The Scheme of Promotion Of the Management Assistant - Non Technical Segment-2 Category of Service (MN-01-2006-A)for the post of Data Entry Operator in Northern Province

01. Institutions involved

1.1 Department: ………………………… Ref.No: …………… Date: …………………..

1.2 Ministry : ……………………………. Ref. No: …………… Date: …………………..

1.3 Approval of Posts by Director -
General of Management Service: Ref. No: ……………… Date : …………………..

1.4 Recommendation of the
Chief Secretary: Ref.No: …………….. Date : …………………..

1.5 Recommendation of the National
Pay Commission: Ref.No : ……………….Date : …………………..

1.6 Recommendation by the Provincial
Public Service Commission - NP Ref.No : ………………Date : …………………..

1.7 Approval of Hon.Governor: Ref.No : ………………Date : …………………..

02. Appointing Authority

The Authority to whom the powers have been delegated by the Hon.Governor of Northern Province as per the Governor's Memorandam - 2013/01 dated 2013/08/07 and subsequent amendments thereto.

03. Particulars on the category of Service

Note: Data Entry Operator Cadre is a Dying Cadre. There will be no more new recruitment.

3.1 Category of Service : Management Assistant-Non Technical Segment-2

3.2 Posts falling within this category: Data Entry Operator

3.3 Grades : Grades III, II, I

3.4 General definition of the role entrusted to:

This category of service is assigned with the duties of non-technical and single functional nature from amongst the duties that assist and /or facilitate the duties of those engaged in the executive and administrative functions in the institutions. Officers falling within this category of service will be required to carry out the duties that are made specific by the Appointing Authority out of the duties of such category.

3.5 Assignment of Duties :

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.

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

05. Salary

5.1 Salary code   : MN-01– 2006-A

5.2 Salary Scale   : Rs 13,120-10x145 -11x170 -10x240- 10x320 -22,040

5.3 Initial salary step pertaining to grade system:

Grade	Initial Salary Step	Initial Salary Point (Rs.)
Grade III	Step 1	Rs. 13,120/=
Grade II	Step 12	Rs. 14,740/=
Grade I	Step 23	Rs. 16,680/=

06. Post / posts belonging to officer category

6.1 Name of Approved title of posts, Approved Cadre, and the Duties assigned.

Ser. No	Approved title of Post	Grade for which the post is approved	Approved Cadre(As per the carder approved in 2013)	Duties
01	Data Entry Operator	III,II, I	05	1. Folder management and file management in an operating system. 2. Prepare professional looking documents such as letters, reports &

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				minutes and designing cards for an invitation by using a Word Processing software.
				 3. Manage records such as name list, exam results sheets and seniority list by using a spread sheets software.
				    a. Manage data source.
				    b. Create Charts to describe a data source.
				    c. Create graphs to describe a trend for a situation such as a progress or a development activity.
				 4. Create a database by using DBMS software in order to support for decision making process.
				    a. Create table for data recording.
				    b. Create forms for data entry and view.
				    c. Create queries so as to answer for specific questions for a particular subject.
				    d. Generate reports so as to support for decision making process.
				 5. Prepare presentation by using a presentation software in order to describe a situation, a progress of a development activity or an event.
				 6. Electronic mail management for the Department with a contacts list management.
				 7. Establish a network if needed for file sharing and electronic documents management.

6.2 Consolidated Number of officers: *05*(**Annexure 01**)

(For the purpose of Promotion-grade III, II and I will be treated as combined cadre)

6.3 The Cadre will be detailed under the respective Heads / Objects in the annual estimates of

the Northern Province.

Note : Dying Cadre - There is no recruitment for this post. All post is personal to the present holders.

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07. Efficiency Bar Examinations:

7.1 Details of Efficiency Bar

Efficiency Bar	At what point the limit for passing the Efficiency Bar expires (number of years)	Nature of the Efficiency Bar Written/professional/ Certificate courses/others
1st Efficiency Bar	Before the lapse of three years (03) from the date of appointment to Grade III	Written (Annexure 02)
2nd Efficiency Bar	Before the lapse of three years (03) from the date of promotion to Grade II	Written (Annexure 03)
3rd Efficiency Bar	Before the lapse of five years (05) from the date of promotion to Grade I	Written (Annexure 04)

7.2 How often the examination is conducted   : Twice a year

7.3 Authority for conducting the Efficiency Bar Examination   :
         Secretary, Provincial Public Service Commission, NP

08. Language Proficiency

Not Applicable. As it is a Dying Cadre there will not be any new recruitment to this post. The employees, who are presently working as Data Entry Operators, were recruited on or before 2007/01/01.

09. Grade Promotions

9.1 Promotion to Grade II from Grade III

9.1.1 As per Average Performance
9.1.1.1 Qualifications to be satisfied
    (i) Should have been confirmed in the post.

    (ii) Should 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.

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

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

(v) Should have passed the relevant Efficiency Bar Examination as at the prescribed date.

9.1.1.2 Method of Promotion

When an officer who has satisfied the required qualifications makes a request to appointing authority for promotion to Grade II by using the prescribed specimen form(GP/G/1) of application along with the recommendation of the Head of Department and Secretary of the Ministry, the promotion shall be made to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the appointing authority.

9.1.2 As per Exceptional Performance : Not applicable

9.2. Promotion from Grade II to Grade I

9.2.1 As per Average Performance

9.2.1.1 Qualifications to be satisfied

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

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

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

(iv) Should have passed the relevant Efficiency Bar Examination as at the prescribed date.

9.2.1.2 Method of Promotion

When an officer who has satisfied the required qualifications makes a request to appointing authority for promotion to Grade I by using the prescribed

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specimen form(GP/G/1) of application along with the recommendation of the Head of Department and Secretary of the Ministry, the promotion shall be made to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the appointing authority.

9.2.2 As per Exceptional Performance : Not applicable

10. Appointment to posts: Not applicable

11. Terms and Conditions

11.1 Contribution to the Widows' and Orphans' pension schemes or to the widowers' and orphans' pension schemes will be on the basis of circulars issued from time to time by Director General of Pensions, Department of Pensions, Sri lanka.

11.2 The condition prescribed in section 10:6 to 10:6:4 and section 12 of chapter II of the Establishment code and General condition for appointment in the public service advertised in the Gazette of the Democratic Socialist Republic of Sri lanka are applicable.

11.3 The officer will be subject to the rules, regulations, orders and procedures enacted by the Public Service Commission for the Public Service. Similarly, officer will be subjected to the financial regulations, the provisions of Establishment code, conditions stipulated in the Procedural rules of the Northern Provincial Public Service Commission published in the Gazette extra ordinary No 1837/30 dated 03.07.2013 and the provisions, Provincial Financial Regulations and Other Government regulations, circulars, instructions and amendments issued thereto from time to time.

12. Definitions

12.1 The term **"Scheme of Promotion"** shall mean the Scheme of Promotion for the post of Data Entry Operator in Northern Province.

12.2 The term **"Appointing Authority"** shall mean the Authority to whom the powers have been delegated by the Hon.Governor of Northern Province.

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12.3 The term **"Hon. Governor"** shall mean the Governor of Northern Province.

12.4 The term **"Chief Secretary"** shall mean the Chief Secretary of Northern Province.

12.5The term **"Commission"** shall mean the Provincial Public Service Commission of the Northern Province.

12.6 The term **" Period of Satisfactory Service"** means a period during which a public officer has earned all the salary increments due to him by efficient and diligent discharge of his duties, by passing over the efficiency bars due on him on the prescribed dates and by fulfilling the qualifications required for his confirmation and has not committed any punishable offence(According to Public Service Commission Guideline for preparing Scheme of Recruitment).

12.7 The term **"Period of Active Service"** shall mean the actual period served by the officer engaged in duties assigned to him and receiving relevant salary. Periods on no pay leave other than maternity leave approved by the Government, shall not be counted for active period of service.

12.8 The term **"Effective Date"** shall mean 01.01.2013.

13. Absorption into Grade System (Applicable only for those in service as at the effective date of the Scheme of Promotion)

This is applicable for the employees who were already recruited in terms of the previous service minute approved by the Hon.Governor, NEP with effect from 01.01.2001.

i) Those employees who have not completed 10 years of service will be absorbed into Grade III.

ii) Those employees who have been confirmed in service, completed not less than 10 years of satisfactory service and fulfilled other service requirements as specified in Para 9.1, will be absorbed into Grade II.

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iii) Those employees who have been confirmed in service, completed not less than 20 years of satisfactory service and fulfilled and other service requirements as specified in Para 9.2, will be absorbed into Grade I.

iv) Conversion of salary which would arise as a result of the absorption would be effected in conformity with the provisions of the Establishments Code. The date of absorption would be the date of approval of this Scheme of Promotion. If the officer is absorbed into same grade his Salary and Date of increment will remain unchanged.

14. Control

The Service will be under the control of the Authority to whom the powers have been delegated by the Hon.Governor, Northern Province.

15. Matters not provided

Matters not provided for in the Scheme of Promotion will be determined by the Hon. Governor, Northern Province.

ANNEXURE 1

Details of Approved Cadre
(As per the cadre approved in year 2013)

Ser.No	Department	Designation	Approved Cadre
01	RDHS, Vavuniya	DEO (III/II/I)	01
02	Zonal Education Office, Vadamaradchi	DEO (III/II/I)	01
03	Zonal Education Office,Mullaitivu	DEO (III/II/I)	01
04	Jaffna Municipal Council	DEO (III/II/I)	02
Total			05

ANNEXURE 2

1st EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF THE NORTHERN PROVINCIAL DATA ENTRY OPERATORS' SERVICE

1. Qualification

Officers in Grade III are qualified to sit for this examination.

2. Subjects of the examination are as follows.

Subjects	Duration (hour/s)	Maximum Marks	Passable Marks
(i) Office Administration and Establishments Code	2	100	40
(ii) Computer Knowledge	2	100	40

(i) *Syllabus for Office Administration and Establishments Code*

This paper will be based on the following chapters of Establishment Code.

Chapter II	- Recruitment procedure and appointment
Chapter III	- Transfers
Chapter IV	- Grant of Monthly pay, Temporary Status, Permanent Status and Pensionability.
Chapter V	- Release, Reversion and Termination of Employment
Chapter VIII	- Overtime, Holidays, Holiday pay and Allowance
Chapter XII	- Leave
Chapter XIII	- Railway Warrants
Chapter XIV	- Travel on Duty within the Island
Chapter XXVIII	- Administrative Procedures
Chapter XLVII	- General conducts and discipline
Chapter XLVIII	- Rules of Disciplinary Procedure

(ii) *Syllabus for Computer Knowledge*

1. Contemporary knowledge in the Operating System
2. MS Office Application Such as MS Word, MS Excel, MS PowerPoint, MS Access
3. Internet and E-Mail

Note : One should obtain not less than 40% Marks in each subject to secure a pass in the Examination.

ANNEXURE 3

2nd EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF THE NORTHERN PROVINCIAL DATA ENTRY OPERATORS' SERVICE

1. Qualification

   Officers in Grade II are qualified to sit for this examination.

2. Subjects of the examination are as follows.

Subjects	Duration (hour/s)	Maximum Marks	Passable Marks
(i) Financial Regulations	2	100	40
(ii) Advanced Computer Knowledge	2	100	40

(i) *Syllabus for Financial Regulations*

This paper will be on the following chapter of Financial Regulations.

Chapter I ,	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for Expenditure, Refunds, Write-offs, Ect.
Chapter V	-	Payments
Chapter VII	-	Accounting
Chapter VIII	-	Advance Accounts

(ii) *Syllabus for 'Advanced Computer Knowledge'*
   (i) Database Management System using MS Access
   (ii) Fundamentals of web designing
   (iii) Hardware Technology
   (iv) Internet Technology
   (v) Adobe PageMaker Software

Note : One should obtain not less than 40% Marks in each subject to secure a pass in the Examination.

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Secretary
Provincial Public Service Commission
Northern Province

ANNEXURE 4

3rd EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE I OF THE NORTHERN PROVINCIAL DATA ENTRY OPERATORS' SERVICE

1. Qualification

   Officers in Grade I are qualified to sit for this examination.

2. Subjects of the examination are as follows.

Subjects	Duration (hour/s)	Maximum Marks	Passable Marks
(i) Establishments Code and Procedural rules of Northern Provincial Public Service Commission.	2	100	40
(ii) Public Financial Management and Procurement Procedure	2	100	40
(iii) Information and Communication Technology	2	100	40

(i) *Syllabus for Establishment Code and Procedural rules of Northern Provincial Public Service Commission.*

Establishments Code

Chapter XIX	- Government Quarters
Chapter XXIV	- Salary Loans /Advances
Chapter XXVII	- Channel of Communication
Chapter XXXIII	- Legal Advice and Legal Actions
Chapter XLVII	- General conducts and discipline
Chapter XLVIII	- Rules of Disciplinary Procedure

Procedural rules of Northern Provincial Public Service Commission.

The matters in the Procedural rules of Northern Provincial Public Service Commission published in the Gazette extra ordinary No 1837/30 dated 03.07.2013.

(ii) *Syllabus for Public Financial Management and Procurement Procedure*

This paper will be on the following chapter of Financial Regulations.

Chapter III	-	Financial Management and Accountability
Chapter VI	-	Custody of Public Money etc. Imprests and Bank Accounts
Chapter XIII	-	Supplies, Works, and Services

(iii) *Syllabus for 'Information and Communication Technology'*
   - (i) Open Office Applications
   - (ii) MIS for decision making process
   - (iii) E-Government policies and current ICT trends.

Note : One should obtain not less than 40% Marks in each subject to secure a pass in the Examination.

Prepared by : ....

Checked by : ....
(Staff Officer in charge of the subject)

Date : ....

Recommendation and forwarded.

Ref.No : ...NP/02/Ser.Min./01/2015..

I recommend that this proposed Scheme of Promotion for the post of Data Entry Operator Service (Pages 1-12 including annexures) in the Northern Province be approved.

R.S.Thurairajah
Deputy Chief Secretary
Office of the Deputy Chief Secretary - Administration   Date : 19/05/2015
Northern Province.

Hon.Governor.

Provincial Public Service Commission has recommended this Scheme of Promotion for the Post of Data Entry Operator Service, Northern Province (Pages 1- 12 including Annexures).

Submitted for your Hon's approval please.

K.Theivendram
Secretary
Provincial Public Service Commission, Northern Province   Date: 12-06-2015

Approved

....
H.M.G.S.Palihakkara
Governor, Northern Province
H.M.G.S.Palihakkara
Governor
Northern Province

Date: 29/6/15

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