

The Scheme of Recruitment for the Post of Livestock Development Instructor – Special Grade Under the Supervisory Management Assistant - Technological Service (MN-7-2006-A Salary Code) in the Department of Animal Production and Health – Northern Province.

1. Related Institutions

- 1.1. Department: Animal Production and Health,
Northern Province
Ref. No: NP/26/1/3
Date: 10.07.2014.
- 1.2. Ministry: Agriculture and Agrarian Services, Animal Husbandry, Irrigation, Water supply, Food supply and Distribution, Environment and Co-Operative Development – Northern Province.
Ref. No:..... Date:.....
- 1.3. Approval by the Director General of the Management Service.
Ref. No:..... Date:.....
- 1.4. Recommendation of the Chief Secretary
Ref. No:..... Date:.....
- 1.5. Recommendation of the National Salaries and Cadre Commission
Ref. No:..... Date:.....
- 1.6. Recommendation by the Provincial Public Service Commission
Ref. No:..... Date:.....
- 1.7. Approved by Hon Governor
Ref. No:..... Date:.....

2. Effective Date: The Scheme of Recruitment shall be effective from 01.01.2013

3. Appointing Authority:

Secretary to the Provincial Public Service Commission, Northern Province.

4. Particulars on the Category of Service.

- 4.1. Category of Service: Management Assistant - Supra
4.2. Title of Post: Livestock Development Instructor
4.3. Grade : Special Grade

5. General Definition on the role assigned:

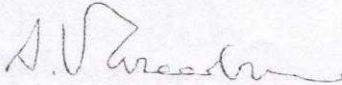
This category of Service is assigned with the Duties of technical and single functions nature form amongst the duties that assist and/ or facilitate the duties of those engaged in the administrative and the field function in the institutions. Officers falling within this category of service will be required to carry out the duties that are made specific by the Appointment Authority of the duties of such category.


5.1. Terms of Definition.

- 5.1.1. The terms of “**Scheme of Recruitment**” shall mean the Scheme of Recruitment of “Special Grade of Livestock Development Instructors’ in the Provincial Department of Animal Production & Health of Northern Province.
- 5.1.2. The terms “**Hon. Governor**” shall mean the “Governor of Northern Provincial Council”
- 5.1.3. The terms “**Commission**” shall mean the “Provincial Public Service Commission” of the Northern Provincial Council.
- 5.1.4. The terms “**Secretary**” shall mean the “Secretary to the Ministry of Agriculture and Agrarian Services, Animal Husbandry, Irrigation, Water supply, Food supply and Distribution, Environment and Co-Operative Development of the Northern Provincial Council”

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R. Va N
28/10/2014
Varadachandran
Secretary
Provincial Public Service Commission


Dr. S. Vasanthan
Provincial Director
Dept. of Animal Production & Health
Northern Province


K. Shanmugam
Page 1 of 11
Northern Province

5.1.5. The terms "Service" shall mean the "Northern Provincial Livestock Development Instructor Service".

5.1.6. The terms "Period of satisfactory Service" mean 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 qualification required for his confirmation and has not committed any punishable offence.

5.1.7. The terms "Period of Active Service" mean 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 active service.

5.2. Assignment of Duties: Appointing Authority

Functions will not be assigned on grade basis and the 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.

6. Salary.

6.1. Salary Code: MN-7-2006-A

6.2. Salary Scale: Rs. 20,030 – 11X365 – 18X500 – 33,045/-

6.3. Initial Salary step Pertaining to grade system.

Grade	Initial Salary Step	Initial Salary Point (Rs.)
Special Grade (Supra)	04	21,125.00

7. Post/ Posts falling under the Category of Service.

7.1. Name of Approved of Posts and number of the DMS cadre approval

Approved titles of posts	Class for which the post is approved	Approved Cadre	Duties
Livestock Development Instructor	Special Grade	06	Increase the Livestock production and income of the farmer through dissemination of sustainable animal husbandry technology. Solve the animal husbandry technical problem in Livestock production and Preventive Health. Educate the Farmers to use the natural resources in sustainable manner. Promote the market oriented livestock Production and commercialization.

7.2. Consolidated Number of Officers: 06

7.3. Nature of the Post/Posts: Permanent and Pensionable.

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R. Varathalingam
28/10/2016
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

S. Vaseeharan
Dr. S. Vaseeharan
Principal Director
Dept. of Animal Production & Health
Northern Province

Certified True Copy
K. Shanthirakumar
K. Shanthirakumar
Administrative Officer
Dept. of Animal Production & Health
Northern Province

8. Method of Recruitment.

8.1. Ratio of Recruitment

Stream	Percentage
Limited Competitive Examination	40%
Service Experience and Merit	60%

Note:- When recruitments are made to special grade, the vacancies shall be calculated as at 31st December of the previous year.

- (i). At the instances where the approved number of posts is 04, the percentage of recruitment under Limited competitive examination shall be 25%, and the percentage of recruitment under Seniority and Merit shall be 75%. At the instances where the approved number of posts are 3, the percentage of recruitment under the above Limited competitive examination shall be 33.33%, and the percentage of recruitment under Seniority and Merit shall be 66.66%
- (ii). At the instances where the approved number of posts is below 3; filling of vacancies in the posts shall be made on Service Experience and Merit of the officer.

8.1.1. Recruitment under Limited Competitive Examination

8.1.1.1. Qualifications to be Satisfied :

- (i) Shall have completed an active and satisfactory period of service for five (05) years in Grade I of the Supervisory Management Assistants- Technical service (MN-03) category and earned due five (05) salary increments.
- (ii) Shall have completed a satisfactory service of five (05) years immediately preceding the date of promotion.
- (iii) Shall have passed the third efficiency bar examination on due date.

8.1.1.2. Method of Promotion:

Promotions to special grade shall be made by the appointing authority on the order of merit of the examination and the number of vacancies after verifying that the other qualification have also been fulfilled by those who have passed on results of the examination for promotion to special grade conducted by an interview board appointed by Public Service Commission. (Examination for promotion to special grade- schedule 01)

Note:

- (i). The results of the Limited Competitive Examination for recruitment to special grade shall strictly be made applicable to fill the number of vacancies existing in the year which is relevant for the examination.
- (ii). If the examination could not be held annually, the results of the examination held in later year shall be applied for the filling of vacancies existed in each year. For this purpose the officers, who have become qualified as at the dates on which the posts have fallen vacant in each year, shall be selected on the order of the marks and the date of promotion for special grades shall be the date of the examination.

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R. Varathalingam
28/10/2016
R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

S. V. Vaseeharan
Dr. S. Vaseeharan

Provincial Director
Dept. of Animal Production & Health
Northern Province

K. Shanthirakumar
K. Shanthirakumar
Administrative Officer

Dept. of Animal Production & Health
Northern Province Page 3 of 11

8.1.2. Recruitment on Seniority and Merit

8.1.2.1. Qualifications to be Satisfied

- (i). Shall have completed an active and satisfactory period of service for Six (06) years in Grade I of the Supervisory Management Assistants- Technical service (MN-03) category and earned due Six (06) salary increments.
- (ii). Shall have completed a satisfactory service of five (05) years immediately preceding the date of promotion.
- (iii). Shall have proved a performance at satisfactory level or above level during the period of six (06) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv). Shall have passed the third efficiency bar examination on due date.

8.1.2.2. Method of Recruitment

Promotions to special grade shall be made by the appointing authority after verifying by an examination for verification of qualifications, which is conducted by the appointing authority, that the officer has satisfied all other requirements and on the order of the merits obtained at the structured interview, for which marks are allocated for seniority and merit, which is conducted by an interview board appointed by Public Service Commission and on the number of vacancies. (Structured interview for promotion to special grade - Schedule 02)

9. **Appointment to Posts** - Provisions shall be included in each Scheme of Recruitment depending on the requirement

10. **Conditions extraneous to general conditions set out in the procedural Rules of the Public Service Commission:**

The provision of the Establishment Code, Financial Regulations, Rules and Regulations of the Northern Provincial Council imposed from time to time by the Government and the northern Provincial council shall be applicable for each appointment.

11. **Matters not provided :**

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

Prepared by: M. A. P.

Checked by: [Signature]

Recommended and forwarded.

[Signature]

Provincial Director,
Department of Animal Production & Health,
Northern Province.

~~DMS. V. S. S. S.~~
DMS. V. S. S. S.
Provincial Director
Dept of Animal Production & Health
Northern Province

Date:

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[Signature]
28/10/2010

R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

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SCHEDULE 01

1. Name of the Examination - Limited Competitive Examination for promotion of officers in Grade I (to special grade)
2. Particulars of the Examination :

Question paper	Duration	Total Marks	Pass marks
Aptitude Test	01 hours	100	40%
Management	03 hours	100	40%

3. Authority for conducting the examination

The Commissioner General of Examinations on behalf of the Secretary, Ministry of Public Administration and Home Affairs.

4. Time frame of the Examination:

The examination shall be held once a year as per requirement

5. Syllabus of the Examination

Name of the Question Paper	Syllabus
Aptitude test	A test designed to assess as to whether the officer has acquired knowledge skills and attitudes required for the fulfillment of tasks entrusted to him/ her In an efficiency beyond the performance at average level and whether the officer displays competency I the application of the above.
Management	I. Principals of Management II. Management Functions Planning Decision making Process of decision making Organization Staffing Directing Motivation process Leadership Control Process of controlling policies III. Participatory Management IV. Management environment V. Case study

Recommended and Forwarded

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R. Varathalingam
 R. Varathalingam
 Secretary

Provincial Public Service Commission
 Northern Province

A. Vaseeharan

Signature.....

Provincial Director of AP&H.

Dr. S. Vaseeharan

Provincial Director

Dept of Animal Production & Health

Northern Province

K. S. Sankaranarayanan
 K. S. Sankaranarayanan
 Administrative Officer

K. S. Sankaranarayanan
 K. S. Sankaranarayanan
 Administrative Officer

SCHEDULE 02

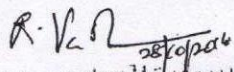
1. Name of the Examination: Structured interview for promotion of officers in Grade I
2. Fields to which the marks are allocated at the interview and the Marks

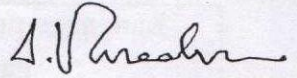
Main areas to which marks are allocated	Maximum Marks	Pass Marks
Service Experience Active and satisfactory period of service beyond the relevant basic qualification	50	N/A
Merit (Merit shall be determined based on the marking scheme approved by the Public Service Commission depending on the situation.	45	
Merit proved at the interview	05	
Total	100	

3. Authority by which the interview is conducted: An interview board appointed by Public Service Commission
4. Time frame of the Structured Interview: Once a year as per requirement.


Recommended and Forwarded

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R. Varathalingam
 Secretary
 Provincial Public Service Commission
 Northern Province


 Signature.....
 Provincial Director of AP&H.
Dr. S. Vaseeharan
 Provincial Director
 Dept of Animal Production & Health
 Northern Province

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K. Shanmugasundaram
 Administrative Officer

5. Recommendation of the Assistant Director/ Deputy Director

Provincial Director,
Department of Animal Production & Health,
Northern Province.

The Officer:-

- i. Has completed/ Has not completed an active and satisfactory period for five (05) years in Grade I of the Livestock Development Instructor and earned due five (05) salary increments.
- ii. Has shown/ Has not shown a performance of satisfactory of higher level during the period of five (05) 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 five (05) 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 3rd Efficiency Bar Examination/ was exempted from passing the 3rd 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 Livestock Development Instructor Service. Accordingly the promotion of the aforesaid officer to Special Grade is recommended and forwarded for approval.

Name :

Signature :

Date :

Official stamp:

6. Recommendation of the Provincial Director

Secretary,
Ministry of
Northern Province.

I recommended that all the above particulars are true and accurate, and the promotion of Mr./Mrs./Ms..... to special Grade of Provincial Livestock Development Instructor Service from is accordingly recommended and forwarded for approval.

Name :

Signature :

Date :

Official stamp:

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R. Varathalingam
R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

S. Vasecharan
Dr. S. Vasecharan
Provincial Director

Dept. of Animal Production & Health

Certified True Copy

[Signature]

**Application for Grade Promotions – Livestock Development Instructor Special Grade
(Seniority and Merit)**

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 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. Date of Promotion/ Absorption to Grade II :
- 2.4. Date of Promotion/ Absorption to Grade I :
- 2.5. 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 st Efficiency bar Exam		
02.	2 nd Efficiency bar Exam		
03.	3 rd Efficiency bar Exam		

2.6. 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 : Special Grade
- 3.2. Stream due for promotion : General I
- 3.3. Date of completion of six years (6) 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 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 Livestock Development Instructor Service from.....

Date :

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Signature of Officer

R. Varathalingam
R. Varathalingam
Secretary

A. V. Vasudevan
Dr. S. Vasudevan
Principal Officer

Certified True Copy

5. Recommendation of the Assistant Director/ Deputy Director

**Provincial Director,
Department of Animal Production & Health,
Northern Province.**

The Officer:-

- i. Has completed/ Has not completed an active and satisfactory period for six (06) years in Grade I of the Livestock Development Instructor and earned due six (06) salary increments.
- ii. Has shown/ Has not shown a performance of satisfactory of higher level during the period of six (06) years immediately preceding the promotion.
- iii. Has completed/ Has not completed six (06) 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 six (06) 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 3rd Efficiency Bar Examination/ was exempted from passing the 3rd 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 Livestock Development Instructor Service. Accordingly the promotion of the aforesaid officer to Special Grade is recommended and forwarded for approval.

Name :

Signature :

Date :

Official stamp:

Recommendation of the Provincial Director

**Secretary,
Ministry of
Northern Province.**

I recommended that all the above particulars are true and accurate, and the promotion of Mr./Mrs./Ms..... to special Grade of Provincial Livestock Development Instructor Service fromis accordingly recommended and forwarded for approval.

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R. Van
28/10/2016
R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

Name :

Signature :

Date :

Official stamp:

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