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

This Minute shall be called the Minute for the post of **Tractor 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 Tractor Operator' Service in the Department of Animal Production & Health, Northern Province.
2. The term "Service" shall mean Tractor 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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- (d) To hand over the bowser, at the appropriate place.
- (e) To handle the loading/unloading of the items meant for cultivation
- (f) To remove the waste materials form the farm
- (g) To be available for duty, specially, on days assigned by the Farm Manager
- (h) Should not keep away from duty, unless authorized by the manager.
- (i) To transport the fuel required by the farm, from the fuel depot and to load and unload same.
- (j) Any other duties, as required by the manager.
- (k) To maintain the vehicle daily running chart in the appropriate way.
- (l) To be available for duty, either in the morning, or in the nights.
- (m) To be willing and be prepared to carry out, the duties of the other employees, as directed by the manager.

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 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 trail 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.

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K. S. Siva
K. Siva
Administrative Officer

U.L.M.H. Sivanathan
U.L.M.H. Sivanathan
Secretary
Provincial Stock Development

H. Sivanathan
H. Sivanathan
Secretary
Provincial Director

DR. S. Sivanathan
DR. S. SIVANATHAN
Provincial Director

- 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 Financial 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.

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.

U.L.M. Haldeen
Secretary
Rural Development

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R. Thiagalokam
Secretary
Provincial Public Service Commission
Northern Province

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K. Shanthirakumar
Administrative Officer
Dept. of Animal Production & Health
Northern Province
DR. S.S. SIVANATHAN
Provincial Director

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R. Thiagalokan
 Secretary
 Provincial Public Service Commission
 Northern Province

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

D.R.S.S. SIVANATHAN
 Provincial Director


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A minimum of 40 % marks in written exam is compulsory 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.

R. Thiagalokam
R. Thiagalokam
Secretary
Provincial Public Service Commission
Northern Province

U.L.M. Haldeen
U.L.M. Haldeen
Secretary
Department of Agriculture Live Stock Development
Lands, Irrigation & Fisheries
Northern Province

J.S. Sivanathan
DR.S.S.SIVANATHAN
Provincial Director
Dept. of Animal Production & Health
Northern Province

[Signature]
15/12/11

APPROVED

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