

03-11-2010

Final

MINUTE FOR THE POST OF MACHINE OPERATOR
DEPARTMENT OF ANIMAL PRODUCTION & HEALTH - NORTHERN PROVINCIAL
COUNCIL

This Minute shall be called the Minute for the post of **Machine Operator** of the department of Animal Production and Health, Northern Provincial Council.

1. Effective Date: This Minute will take effect from the date of approval by the Hon.Governor of the Northern Province.

2. Definition: -

1. The term "Minute" shall mean the Minute of the Machine Operator' Service in the Department of Animal Production & Health, Northern Province.
2. The term "Service" shall mean Machine Operator' Service in the Department of Animal Production & Health, Northern Province.
3. The term "Commission" shall mean the Public Service Commission, Northern Provincial Council.
4. The term "Secretary" shall mean the Secretary to the Ministry to which the subject of Animal Production & Health Department is assigned.
5. The term "satisfactory Service" shall mean a period immediately preceding the date of promotion during which no punishment has been imposed.

3. Structure and Salary Scale:

3.1 Structure: The service shall comprise employees appointed to Grade III and those who are appointed on promotion to Grade II, Grade I and Special Grade.

3.2 Salary Scale: The monthly consolidated salary scales effective from 01.01.2007 corresponding to the salary scales prevailing as at that date shall be as follows:

Salary code : **PL 2 - 2006 A**

Special Grade : Rs.16,730-11x170-18,600/-

Grade I : Rs.15,120-09x160-16,560/-

Grade II : Rs.13,655-09x145-14,960/-

(Efficiency Bar before reaching 3rd increment Rs.14,090/=)

Grade III : Rs. 12,210-10x130-13,510/-

(Efficiency Bar before reaching 3rd increment Rs.12,600/=)

These salary scales are subject to revision by the Government from time to time.

4. Cadre :

The total cadre will be determined by the salaries and cadre committee. There will be no cadre ratio from the Grade III up to Gr. I.

The cadre in special Grade will be on the ratio 01:02 between special grade and the other grades (Grade. III, II & I combined)

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K. Senthikumar
Secretary

Thiruvakaran

Thiruvakaran

The cadre in special Grade will be on the ratio 01:02 between special grade and the other grades (Grade. III, II & I combined)

5. Age Limit :

Should not be less than 18 years and not more than 45 years of age as at the closing date of applications. The upper age limit is not applicable to those who are already employed in Provincial Council or in Government Service.

6. Efficiency Bar :

6.1. Employees in Class III must pass the Efficiency Bar Examination of class III conducted by the Director of Animal Production and Health, before reaching the 3rd increment. The Efficiency Bar Examination will consist of an Oral test and Practical test. The basic knowledge about their duties will be tested through this Examination.

6.2. Employees in Class II must pass the Efficiency Bar examination of class II conducted by the Director of Animal Production and Health, before reaching the 3rd increment. The Efficiency Bar Examination will consist of a Written Examination and Practical test. The knowledge and their technical know how about their responsibilities related to their duties will be tested through this Examination.

6.3. Every employee appointed from 01.07.2007 onwards, should attain the proficiency in the second official language (Proficiency level in category 3) to this post within 5 years of the appointment to the service / post. Salary increments of the employees who fail to attain the level of proficiency within the prescribed period will be deferred.

7. Educational Qualifications & Eligibility :

- a. Should have passed at least 8th Standard / Grade.9 / year 09 from an approved Government School.
- b. Should be a Citizen of Sri Lanka.
- c. He/She or his/her parents should have been born in the Northern Province or he should have had at least three years of continuous permanent residence in the Northern Province within the six years immediately prior to the date of closing of application.
- d. Should be of good Character and physically fit.

8. Control:-

Subject to the General provisions, the service shall be under the control of the Commission.

9. General Duties.of the Post:

- (a) Safeguard the water pump.
- (b) Whenever, it is necessary to operate the water pump.
- (c) When the electricity supply fails, operate the generator.

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S. Thiruvakaran
Secretary
Public Service Commission.

- (d) Be prepared to work in the morning or in the nights, as and when, required by superior.
- (e) Do arrange the eggs properly, in the incubator for hatching.
- (f) After 07 days the damaged eggs in the incubator, should be identified and removed.
- (g) To ensure and maintain the incubator, according to the accepted norms.
- (h) On the 21st day collect the hatched chicken.
- (i) The identified chicks should be given the preventive "MAREKS" vaccine and have them ready for dispatch to the veterinary office.
- (j) The cages in the incubator should be disinfected and kept clean, by using the necessary equipments.
- (k) Be prepared and willing to perform the other employees' duties, as directed by the superiors.
- (l) The area surrounding the incubator should be kept clean.
- (m) Must be experienced in handling disinfecting equipments.
- (n) Have the water storage tanks filled.
- (o) Any orders given by the superior must be carried out, as and
- (p) When the eggs have been placed in the incubator for hatching, you should not keep away from duty without prior permission.
- (q) If the supply of electricity fails, when the eggs are in the incubator, for hatching, must immediately take steps to operate the generator.
- (r) Working hours 06.00 am to 06.00 pm.
- (s) Must work on Saturdays.

10. Method of recruitment:

- i. Applications will be called from persons working in the department of Animal Production and Health, Northern Province including casual / Contract basis. The selection shall be through a structured interview.
- ii. If sufficient applicants are not available in the department, applications for the remaining vacancies will be called by a notification published in the Government Gazette / News paper. The selection shall be through a competitive exam in general knowledge with one hour duration or structured interview or both.


11. Terms of Engagement:


- i. The post is permanent and Pensionable.
- ii. Contributions to the Widows' and Orphans' Pension Fund or **Widowers' and Orphans' Pension Fund** will be on the basis of circulars issued from time to time by the Ministry of Public Administration.

12. Conditions of Service and confirmation:

- i. An employee appointed to grade 111 of the service on the results of the open competitive examination shall be on probation for a period of three years. He /she shall be confirmed at the end of this period by the Secretary provided that he / she has

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Administrative Officer


S. Thiruvakaran
Secretary

passed the first Efficiency Bar Examination and if his / her service and conduct have been satisfactory during the above period. The necessary recommendation will be made by the Head of the Department.

- ii. A confirmed employee if selected will be subjected to a trial period of one year. He /she shall be confirmed at the end of the year as an employee in the service if his / her service and conduct have been satisfactory during the above period. However, these employees are required to pass the first Efficiency Bar Examination before reaching the third salary increment.
- iii. The conditions prescribed in Section 10:6 to 10:6:4 and section 12 of Chapter II of Establishment Code and General Conditions of appointments in the Public Service advertised in the Gazette of the Democratic Socialist Republic of Sri Lanka are applicable.
- iv. Every employee will be subject to the Provincial Finance Regulations, the Establishment Code, Departmental Orders or Regulations and any other Orders or Regulations that may be made from time to time.
- v. The employee may be required to furnish security in terms of the Public Officers' Securities Ordinance in such manner as the Secretary / Head of Department may decide.
- vi. The officer is transferable and is liable to serve in any part of the Northern Province.

13. Promotions :

13.1. Promotion to Grade II:-

13.1.1. Fast Track for Exceptional Performer:

The confirmed employee in Grade III with 06 years satisfactory service and who have earned all increments for five years preceding the date of promotion and having the following qualification shall be promoted to Grade II.

- 1). The performance judged to be "excellent" at least for 03 years in the process of performance appraisal carried out through a structured and objective appraisal procedure with an **appropriate degree** of transparency.

AND,

- (a) Non-Vocational Qualification appropriate to the service obtained from the relevant Government institution / equivalent qualification.

OR,

- (b) At least 03 commendations related to performance of their general duties described in Para - 9 from the Veterinary Surgeon- In charge of division endorsed by Assistant Director of Animal Production and Health of that Range.

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K. Shanthirakumar
Administrative Officer
Thiruvakaran
Secretary
Dept of Animal Production & Health
Public Service Commission

13.1.2. Average Performer

The confirmed employee in Grade III with 10 years satisfactory service and who have earned all increments for five years preceding the date of promotion shall be promoted to Grade II.

13.2 Promotion to Grade I

13.2.1 Fast Track for Exceptional Performer:

Employees in Grade II with 08 years satisfactory service and who have earned all increments for five years preceding the date of promotion and having the following qualification shall be promoted to Grade I.

a). A minimum of 40 % marks in prescribed written examination to become eligible for promotion. The basic knowledge in office procedure and janitorial service will be tested through this examination.

AND,

b).The performance judged to be "excellent" at least for 04 y ears in the process of performance appraisal carried out through a structured and objective appraisal procedure with an **appropriate degree** of transparency.

13.2.2 Average Performer

Employees in Grade II with Ten (10) years satisfactory service and passed the Efficiency Bar Examination of Grade 11 shall be promoted to Grade I.

13.3. Promotion to Special Grade

Employees who have completed a minimum of five years active, satisfactory service in Grade I as at the prescribed date will be eligible for promotion to the Special Grade. Such promotions will be based on the results of a competitive examination.

When selections are made for promotion, an employee's seniority and experience will be duly considered along with the rank obtained in the competitive examination.

Method of Application: The notice calling for applications will be issued by the Director of Animal Production and Health after getting approval from the Secretary.

Particulars of examinations are given below:

Subjects	Time	Marks
1. knowledge in office procedure and janitorial service.	01 hour	100

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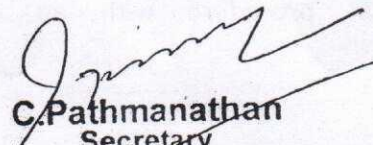
Scheme of the Examination

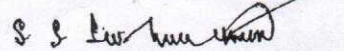
Written exam	- 50 marks
Seniority and experience	- 40 marks
Interview	- 10 marks
Total	<u>100 marks</u>

A minimum of 40 % marks in written exam is compulsory for appearing for the interview for promotion and a minimum of 50% total marks is necessary to become eligible for promotion.

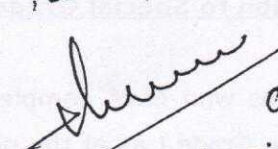
14. Matters not provided:


Any interpretation in respect of the Provisions in this Scheme and any matter not provided herein will be determined by the Provincial Public Service Commission Northern Province in consultation with the Honorable Governor.


C. Pathmanathan
Secretary
Ministry of Agriculture, Livestock Development,
Land, Irrigation & Fisheries
Northern Province.



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

APPROVED


02/11/10
GA Chandrasiri
Governor
Northern Province


S. Thiruvakaran
Secretary
Provincial Public Service Commission
Northern Province

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Administrative Officer
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