters relating to Co-operative Development.	-	100 Marks for each subject	Minimum 40 Marks for each subject

**03. Authority Conducting the Examination:** Secretary, provincial Public Service Commission, Northern Province.

**04. Time of conducting the Examination:** Once a year.

**05. Syllabus for the Examination:**

<b>Name of the Question Paper</b>	<b>Syllabus</b>
Knowledge on matters relating to Co-operative Development.	<ul style="list-style-type: none"><li>• New Co-operative trends and organizational patterns.</li><li>• Accountancy II</li><li>• Financial Management</li><li>• Human Resources Management</li><li>• Cost Management and Accountancy.</li><li>• Auditing and Co-operative Auditing.</li><li>• Strategic Management, Project Planning and Management.</li><li>• Marketing and Taxes</li><li>• Risk and Disaster Management</li><li>• Information Technology II</li><li>• Empowerment of the Community</li><li>• Co-operative File II</li></ul>

Prepared by: Sgd. R.Priyatharshini  
(Junior Staff Officer in charge of the Subject)  
Name : Miss. R.Priyatharshini  
Designation : Management Assistant  
Date : 10.08.2016

Checked by: Sgd. J.Balashanmuganathan  
(Senior Staff Officer in Charge of the Subject)  
Name: Mrs. J.Balashanmuganathan  
Designation: Management Assistant  
Date:10.08.2016

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

**Annexure – 04**

**FORMAT ON EXAMINATIONS**

**01. Name of the Examination:** Third Efficiency Bar Examination.

**02. Details of Examination:**

<b>Question Paper</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Passable Marks</b>
Independent Thesis	-	100 Marks	40Marks

**03. Authority Conducting the Examination:** Independent Thesis should be evaluated by Commissioner of Co-operative development / Registrar of Cooperative Societies, Provincial Co-operative Development Institute, Vavuniya / Director, National Institute of Co-operative Development, Polgolla. or Relevant Faculty of University of Srilanka.

**04. Time of conducting the Examination** : as and when necessary.

**05. Syllabus for the Examination :**

<b>Name of the Question Paper</b>	<b>Syllabus</b>
Independent Thesis	Co-operative theory, Co-operative history, candidate should submit an independent thesis on Co-operative functions and its new trends on a selected current topic. This thesis should be formulated utilizing the accepted research methods and should not be less than a minimum of 5000 words.

Prepared by: Sgd. R.Priyatharshini  
(Junior Staff Officer in charge of the Subject)  
Name : Miss. R.Priyatharshini  
Designation : Management Assistant  
Date : 10.08.2016

Checked by: Sgd. J.Balashanmuganathan  
(Senior Staff Officer in Charge of the Subject)  
Name: Mrs. J.Balashanmuganathan  
Designation: Management Assistant  
Date:10.08.2016

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

**Model Application Form**

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(For Official use only)

**Interview for Co-operative Development Officers Class II for providing Promotion for the Post of Co-operative Development Officer Class –I - 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: 

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**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 

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 Month 

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 Date 

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**04.** Telephone Number : 

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**05.** Sex (Female – 1 / Male – 0 ) 

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(Write the appropriate number into the box)

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

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

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 Year 

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 Month 

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 Date

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

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 Year 

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 Month 

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 Date

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

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 Year 

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 Month 

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 Date

**10.** Date of completed to ten years service in the post of Co-operative Development Officer Class II  

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 Year 

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 Month 

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 Date

**11. 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 Grade I of the Provincial Cooperative Development Officer Service from .....

Date

.....  
Signature of Applicant

**12. Certification of head of the Department**

I, certify that Mr./Mrs./Miss ..... serving in the post of ..... in the .....office of this ministry/Department signed the above declaration in my presence at ..... on this .....day 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 : .....

**Model Application Form**

(For Official use only)

**Interview for Co-operative Development Officers Class III for providing Promotion for the Post of Co-operative Development Officer Class –II - 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:

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**02.**

2.1. Official Address (English Block Letters): .....

.....  
.....

2.2. Permanent Address (English Block Letters): .....

.....  
.....

2.3 Permanent Address (Tamil / Sinhala): .....

.....

**13.** Date of Birth: Year

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Month

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Date

--	--

**14.** Telephone Number :

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

**15.** Sex (Female – 1 / Male – 0 )

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(Write the appropriate number into the box)

**16.** Marital Status (Married – 1 / Single – 2)

--

**17.** Date of appointment for the post of Cooperative Development Officer

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Year

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Month

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Date

**18.** Date of Service Conformation in Cooperative Development Officer

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Year

--	--

Month

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Date

**19.** Date of completed to ten years service in the post of Co-operative Development Officer Class III

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Year

--	--

Month

--	--

Date



**20. 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 Grade II of the Provincial Co-operative Development Officer Service from .....

Date

.....  
Signature of Applicant

**21. Certification of head of the Department**

I, certify that Mr./Mrs./Miss ..... serving in the post of ..... in the.....office of this ministry/Department signed the above declaration in my presence at ..... on this .....day 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 : .....

