



செ. நெ. எழுது இல. My No

NP/07/MN/AP&H/08

உர. நெ. இல. Year No

19/14

திகதி Date

07.02.2019

Secretary,
Ministry of Agriculture,
Northern Province.

**Approved Amendment to Scheme of Recruitment for the
Post of Livestock Development Instructor**

This has Reference to your letter No. NP/MA//01/E9/SOR dated 18.12.2018 on the above subject.

2. The amended Scheme of Recruitment for the Post of Livestock Development Instructor has been recommended by P.P.S.C and also got approved by Hon. Governor.

3. Certified copy of the same is attached herewith for necessary action please.

A.Sivabalasundran,
Secretary,
P.P.S.C, NP.

Copy:- Director, Department of Animal Production, NP.



**Provincial Public Service Commission
Northern Province
Minute Sheet**

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File No - NP/07/MN/AP&H/08



Hon. Governor,
Northern Province.

Through

Secretary to the Governor,
Northern Province.

Handwritten signature and date: H/S, may 27 2019

Scheme of Recruitment for the Post of Livestock Development Instructor

Amendment No - 01

1. The above Scheme of Recruitment has been approved by Hon. Governor on 26.10.2016
2. The effective date of this amendment to the service minute is 01.01.2019
3. Amendments are indicated in the table below.

S. No	Sections	Existing parts to be amended	Proposed Amendments	Reason for the Amendment
01	8.1.2.2	<p>Professional qualification:</p> <p>i. Possess Two years Diploma certificate awarded by the Schools of Animal Husbandry, Anuradhapura, Kundasale and any other training school under the Department of Animal Production and Health.</p> <p>or</p> <p>ii. Any other qualification recognized by the Northern Provincial Technological service board as being equivalent to the Technological</p>	<p>Professional qualification:</p> <p>i. Possess Two years Diploma certificate awarded by the Schools of Animal Husbandry, Anuradhapura, Kundasale and any other training school under the central Department of Animal Production and Health.</p> <p>or</p> <p>ii. Possess Two years Diploma certificate in Animal Husbandry awarded by the Government Training Institutes under any of the Provincial Department of Animal Production and Health, in Sri Lanka.</p> <p>or</p>	<p>Lack of facilities at School of Animal Husbandry in Anuradhapura and Kundasale to recruit more Tamil Medium trainees.</p>

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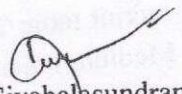
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	<p>qualification mentioned above after obtaining views of the Institutions such as Ministry of Education and other Institutions by which the above certificates are issued necessary.</p> <p>or</p> <p>iii. Any other qualification recognized by the Northern Provincial Public Service Commission as being equivalent or higher to the above technical qualification.</p>	<p>iii. Any other Two years Diploma Certificates in Animal Husbandry or include the "Animal Husbandry" syllabus at NVQ Level 06 or Higher, Recognized by Tertiary & Vocational Education Commission.</p> <p>or</p> <p>iv. Any other Degrees in "Animal Husbandry" or include the Animal Husbandry syllabus not less than the NVQ Level 6, Recognized by University Grants Commission.</p> <p>or</p> <p>v. Any other qualification recognized by the Northern Provincial Technological service board as being equivalent to the Technological qualification mentioned above after obtaining views of the Institutions such as Ministry of Education and other Institutions by which the above certificates are issued necessary.</p>	
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4. The above amendment is duly recommended by the PPSC on 22.01.2019.

Submitted to your Honor's approval please.


A. Sivabalasundran
Secretary
P.P.S.C, N.P.
28/1/2019


A. Sivabalasundran
Secretary
Provincial Public Service Commission
Northern Province

APPROVED


Dr. Suren Raghavan
Governor,
Northern Province.

COPY CERTIFIED CORRECT

Dr. Suren Raghavan
Governor
Northern Province


G. Prathiban
Administrative Officer
Provincial Public Service Commission
Northern Province

Date: 06.02.2019

The Scheme of Recruitment for the Post of Livestock Development Instructor under the Supervisory Management Assistant - Technological Service (MN-3-2006A 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:

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.

4. Particulars on the Category of Service.

- 4.1. Category of Service: Management Assistant - Technical
4.2. Title of Post: Livestock Development Instructor
4.3. Grade : Grade III
: Grade II
: Grade I

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 specified by the Appointment Authority of such category.

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R. Varathalingam
28/10/2016

R. Varathalingam
Secretary
Provincial Public Service Commission

A. V. Vaseeharan
Dr. S. Vaseeharan
P. S. Vaseeharan

6.4. Post: Livestock Development Instructor in training Grade.

Allowance for Training Grade, as per Public Administration Circular 06/2006 (11)

1st year - Rs.12,920/-

2nd year - Rs.13,040/-

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	III/II/I – Grade	139	<ol style="list-style-type: none">1. Increase the Livestock production and income of the farmers through dissemination of sustainable animal husbandry technology.2. Solve the animal husbandry technical problem in Livestock production and Preventive Health.3. Educate the Farmers to use the natural resources in sustainable manner.4. Promote the market oriented livestock Production and commercialization.

7.2. Consolidated Number of Officers: 139

Livestock Development Instructor Grade – III/II/I - 139

For the purpose of promotion grade III, II and I will be treated as combined cadre

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

8. Method of Recruitment.

The vacancies in Grade III which is the recruitment Grade shall be filled from the open recruitment candidates through an open competitive examination, and interview. No marks will be given to Interview.

8.1. Recruitment under Open Stream:

8.1.1. Grade at Recruitment: Livestock Development Instructor Training Grade.

8.1.1.1. Basic Educational Qualification

(i). Should have passed three subjects including two of the following subjects, Biology, Chemistry, Physics, Agriculture, Bio Technology and Science for Technology in the G.C.E. (A/L) Examination in one sitting.

(Pass in 03 subjects under old syllabus in one sitting would sufficient)

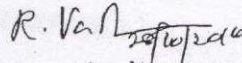
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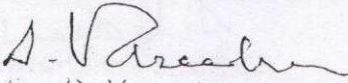
(ii). Should have passed G.C.E. (O/L) Examination in six subjects with credit passes for Sinhala/Tamil/ English language, Science, Mathematics and another subjects in one sitting.

8.1.1.2. Vocational /Professional Qualifications: Not Applicable.

8.1.1.3. Experience: Not Applicable.

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R. Varathalingam
Secretary


Dr. S. Vaseeharan
Provincial Director

8.1.2. Grade at Recruitment: Livestock Development Instructor Grade-III

8.1.2.1. Basis Education Qualifications:

(i) Should have passed three subjects including two of the following subjects, Biology, Chemistry, Physics, Agriculture, Bio Technology and Science for Technology in the G.C.E. (A/L) Examination in one sitting.

(Pass in 03 subjects under old syllabus in one sitting would sufficient)

and

(ii) Should have passed G.C.E. (O/L) Examination in six subjects with credit passes for Sinhala/ Tamil/ English language, Science, Mathematics and another subjects in one sitting.

8.1.2.2. Professional qualification:

(i) Posses Two years Diploma certificate awarded by the Schools of Animal Husbandry, Anuradhapura, Kundasale and any other training school under the Department of Animal Production and Health.

or

(ii) Any other qualification recognized by the Northern Provincial Technological service board as being equivalent to the Technological qualification mentioned above after obtaining views of the Institutions such as Ministry of Education and other Institutions by which the above certificates are issued necessary.

or

(iii) Any other qualification recognized by the Northern Provincial Public Service Commission as being equivalent or higher to the above technical qualification.

8.1.3. 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.

8.1.4. Other Qualification :

8.1.4.1. The candidate should be citizen of Sri Lanka.

8.1.4.2. Should be of excellent moral character and should be physically fit.

8.1.4.3. Candidates should have at least three (03) years 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

Applicants or his/her parents should have been born in the Northern Province and should have at least five years of continuous permanent residence in the Northern Province. (Voter's list should be submitted to prove the permanent residence.)

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

8.1.4.4. Should be able to fulfill each and every respect of the qualification mentioned in 8.1.1 and 8.1.2 required for recruitment to the post on the date of closing applications.

8.1.5. Age:

8.1.5.1. Minimum Limit: Shall be not less than 18 years of age.

8.1.5.2. Maximum Limit: Shall be not More than 30 years of age.

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R. Varathalingam
28/10/2016

Dr. S. Vaseeharan

8.1.6. Method of Recruitment:

- 8.1.6.1. Applications will be called by press notification by the provincial Public Service Commission, Northern Province. The vacancies will be filled in terms National and Provincial Policy in force at the time of calling applications.
- 8.1.6.2. Only if the adequate numbers of applications with required qualification are not received from the candidates for the recruitment of Livestock Development Instructor Grade-III candidates with the qualification prescribed in Para 8.1.1 will be appointed as Livestock Development Instructor in Training Grade in the cadre of Livestock Development Instructor.
- 8.1.6.3. Maximum 60% of the existing vacancies for the Livestock Development Instructor at the time of recruitment can be filled by giving appointment to the candidates having the required qualification prescribed in Para 8.1.1 As Livestock Development Instructor training Grade.
- 8.1.6.4. After completing the diploma in Animal Husbandry, the Livestock Development Instructor training Grade will be absorbed in to the Livestock Development Instructor Grade – III.

8.1.7. Written Examination :

The examination will consist of 02 papers

Question paper	Duration	Maximum Marks	Pass Marks
Aptitude test	Time 01 hour	100	40%
Subject related Technological Test	Time 01 hour	100	40%

8.1.7.1. The Syllabus

- (i). **Aptitude Test**- The paper will be designed to test the candidate's logical thinking, analytical skills, and decision making ability, arriving at conclusions. In response to problem presented in relation to numerical, lingual and figurative structure and inter - relations.
- (ii). **Subject related Technological Test** – The paper will be designed to test the candidate's creative thinking power and problem solving ability related to Animal Husbandry.

8.1.7.2. Authority Conducting Examination: Provincial Public Service Commission of the Northern Province.

8.1.7.3. Trade Test: Not Applicable

8.1.7.4. Conducting Authority: Not Applicable

8.1.7.5. General Interview objectives to be achieved: To check the eligibility and qualifications of the Candidates.

8.1.7.6. Authority appointing the board of the General Interview: Provincial Public Service Commission of the Northern Province.

8.1.7.7. Structured Interview: Not Applicable

8.1.7.8. Authority appointing the Board of Structured Interview: Not Applicable

8.1.7.9. 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 National and Provincial Policy in force at the time of calling applications.

8.2. Recruitment to Grade III End of Training Period

- (a) Recruitment to Grade III shall be made on submission of the certificate issued by the relevant institution prescribed in para 8.1.2.2 proving that the officer has passed the examination after successful completion of training period mentioned in the Scheme of Recruitment, by the candidates who have been enrolled to the Training Grade under Open or Limited stream.

(Relevant institution shall issue a proper certificate at the end of training period. The institution which issues the certificate shall be mentioned in the Scheme of Recruitment.)

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R. Varathalingam
Secretary

Dr. S. Vaseeharan
Principal Director

- (b) An opportunity shall be given for apprentices who are unable to pass the examination which is held at the completion of training, to get their training period extended for not more than 06 months. Service of the apprentices who applied under open stream and failed from the examination which is held again at the end of the extended training period shall be terminated.

9. Efficiency Bar Examinations:

Efficiency Bar	At what point the limit for passing the Efficiency Bar expires (number of years)	Nature of the Efficiency Bars written/ Professional Test/ certificate course/ Other
1 st Efficiency Bar	Before lapse of three (03) years from recruitment to Grade III	Written Examination (Shedule – 01)
2 nd Efficiency Bar	Before lapse of three (03) years from promotion to Grade II	Written Examination (Shedule – 02)
3 rd Efficiency Bar	Before lapse of five (05) years from promotion to Grade I	Three months training course on management

9.1. Time Frame of the Efficiency Bar Examination: Shall be conducted twice a year

9.2. Authority for conducting Efficiency Bar Examination:

9.2.1. 1st and 2nd Efficiency Bars Examinations shall be conducted by the Provincial Public Service Commission.

9.2.2. 3rd Efficiency Bar Examination shall be a three month course on Management conducted by Srilanka Institute of Development of Administration (SLIDA).

Note: The officers who are being promoted to Grade I of Provincial Livestock Development Instructor Service as at the date in which this minute shall be effective, shall be exempted from 3rd Efficiency Bar Examination.

10. Departmental Examination:

10.1. 1st and 2nd Departmental Tests Prescribed for the officers in Grade III and Grade II shall be held by Department.

Syllabus for 1st Departmental Examination:-

Question paper	Duration	Total Marks	Pass Marks
Part-I Paper:- Administration and Departmental Regulation Act and Order. (i) Maintenance of Inventory Register, Maintenance of Yield Register, Stock Register and other Register. (ii) Method and steps for "Write Off" from Registers. (iii) Structure of the Department, Administration and function at Provincial and National level.	1-1/2 hours	100	40%
Part-II Paper:- Act related to Animal Husbandry and Departmental Regulations			

Syllabus for 2nd Departmental Examination:-

Question paper	Duration	Total Marks	Pass Marks
<p>Animal Husbandry and Development:-</p> <p>(i) National policy regarding the development of animal resources in Sri Lanka.</p> <p>(ii) Aim and objective of the department.</p> <p>(iii) Statistics related to Animal Husbandry, information and data at National/ Provincial level.</p> <p>(iv) Animal Production and amount of consumption Export and Import.</p> <p>(v) Animal Husbandry projects and programmes.</p> <p>(vi) Work related to Animal Husbandry development connected with government and non-government institutions, their functions and contribution.</p> <p>(vii) Management, Human Resource Developments and Communication.</p> <p>(viii) Transfer of Technical knowledge and methods.</p>	03 hours	100	40%

10.2. The Departmental Tests shall consist of questions relevant to the Departmental rules and Regulations, acts, procedures act, in addition to the Technological matters pertaining to the Department. (In connection with the Department to which the officer belongs) All the Departmental Tests shall be written and Practical tests and oral test shall not be included. There shall be written paper of not less than 3 hours duration for each subject. Duration of the practical tests shall be determined by the respective department.

10.3. Officers in class II as well as the Officers in Class III with 5 years' service and Passed the 1st Departmental Test can appear for the 2nd Department tests.

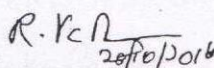
Note:

- (i) Officers who have passed 1st and 2nd Departmental Tests in the Middle Level Technical Service of Livestock Development Instructor at the time of absorption of such officers into the Livestock Development Instructor Service in terms of P.A. Circulars Nos. 27/94, and 27/94(I) shall deemed to have passed 1st and 2nd Departmental Tests in the Sri Lanka Technological Service.

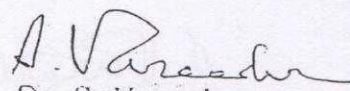
11. Language Proficiency.

	Language	Proficiency to be acquired
1.	Official Language	Officers who were recruited in a language of medium other than an official language should acquire prescribed proficiency during the probation period
2.	Other Official Language	Shall acquire relevant proficiency at the required level as per the provisions in Public Administration Circular No: 01/2014.
3.	Link Language (Only if applicable)	Not Applicable

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R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province


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

12. Grade Promotion:

12.1. Promotion from Grade III to Grade II

12.1.1. On Average Performance

12.1.2. Qualifications to be satisfied

12.1.2.1. Shall have been confirmed in appointment.

12.1.2.2. Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of the service category and earned ten (10) salary increments

12.1.2.3. Shall have proved a performance at satisfactory level or above during the period of ten (10) years preceding the date of promotion as per the approved performance appraisal procedure.

12.1.2.4. Shall have completed a satisfactory service of five (05) years immediately preceding the date of promotion.

12.1.2.5. Shall have obtained the prescribed level of proficiency in other official language.

12.1.2.6. Shall have passed the first Departmental Examination on due date.

12.1.2.7. Shall have passed the first Efficiency Bar Examination on due date.

12.1.3. Method of Promotion

When officers who have satisfied the qualifications make a request to the Appointing Authority as per the specimen form, (GP/G-II) promotion to Grade II shall be made by the Appointing Authority after verification of qualifications to be effective from the qualifying date.

12.2. Promotion from Grade II to Grade I

12.2.1. On Average Performance

12.2.2. Qualifications to be satisfied

(i). Shall have completed an active and satisfactory period of service for ten (10) years in Grade II of the service category and earned ten (10) salary increments.

(ii). Shall have proved a satisfactory period of service within five (05) years immediately preceding the date of promotion.

(iii). Shall have proved a performance at satisfactory level or above during the period of ten (10) years preceding the date of promotion as per the approved performance appraisal procedure.

(iv). Shall have passed the second Efficiency bar examination on due date.

(v). Shall have passed the second Departmental examination on due date.

12.2.3. Method of Promotion:

When officers who have satisfied the qualifications make a request to the Appointing Authority as per the specimen form, (GP/G-I) promotion to Grade I shall be made by the Appointing Authority after verification of qualifications to be effective from the qualifying date.

Note:- When promotions are made on average performance, the date of promotion of the officers who fail the efficiency bar examination and Department Examination on the prescribed date shall be delayed for a period equivalent to the delayed period of time obtained to pass the examination.

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R. Varathalingam
Secretary
Public Service Commission

S. Vaseeharan
Dr. S. Vaseeharan

13. Appointment to Posts – Not Applicable

14. Conditions outside the general conditions indicated in the procedural rules of the Public Service Commission.

14.1. Probation Period and Confirmation in Service

- I. An officer recruited to Grade III of the service on the results of the open competitive examination shall be subjected to a probation period of three years. He/ She shall be confirmed in the service at the end of the probation period if he/ she has passed the first efficiency bar examination, satisfied the requirement of acquiring the proficiency in official language and further his/her work and conduct were satisfactory.
- II. Officers recruited to Grade III on the results of the limited competitive examination shall be subjected to a probation period of one year. He/ She shall be confirmed in the service at the end of such probation period if his/ her work and conduct were satisfactory during the period.

14.2. Promotion in Professional Services

- I. A certain percentage of the career in professional services in departments shall be, reserved for the promotions of the officers in Grade I of Sri Lanka Technological Service who are selected from an examination
 - II. These paths shall be extended for the posts in Technological Service for which such promotional paths are not available. For this purpose it is expected that action shall be taken by the Head of Departments to create at least one departmental post parallel to professional services mentioned in Section 14.2.1
- 14.3. All the officers shall acquire skills and proficiencies as determined by the government from time to time.

15. 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.

16. Provisions for Absorption :

- I. These provisions shall strictly be applied to the officers who are in Provincial Livestock Development Instructor Service as at the effective date of this procedure. All the officers who receive salaries under salary scale MN-03-2006-A provided by Public Administration Circular No:06/2006 and circulars issued consequently on prescribed dates shall be absorbed in the following manner subjected to the provisions in Section 4, Chapter VII of the Establishments Code
- II. Period of service shall be calculated based on the date of appointment to each post or grade. However, the date of salary increment of the relevant officer shall not be changed due to this absorption and that shall be applied without any change as the increment date existed before the absorption. Further, the officer shall not be placed on the next higher salary step as per section 4.4 , chapter VII of the Establishments Code due to becoming the salary step received by the relevant officer corresponding to new salary step.

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R. Varathalingam
28/10/2016

R. Varathalingam
Secretary
Public Service Commission
Northern Province

S. Vasanthan
Dr. S. Vasanthan

Dr. S. Vasanthan

16.1. The absorption of officers, serving as at the effective date of this Minute, to Provincial Livestock Development Instructor Service, under the new service minute shall be made in the following manner:

16.1.1. Absorption to Grade III of the Service

Officers in Segment (b) of Grade II of the Provincial Livestock Development Instructor Service as at the effective date

16.1.2. Absorption to Grade II of the Service

Officers in Segment (a) of Class II of the Provincial Livestock Development Instructor Service as at the effective date

16.1.3. Absorption to Grade I of the Service

Officers in Class I of the Provincial Livestock Development Instructor Service as at the effective date

16.1.4. Absorption to Special Grade of the Service

Officers in Special Grade of the Sri Lanka Technological Service as at the effective date

17. Interim Provisions :

The interim provisions shall be effective up to 01.06.2018. When the officers, who are absorbed to Grade III and II as at the effective date of this scheme of recruitment, are promoted, sections 8.1 and 8.2 of the scheme of recruitment approved by Hon. Governor of Northern Province on dated 11.10.2007 shall be made applicable during the interim period. (These interim provisions shall be applicable strictly for the officers recruited under scheme of recruitment 11.10.2007 which was in effect before the implementation of new scheme of recruitment. Other conditions shall be the conditions in new scheme of recruitment)

18. 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. Uday

Checked by: S. Th

Recommended and forwarded.

D. V. Vasudevan

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

Date:

Dr. S. Vaseeharan

Provincial Director

Dept of Animal Production & Health
Northern Province

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R. Varathalingam

R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

Reference No: NP/06/01/02/SOR

Secretary,
Provincial Public Service Commission,
Northern Province.

I recommend that this proposed Scheme of Recruitment for the post Livestock Development Instructor (Page 1-17 including annexure) in the Department of Animal Production & Health be approved.

M. Patrick Dissanayake
Secretary

Ministry of Agriculture & Agrarian Services,
Animal Husbandry, Irrigation, Water Supply,

Date: 2016/09/05

Secretary,
Ministry of Agriculture and Agrarian Services, Animal Husbandry,
Irrigation, Water supply, Food supply and Distribution, Environment and
Co-Operative Development, Provincial Council.

Hon. Governor,
Northern Province.

Provincial Public Service Commission has recommended this scheme of Recruitment for the post of Livestock Development Instructor (Page 1-17 including annexure) in the Department of Animal Production & Health, Northern Province and submitted for your Hon's Approval please.

R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

Date: 29/09/2016

Secretary,
Provincial Public Service Commission,
Northern Province.

Approved

Hon. Reginald Cooray,
Governor,
Northern Province.

Reginald Cooray
Governor
Northern Province

Date: 26/10/2016

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R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

SCHEDULE 01

1. Name of the Examination - First Efficiency bar examination for officers in Grade III

2. Particulars of the Examination : This Examination shall consist of 02 questions papers.

Question paper	Duration	Total Marks	Pass marks
Establishments Code and Procedural rules of Public Service Commission	02 hours	100	40%
Financial Regulations	02 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.

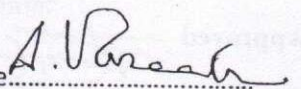
4. Time frame of the Examination:

The examination shall be held twice a year

5. Syllabus of the Examination

Name of the Question Paper	Syllabus
Establishments Code and Procedural rules of Public Service Commission	Procedural rules of Public Service Chapters VIII, XII, XIII, XIV, XIX of Establishments Code
Financial Regulations	Chapter I From 01 to 68 of Financial Regulations Chapter III From 124 to 147 of Financial Regulations

Recommended and Forwarded

Signature 

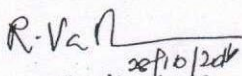
Provincial Director of AP&H.

Dr. S. Vasanthan

Provincial Director

Dept of Animal Production & Health
Northern Province

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R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

SCHEDULE 02

1. Name of the Examination - Second Efficiency bar examination for officers in Grade II
2. Particulars of the Examination : This Examination shall consist of 02 questions papers.

Question paper	Duration	Total Marks	Pass marks
Establishments Code	02 hours	100	40%
Financial Regulations	02 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 twice a year

5. Syllabus of the Examination

Name of the Question Paper	Syllabus
Establishments Code	Chapters XV, XVI, XXIII, XXIV, XXV, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII of Establishments Code
Financial Regulations	Chapter VI From 315 to 396 of Financial Regulations Chapter XIII From 685 to 775 of Financial Regulations

Recommended and Forwarded

TRUE COPY CERTIFIED CORRECT

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

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

Application for Grade Promotions – Livestock Development Instructor – Grade I

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. 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		

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

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 of the Provincial Livestock Development Instructor Service from.....

Date :

.....

Signature of Officer

TRUE COPY CERTIFIED CORRECT

R. V. N.
 R. Varathalingam
 Secretary
 Provincial Public Service Commission
 Northern Province

S. Vaseeharan
 Dr. S. Vaseeharan
 Provincial Director
 Dept. of Agriculture

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 Ten (10) years in Grade III of the Livestock Development Instructor and earned due Ten (10) salary increments.
- ii. Has shown/ Has not shown a performance of satisfactory of higher level during the period of Ten (10) 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 (10) 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 1st 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 of the Provincial Livestock Development Instructor Service. Accordingly the promotion of the aforesaid officer to Grade II is recommended and forwarded for approval.

Name :
Signature :
Date :
Official stamp:

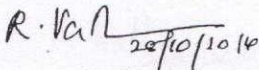
6. Recommendation of the Provincial Director

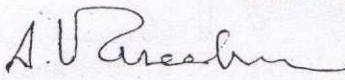
Secretary,
Ministry of
Northern Province.

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

Name :
Signature :
Date :
Official stamp:

RUE COPY CERTIFIED CORRECT


R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province


Dr. S. Vaseliam
Provincial Director

Application for Grade Promotions – Livestock Development Instructor – Grade I

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 to Grade III :
- 2.2. Date of confirmation in appointment :
- 2.3. Date of Promotion/ Absorption to Grade II :
- 2.4. 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		

2.5. 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 : Grade I
- 3.2. Stream due for promotion : General I
- 3.3. Date of completion of Ten years (10) of service in Grade II :
- 3.4. Date of Promotion to 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 I of the Provincial Livestock Development Instructor Service from.....

Date :

.....
Signature of Officer

R. Varathalingam
Secretary

Dr. S. Vaseeharan

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 Ten (10) years in Grade III of the Livestock Development Instructor and earned due Ten (10) salary increments.
- ii. Has shown/ Has not shown a performance of satisfactory of higher level during the period of Ten (10) 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 (10) 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 2nd 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 I of the Provincial Livestock Development Instructor Service. Accordingly the promotion of the aforesaid officer to Grade I 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 Grade I of Provincial Livestock Development Instructor Service fromis accordingly recommended and forwarded for approval.

TRUE COPY CERTIFIED CORRECT

Name :

Signature :

Date :

Official stamp:

R. Varathalingam
22/10/2016
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

S. Vaseeharan
Dr. S. Vaseeharan