

CATEGORY OF SERVICE (PL- 1 -2006A) FOR THE  
DEPARTMENT OF ANIMAL PRODUCTION & HEALTH NORTHERN PROVINCE

Effective Date :

This Service Minutes shall come into force with effect from the date of approval from Hon. Governor of Northern Province. Action is taken under this service minutes without prejudice to any action taken or purported to be taken in terms of the earlier four (4) Schemes of Recruitment in this regard to post of Care Taker, Vehicle Cleaner (Lorry Cleaner), Dispensary Labourer, and Department Labourer which were approved by Hon. Governor of Northern Province on 02.11.2010 and 19.08.2011 and subsequent amendments made thereto from time to time.

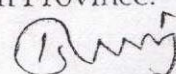
**1. Related institutions.**

- |  |               |            |
|--|---------------|------------|
| 1.1 Department : Department of Animal Production & Health      | Ref. No ..... | Date ..... |
| 1.2 Ministry : Relevant Ministry                               | Ref. No.....  | Date.....  |
| 1.3 Approval by the Director General of the Management Service | Ref. No.....  | Date.....  |
| 1.4 Recommendation of the Director Establishment               | Ref. No.....  | Date.....  |
| 1.5 Recommendation of the National Pay commission              | Ref. No.....  | Date.....  |
| 1.6 Recommendation by the Provincial Public Service Commission | Ref. No.....  | Date.....  |
| 1.7 Approval by the Hon. Governor, Northern Province.          | Ref. No.....  | Date.....  |

**2. Terms of Definition.**

- 2.1. The term "Minutes " shall mean the Service Minutes for Primary Level Un- Skilled Employee Category of Service (PL- 1 -2006A) for the Department of Animal Production & Health - Northern Province
- 2.2. The term "Hon. Governor" shall mean the Governor of Northern Province.
- 2.3. The term "Commission" shall mean the Provincial Public Service Commission of the Northern Province.
- 2.4. The term "Appointing Authority" shall mean authority to whom the powers have been Delegated by the Hon. Governor of Northern Province
- 2.5. The term 'Secretary' shall mean the Secretary to the Relevant Ministry to which the subject of Animal Production & Health is assigned in Northern Province.

G. Prathiban  
Administrative Officer





- 2.6. The term "Service" shall mean the Un-Skilled Employee Category of Service in the Provincial Department of Animal Production & Health in Northern Province.
- 2.7. The term "Period of Satisfactory Service" means a 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 on him/her on the prescribed dates and by fulfilling the qualifications required for his confirmation and has not committed any punishable offence.
- 2.8. The term "Period of Active Service" means a period of service during which an officer has actually engaged himself/herself in duties receiving the salaries pertaining to his/her post. All periods of no pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.
- 2.9 "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 Service Minutes. 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.

**3. Appointing Authority :**

Secretary to the relevant Ministry to whom the powers have been delegated by the Hon. Governor of Northern Province.

**4. Particulars on the category of Service :**

4.1 Category of Service : Primary Level Un-Skilled (PL-1-2006A)

4.2 Title of Posts :  
 1. Care Taker  
 2. Vehicle Cleaner (Lorry Cleaner)  
 3. Dispensary Labourer  
 4. Department Labourer

4.3 Grades :  
 Recruitment Grade - III  
 Promotion Grade - II  
 Promotion Grade - I  
 Promotion Grade - Special Grade.

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 Administrative Officer  
 Provincial Public Service Commission  
 Northern Province

**4.4 General definition on the role assigned:**

This category of service is considered as a multi tasked category of service assigned with basic duties performable without any specific semi- skilled or skilled capabilities among the general preliminary requirement of field operational duties which are supporting the need in execution and maintenance of the activities in the institutions under the relevant Ministry



#### 4.5 Assignment of Duties :

Functions will not be assigned on grade basis and the Appointing Authority or Head of the Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill.

5. Nature of the Posts : Permanent & Pensionable

#### 6. Salary :

6.1 This post shall comprise the Primary Level Un-Skilled Employee (PL-1-2006A) recruited /appointed to Grade -III, and appointed on promotion to Grade II, Grade I and Special Grade as Primary Level Un-Skilled Employee (PL-1-2006A) on the following monthly salary scale.

6.2 Salary Code: PL - 1

6.3 Salary Scale : Rs. 24,250 - 10 X 250 - 10 X 270 - 10 X 300 - 12 X 330 - Rs. 36,410/=

6.4 Initial salary step pertaining to grade system:


Grade	Initial Salary step	Initial Salary Point
Special Grade	32	Rs. 32,750/=
Grade I	22	Rs. 29,720/=
Grade II	12	Rs. 27,000/=
Grade III	01	Rs. 24,250/=

#### 7. Posts associated with the category of service.

7.1 Approved titles of posts and approved Cadre by Management Service Department.

Approved titles of Posts	Grade for which the post is approved	Approved cadre	Duties
Care Taker	Grade III, II, I & Special	6	Annexure - I
Vehicle Cleaner	Grade III, II, I & Special	3	Annexure - II
Dispensary Labourer	Grade III, II, I & Special	73	Annexure -III
Department Labourer	Grade III, II, I & Special	88	Annexure - IV

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Administrative Officer  
Provincial Public Service Commission  
Madurai





7.2 Combined number of Cadre :

For the purpose of grade promotions Grade III, II, I and Special Grade shall be treated as combined cadre.

8. Method of Recruitment :

8.1 Percentage of Recruitment

Stream	Percentage
Open	100 %

8.2 Recruitment under Open stream:

8.2.1 Grade at Recruitment : Grade - III

8.2.2 Qualification

8.2.2.1 Educational Qualification

Should have passed G.C.E (Ordinary Level) Examination in six subjects with at least two credits passes in not more than two sittings and out of which 5 subjects should be in one sitting.

8.2.2.2 Experience :

Experience in relevant field of Government or Government recognized organization will be considered as an additional qualification

8.2.2.3 Basic requirement for recruitments

(i) The candidate should be Citizen of Sri Lanka.

(ii) He/she should possess good moral character and should be physically fit.

(iii) Physical fitness:

Applicant should be physically and mentally fit to serve in any part of the Northern Province and to perform duties of the posts.

(iv) 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 application. (Voter's list should be submitted to prove the permanent residence.)

or

Applicant or his/her parents should have been born in the Northern Province and should have had at least five (05) years of continuous permanent residence in Northern Province. (Permanent residency should be proved by the voters list.)

(v) Candidate shall be allowed to compete for vacancies in the particular district of Northern Province where he/she resides permanently.

(vi) Applicant should not have been convicted in a court of Law and should be with good moral character.



8.24 Age:

8.2.4.1 Minimum limits : Not less than 18 years.

8.2.4.2 Maximum limit : Not more than 45 years

8.25 Other :

8.2.5.1 Only the male applicant can apply for the post of maintenance labourer

8.2.6 Method of Recruitment:

Recruitment will be made on the result of structured interview.

8.2.6.1 Written Examination : Not Applicable

8.2.6.2 Authority conducting Examination : Not Applicable

8.2.6.3 Professional Test : Not Applicable

8.2.6.4 Authority conducting Examination : Not Applicable

8.2.6.5 General Interview : Goals to be achieved

8.2.6.6 Authority for Appointing of the Board of General Interview:  
: Appointing Authority.

8.2.6.7 Structured Interview:

The marks schedule for the structured Interview is given below

Main Headings for which marks are awarded	Maximum Marks	Method of selection
Educational qualification	40	Selection will be made based on the merit order on District basis of the marks obtained at the structured interview.
Experience gained in the related field of service	25	
Test of knowledge and performance shown in interview	35	
Total	100	

8.2.6.7.1 Marks to be offered :

8.2.6.7.1.1 Educational Qualification:

(a) Marking System - GCE (O/L) -(New Syllabus)

Maximum Marks of 40 at the rate of 02 Marks for Ordinary (S) pass, 03 marks for Credit (C) pass, 04 marks for Very Good (B) pass and 05 marks for Distinction (A) pass

(b) Marking System - GCE (O/L) (Old Syllabus)

Maximum Marks of 40 at the rate of 02 Marks for Ordinary (S) pass, 03 marks for Credit (C) pass, and 05 marks for Distinction (D) pass

Note: No marks for basic qualification.

DECLARATION CORRECT

Prashant  
Executive Officer  
Service Commission  
Pune, India



8.2.6.7.1.2 Experience :

Maximum marks of 25 at the rate of 05 Marks for each year for the experience in the relevant field.

8.2.6.7.2 Minimum Marks for Qualified

Candidate should obtain at least 40 marks out of 100 qualified in structured interview

8.2.6.7.3 Authority for Appointing of the Board of Structured Interview:  
Secretary to the relevant Ministry.

8.2.7 Method of calling applications:

Applications will be called through Government Gazette or Public News Paper and Northern Provincial Council Website Notice.

## 9. Efficiency Bar Examination :

9.1.

Which of the Efficiency Bars	Before how many years the Efficiency Bars to be passed.	Nature of the Efficiency Bar Exam.
1 <sup>st</sup> Efficiency Bar	Before the expiry of 03 years from appointment to Grade III	Oral Test and Practical Test Annexure - V - (a)
2 <sup>nd</sup> Efficiency Bar	Before the expiry of 03 years from Promotion to Grade II	Oral Test Annexure - V - (b)
3 <sup>rd</sup> Efficiency Bar	Before the expiry of 05 years from Promotion to Grade I	Oral Test Annexure - V - (c)

9.2. Frequency at which the E.B. Examination : It shall be conducted twice a year.

9.3. Authority for conducting Efficiency Bar Examinations:

Above Efficiency Bar Examinations should be conducted by the Appointing Authority.

9.4. Failure to obtain a pass in the Efficiency Bar Examination within the due date will result in deferment of salary increment and promotion of the officer.

Note 1: The officers who are being promoted to Grade I of Provincial Primary Level Un - Skilled employee (PL-1) as at the date in which this minutes shall be effective, shall be exempted from 3<sup>rd</sup> Efficiency Bar Examination.

Note 2: The officers who are in class one after 01.01.2013 shall have six times from the date of approving this service minutes.

15/11/13



## 10. Language Proficiency:

Language	Proficiency to be acquired
01. Official Language	Employees who were recruited in a language of medium other than an official language shall acquire prescribed language proficiency in one of the language during the probation period.
02. Other Official Language	Shall acquire relevant proficiency at required level within 05 years from the date of joining to the service as per public Administration Circular No 01/2014 and any other circulars thereafter.

## 11. Grades Promotions:

### 11.1. Promotion from Grade III to Grade II.

#### 11.1.1. Qualifications to be fulfilled :

- i. Officer in Grade III should have been confirmed in the post.
- ii. Should have completed at least ten (10) years of active and satisfactory period of service in Grade III of the Category of Service and earned all the due ten (10) salary increments.
- iii. Officer in Grade III should have proved a performance at satisfactory level or above during the period of ten (10) years immediately prior to the date of promotion as per the approved of procedure of performance appraisal.
- iv. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- v. Should have been passed the 1<sup>st</sup> Efficiency bar Examination on the due date.
- vi. Should have been passed the official language proficiency in relevant level.

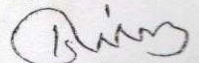
#### 11.1.2. Method of Promotion:-

When an officer who has satisfied the required qualifications makes a request for promotion to the appointing Authority by using the prescribed specimen form GP/G-II/I of application along with the recommendation of the Head of Department the promotion to Class II shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

### 11.2. Promotion to Grade II to Grade I :

#### 11.2.1. Qualifications to be fulfilled :

- i. Officer, who have completed nine (09) years of active and satisfactory period service in Grade II of the category of service and earned all the due nine (09) salary increments





- ii. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iii. Officer in Grade II should have proved performance at satisfactory level or above during the period of nine (9) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the 2nd Efficiency Bar examination on due date.

#### 11.2.2. Method of Promotion :

When an officer who has satisfied the required qualifications makes a request for promotion to the appointing Authority by using the prescribed specimen form GP/G-II/I of application along with the recommendation of the Head of Department the promotion to Grade I shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

#### 11.3. Promotion from Grade I to Special Grade:

##### 11.3.1. Qualification to be fulfilled:

- i. Officer, who have completed nine (09) years of active and satisfactory period service in Grade I of the category of service and earned all the due nine (09) salary increments.
- ii. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iii. Officer in Grade I should have proved a performance at satisfactory level or above during the period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the 3rd Efficiency Bar Examination on due date.


##### 11.3.2. Method of Promotion:

When an officer who has satisfied the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form GP/S/I of application along with the recommendation of the Head of Department the promotion to special grade shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

#### 12. Control :

This service shall be under the control of Hon. Governor, Northern Province.

G. R. Pathiban  
Administrative Officer  
Public Service Commission,  
Northern Province





**13. Absorption in to grade system :**

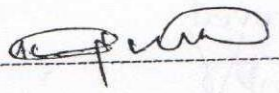
All the officers who are serving in posts of Grade III, II, I and Special Grade of "Primary Level Un Skilled Employee Category of Service" (Four posts as indicated in Para 4.2 of this Service Minutes) on due date in the Scheme of Recruitment shall be absorbed into the corresponding grade under this new Service Minutes.


**14. Interim Provision :**

Educational qualification shall be considered Grade eight (8) /Year nine (9) pass, only for first recruitment under the implementation this service minutes.

**15. Matters not provided:**

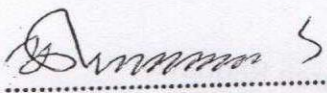
Any matter which is not provided for in this Service Minutes will be determined by the Hon. Governor of Northern Province.

Prepared by: Signature: 

Checked by   
Staff Officer in Charge Subject Administrative Officer

Ministry of Agriculture & Agrarian Services, Animal Husbandry,  
Irrigation, Fisheries, Water Supply & Environment  
Northern Province.

Recommended and forwarded.

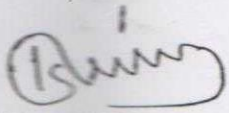
  
Signature  
Head of the Department

Dr. G. Rohunathan, B.V.Sc.(SL)  
Addl. Provincial Director  
Dept. of Animal Production & Health  
Northern Province

Date :

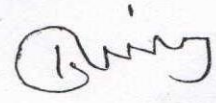
Reference No NP/MA/OI/EA/SOR-AP&H/30

I recommend that this proposed Service Minutes for the post of Primary Level Un-Skilled Category of Service (PL-1) (Pages 1 - 21 including annexure I- V) in the Department of Animal Production & Health be approved.

  
Secretary,  
Relevant Ministry

K. Teekondram  
Secretary  
Ministry of Agriculture and Agrarian Services,  
Animal Husbandry, Irrigation,  
Fisheries, Water Supply & Environment  
Northern Province.

Date:




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G. Pathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province



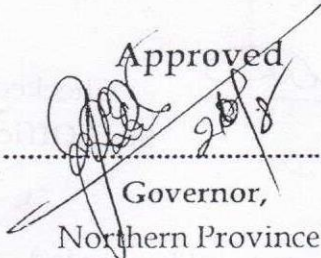
Hon Governor.  
Northern Province

The committee appointed by the Hon. Governor to study the service minutes has made necessary recommendations to amend this Service Minutes for the post of Primary Level Un-Skilled Category of Service - PL-1 (Pages 1 - 21 including annexure I - V) in the Department of Animal Production & Health is recommended and submitted to your Hon's approval please.

  
Secretary,  
Provincial Public Service Commission,  
Northern Province.

Date: 13/8/2019

A.Sivabaiasundran  
Secretary  
Provincial Public Service Commission  
Northern Province

~~Approved~~  
  
-----  
Governor,  
Northern Province.

Date: 26.08.2019

Dr.Suren Rāghavan  
Governor  
Northern Province

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G.Pruthiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province



CARE TAKER POSTING AND GENERAL  
DUTIES OF THE POST

**Working Stations:** The employee will be attached to any one of following: Regional Livestock Farm, Regional Training Centres, and any other institutions which need the service of a *care taker*, under the Provincial Department of Animal Production & health, Northern Province.

List of Duties:

- a) Caring over the office building and premises properly.
- b) Ensuring the safety of office inventories.
- c) Maintaining the office premises clean including sweeping and disposing waste properly.
- d) Maintenance of flower plants and other trees grown for shade.
- e) Entering the details of visitors and farmers who call over at the office for various official reasons and artificial Insemination Services.
- f) Answering incoming telephone calls, if such facilities are provided outside, and informing the relevant authorities of the information if the message is an urgent in nature.
- g) Attend to his duty on Saturdays, Sundays and public holidays, also depending on exigencies of Service.
- h) Make suitable substitute arrangement with the approval of the relevant Veterinary surgeon whenever he wants to go on leave.
- i) Taking prompt action to arrest the wastage of water or electricity or other state resources.
- j) Extending cooperation to the officer in charge to improve cleanliness and security of the office,

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Administrative Officer  
Provincial Public Service Commission  
Northern Province





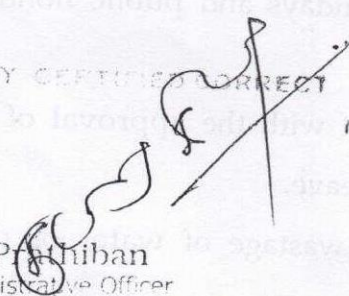
VEHICLE CLEANER-POSTING AND GENERAL  
DUTIES OF THE POST

**Working Station:** The employee will be attached to any one of following as per the requirement of the duties of Vehicle Cleaner: Government Veterinary offices, Regional Livestock Farm, Veterinary Hospital, Artificial Insemination centre, and other suitable institutions coming under the Provincial Department of Animal Production & Health, Northern Province.

List of Duties

- 1) Assist driver and officer while travelling by official vehicle
- 2) Keep clean the Vehicle by washing and vacuuming interior before and after transportation.
- 3) Keep all transport crates and cages which are used to transport poultry or other animals.
- 4) Maintaining cleaning equipment on working order
- 5) Ensuring sufficient amount of cleaning products/ detergents in stock
- 6) Maintaining records on cleaning vehicles and services.
- 7) Any other duties directed by supervising officer.

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G. Prathiban  
Administrative Officer  
Provincial Public Service Commission  
Northern Province



## DISPENSARY LABORER POSTING AND GENERAL DUTIES

**Working Stations:** The employee will be attached to any one of following: Government Veterinary Offices, Regional Livestock Farm, Veterinary Hospital, Artificial Insemination Center, and other suitable institutions coming under the Provincial Department of Animal Production & Health, Northern Province.

### List of Duties

- i) Should discharge their duty either during day or night, according to the directions of the superior officer.
- ii) Keep the office/clinic clean and tidy.
- iii) Responsible for restraining animals and assisting the Veterinary Surgeon While Surgeries, inspecting & treating the animals
- iv) Maintenance of pasture plot at the Institution.
- v) Operating serve as a messenger.
- vi) Maintain the post mortem room and equipment very clean.
- vii) Assist in sample collection in field.
- viii) Responsible for disposal of spoilt samples, carcasses and any other biological wastage.
- ix) Responsible to transport the samples to VIC, VRI, or any other laboratory as per directed by the supervising officer for further investigation
- x) Responsible to keep the equipment and maintain them in proper condition.
- xi) Assist on preparing medium, chemicals and investigation
- xii) Responsible for cleanliness of the laboratory and lab equipments.
- xiii) Maintaining vaccine banks, Semen storage, Clinical Instruments and drug storage
- xiv) Any Other duties assigned from time to time by the veterinary surgeon

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Administrative Officer

Provincial Public Service Commission  
Northern Province



## DEPARTMENT LABORER POSTING AND GENERAL DUTIES

**Working Stations:** The employee will be attached to any one of following Veterinary Offices, Deputy Director's Office, Provincial Director's Office, Regional Livestock Farms, Regional Training Centres, Veterinary Hospitals, Bull Calves Rearing Station, Artificial Insemination Centre, and any other sub institutions coming under the Provincial Department of Animal Production & Health, Northern Province.

**List of Duties**

1. Should discharge their duty either during day or night, according to the directions of the superior officer.
2. Expected to do all types of labour works assigned by the superior.
3. Responsible to keep the office indoor and the surrounding areas very clean and tidy.
4. Assisting the Veterinary Surgeon when he/she examine or treats the animals at Veterinary Offices and field.
5. At the Regional Training Centre, they are responsible to serve Refreshments & meals, and wash all the utensils and keep them clean.
6. At the any of the above institution, they are responsible for cultivation of pasture and fodder, feeding the livestock if they are managed at the institution officially.
7. Operating serve as-a messenger.
8. At all Regional Livestock Farms, they are responsible to take farm animals for grazing and keep the shed and animals clean.
9. At Regional Poultry Farms/Hatcheries they are responsible for managing Parent birds, collection of eggs, cleaning and selecting and loading eggs to Incubators, clean the hatchery, farm premises and transport the chicks.
10. In all Regional Livestock Farms and Veterinary Offices, Proper disposal or all type of waste and carcass of dead animals and birds.
11. All other duties for the betterment of the department services, assigned by the superior.

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G. P. Farhan



## a. EFFICIENCY BAR EXAMINATION FOR THE OFFICERS OF GRADE - III

01. Name of the Examination: -  
Efficiency bar Examination for Officers in Grade III in Departmental Service PL 1

02. Details Regarding the Examinations: -  
This examination will be conducted in the following Two ways

- Written Test
- Oral Test

03. Written Test: -

Question Paper	Duration	Total Marks	Pass Marks
Basic Knowledge in Administration, Finance and Working Environment	2 hrs	100	40%

04. Syllabus for the examination: -

Question Paper	Syllabus	Marks
I. Basic Knowledge in Administration	01. Appointment 02. Leave & Attendance 03. Forms & Registers 04. Government Benefits for Staff.	20
II. Basic Knowledge in Finance	01. Salary and deductions 02. Loans and Advance 03. Travelling Claim & Overtime 04. Finance Registers & Forms	20
III. Basic Knowledge in Working Environment	01. Office Cleaning/disinfecting 02. File maintenance 03. Office equipment Operation 04. Veterinary instruments identification 05. Vaccines/Semen storage & Handling	60
Total		100

05. Oral Test:

Question Paper	Duration	Total Marks	Pass Marks
Based on question related on Basic Knowledge in Administration, Finance and Working Environment	30 Minutes	100	40%

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G. Prathiban  
Administrative Officer  
Provincial Public Service Commission



## b. EFFICIENCY BAR EXAMINATION FOR THE OFFICERS OF GRADE - II

01. Name of the Examination: -

Efficiency bar Examination for Officers in Grade II in Departmental Service PL 1.

02. Details Regarding the Examinations: -

This examination will be conducted in the following Two ways

- Written Test
- Oral Test

03. Written Test

Question Paper	Duration	Total marks	Pass Marks
Knowledge in Administration, Finance and Working Environment	2 hrs	100	40%

04. Syllabus for the examination: -

Question Paper	Syllabus	Marks
Knowledge in Administration and Office Systems	01. Conformation & Promotion 02. Appraisal and Increment 03. Office Letter Management. 04. Government Quarters & Uniform	20
Knowledge in Finance and store	01. Inventory & Store items 02. Store Registers & Forms 03. Board of survey 04. Assist Loan & Other Loan	20
Knowledge in Working Environment	01. Instrument sterilization methods 02. Vaccine handling & distribution 03. Restraining cattle, Goats & Dogs 04. Handling Liquid nitrogen/Semen 05. De-ticking & Deworming	60
Total		100

05. Oral Test

Question Paper	Duration	Total Marks	Pass Marks
Based on question related on Knowledge in Administration, Finance and Working Environment	30 Minutes	100	40%

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G. Balhiban



### C. EFFICIENCY BAR EXAMINATION FOR THE OFFICERS OF GRADE- I

01. Name of the Examination: -

Efficiency bar Examination for Officers in Grade I in Departmental Service PL 1.

02. Details Regarding the Examinations: -

This examination will be conducted in the following Two ways

- Written Test
- Oral Test

03. Written Test.

Question Paper	Duration	Total marks	Pass Marks
Advance Knowledge in Administration, Finance and Working Environment	2 hrs	100	40%

04. Syllabus for the examination: -

Question Paper	Syllabus	Marks
Advance Knowledge in Administration	01. Appointment, Conformation, Promotion. Transfer 02. Leave of out of islands 03. W&OP, Pension, Insurance. 04. Disciplinary Procedure	20
Advance Knowledge in Finance	01. Voucher Preparation 02. Deposit of Money in Bank 03. Basic Procurement Knowledge 04. Write off & Losses	20
Advance Knowledge in Working Environment	01. Identifying grass/fodder 02. Helping for livestock/Pet surgeries 03. Helping for Post-mortem 04. Transport of Poultry/Livestock 05. Handling de-beaker/hoof trimmer	60
Total		100

05. Oral Test:-

Question Paper	Duration	Total Marks	Pass Marks
Based on question related on Advanced Knowledge in Administration, Finance and Working Environment	30 Minutes	100	40%

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G. Prathiban

Administrative Officer

Provincial Public



Application for Grade Promotions - Provincial Primary Level Unskilled  
Category of Service (PL-1-2006A)

**1. Particulars of the officer**

- 1.1 Full name of the applicant: .....
- 1.2 National Identity Card Number:.....
- 1.3 Duty Station and the Address :.....
- 1.4 Service to which the applicant belongs and the Post:.....
- 1.5 Category of Service to which the applicant belongs and the Grade:.....

**2. Particulars relating to appointment.**

- 2.1 Date of appointment: .....
- 2.2 Date of confirmation in appointment : .....
- 2.3 Efficiency Bar Examination passed and the date on which it was passed:

S. No	Name of Efficiency Bar Examination passed	Date passable	Date of passing
01.	1 <sup>st</sup> Efficiency bar Exam		
02.	2 <sup>nd</sup> Efficiency bar Exam		

**2.4 Level of Language proficiency and the date of gaining such proficiency:**

Language proficiency level gained	Date passable	Date of passing

**1. Particulars relating to promotion**

- 3.1 Grade due for promotion : Grade II/Grade I
- 3.2 Stream due for promotion : General
- 3.3 Date of completion of Ten years (10) of service in Grade III/ Nine (09) years of service in Grade II
- 3.4 Date of Promotion to Grade II/ Grade I:

**4 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/Grade I of the Provincial Primary Level Unskilled Category of service (PL-1-2006A) from.....

Date:.....

TRUE COPY CERTIFIED CORRECT

Signature of Officer



**5. Recommendation of the Deputy Director of Animal Production & Health**

Provincial Director of AP&H,  
Northern Province.

The Officer:

- i. Has completed /Has not completed ten (10) years of active service in Grade -III or Nine (09) years of active and satisfactory service in Grade -II.
- ii. Has shown/Has not shown a performance of satisfactory of higher level during the period of ten (10) years in Grade III or Nine (09) years in Grade -II immediately preceding the promotion.
- iii. Has completed/Has not completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iv. Has not availed/Has availed half pay/no pay leave during the said period of ten years.
- v. Has not subjected/Has subjected to punishments other than warning during the said period.
- vi. No disciplinary action pending/Disciplinary action pending against the officer.
- vii. All salary increments due for the period concerned have been earned/have not been earned.
- viii. Has been confirmed in the appointment from...../Has not been confirmed in the appointment.
- ix. Has passed/ Has not passed the 1<sup>st</sup> / 2<sup>nd</sup> Efficiency Bar Examination.
- x. Has completed / Has not completed the requirement of securing a pass in the other official -language.

I am satisfied that all the above particulars are true and accurate and that the above named officer

Mr./Ms./Mrs.....has fulfilled all the requirements for Promotion under General Performance to Grade II/Grade I of the Primary Level Unskilled Category of Service. (PL-1-2006A) Accordingly the promotion of the aforesaid officer to Grade II/Grade I am recommended and forwarded for approval.

Date : .....

.....  
Deputy Director of AP &H

**6. Recommendation of the Provincial Director of Animal Production & Health**

Secretary to the relevant Ministry  
Northern Province.

I wish to inform that the above particulars furnished by the Deputy Director of AP&H, ..... District is correct/not correct and accordingly I agree/do not agree with the recommendations above and he/she can be promoted to Grade II/ Grade I of the Vehicle Cleaner service with effect from.....

Name : .....

Signature : .....

Date : .....

Official Stamp: .....

TRUE COPY



G. Prathiban  
Administrative Officer



Application for Special Grade Promotions – Provincial Primary Level Unskilled  
Category of Service (PL-1-2006A)

## 1. Particulars of the officer

- 1.1 Full name of the applicant:.....
- 1.2 National Identity Card Number:.....
- 1.3 Duty Station and the Address :.....
- 1.4 Service to which the applicant belongs and the Post :.....
- 1.5 Category of Service to which the applicant belongs and the Grade: .....

## 2. Particulars relating to appointment.

- 2.1 Date of appointment : .....
- 2.2 Date of confirmation in appointment: .....
- 2.3 Efficiency Bar Examination passed and the date on which it was passed:

S. No	Name of Efficiency Bar Examination	Date passable	Date of passing
01.	1 <sup>st</sup> Efficiency bar Exam		
02.	2 <sup>nd</sup> Efficiency bar Exam		
03.	3 <sup>rd</sup> Efficiency bar Exam		

- 2.4 Level of Language proficiency and the date of gaining such proficiency: Not Applicable

Language proficiency level gained	Date passable	Date of passing

## 3. Particulars relating to promotion

- 3.1 Grade due for promotion : .....
- 3.2 Stream due for promotion : General I
- 3.3 Date of completion of Ten years (9) of service in Grade I : .....
- 3.4 Date of Promotion to Special Grade : .....

## 4 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 Special Grade of the Provincial Primary Level Unskilled Category of Service (PL-1-2006A) from .....

Date:.....

TRUE COPY CERTIFIED CORRECT

Signature of Officer

G. Pathiban  
Administrative Officer  
Provincial Public Service Commission



Provincial Director of AP & H,  
Northern Province.

The Officer:

- i. Has completed /Has not completed ten (09) years of active service.
- ii. Has shown/Has not shown a performance of satisfactory of higher level during the period of ten (09) years immediately preceding the promotion.
- iii. Has completed/Has not completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iv. Has not availed/Has availed half pay/no pay leave during the said period of ten years.
- v. Has not subjected/Has subjected to punishments other than warning during the said period.
- vi. No disciplinary action pending/Disciplinary action pending against the officer.
- vii. All salary increments due for the period concerned have been earned/have not been earned.
- viii. Has been confirmed in the appointment from...../Has not been confirmed in the appointment.
- ix. Has passed/ Has not passed the 1<sup>st</sup> / 2<sup>nd</sup> /3<sup>rd</sup> Efficiency Bar Examination.
- x. Has completed / Has not completed the requirement of securing a pass in the other official language.

I am satisfied that all the above particulars are true and accurate and that the above named officer Mr./Ms./Mrs.....has fulfilled all the requirements for Promotion under General Performance to Special Grade of the Provincial Primary Level Unskilled Category Of(PL-1-2006 A) Service. Accordingly the promotion of the aforesaid officer to Special Grade is recommended and forwarded for approval.

Date :.....

.....  
Deputy Director of Animal Production & Health

#### 6. Recommendation of the Provincial Director of Agriculture

Secretary to the relevant Ministry  
Northern Province.

I wish to inform that the above particulars furnished by the Deputy Director of AP & H \_\_\_\_\_ district are correct/not correct and that I accordingly agree/do not agree with the recommendations above and he/she can be promoted to Special Grade of the Vehicle Cleaner Service with effect from.....

Name :.....

Signature :.....

Date :.....

Official Stamp:

TRUE COPY OF ORIGINAL

G. Prathiban  
Administrative Officer  
Provincial Public Service Commission