

MINUTE OF THE PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE, NORTHERN PROVINCE

1. Effective Date

The Service Minute of the Provincial Public Management Assistants' Service, Northern Province shall come into force with effect from 2nd April 2013, without prejudice to any action taken or purported to be taken in terms of the service minute of the Provincial Public Management Assistants' Service, Northern Province approved by the Honorable Governor, Northern Provinces dated 01.06.2010 and subsequent amendments made thereto from time to time.

2. Appointing Authority

Authority to whom the powers have been delegated by the Hon.Governor of Northern Province.

3. Particulars of the Service Category

3.1 Service Category:

- a) Management Assistant Non- technical Multi duty segment I – service category
- b) Management Assistant -Supra Grade – service category

3.2 Grades: Management Assistant Non- technical Multi duty- Segment I

Grade III

Grade II

Grade I

Management Assistant - Supra Grade: Supra Grade

The Supra Grade shall consist of a scheduled cadre outside the cadre of Grade III, II and I. Appointments to this grade shall be made through a selection process based on the vacancies existing in the cadre (Posts of Supra grade are indicated in **Annexure 01**)

3.3 Entrusting Functions:

Functions shall not be entrusted on the grade basis and the Head of the Department/ Institution shall entrust any function out of the functions entrusted to this service category to an officer in any grade on exigency of service, based on the seniority and merit.

b. r. j. 2

(MS).R.S.THURAIRAJAH
Deputy Chief Secretary
Office of the Deputy Chief Secretary-Administration
Northern Province

APPROVED

CERTIFIED TRUE COPY

K. Theivendram
K. Theivendram
Secretary

05/01/2015 Page 1 of 34

Provincial Public Service Commission
Northern Province.

4. Role of the Service

Functions, which are not technical, but multi-functional in nature and for which specific skills other than the technical skills are required out of the tasks which are supportive or facilitating to the tasks of officers in executive, management and administrative levels of the institutions, shall be entrusted to the officers belonging to this service. Accordingly, the employees belonging to this service shall perform duties out of the tasks of this category which are determined precisely.

5. Salary

5.1 Salary code number:

Grade III, II and I: MN – 2-2006-A

Supra Grade : MN – 7-2006-A

5.2 Salary Scale:

Structured Grades of III, II and I

Rs.13,990 -10 x 145 – 11 x 170 – 6 x 240 – 14 x 320 – Rs.23,230

Supra Grade

Rs. 20,030 – 11 x 365 – 18 x 500 – Rs.33,045

5.3 Initial salary step applicable to grade system:

MN-2-2006-A

M	Grade	Salary step	Salary Point
	III	Step 01	Rs. 13,990
	II	Step 12	Rs. 15,610
M	I	Step 23	Rs. 17,550

N-7-2006-A

Grade	Salary step	Salary Point
Supra Grade	Step 02	Rs. 20,395

Handwritten signature

APPROVED

CERTIFIED TRUE COPY

Handwritten signature
K. Theivendram
Secretary

05/01/2015

6. Post/ posts belonging to Service category

6.1 Approved posts and number of approved posts (Shall be as per the approval given by the Director General of Management Services)

Approved Designations	Grade to which the post is approved	Salary Code	Number of the Approved Posts
Provincial Public Management Assistants	Provincial Public Management Assistants' Service Grade III/II/I	MN -02-2006-A	As per the approval given by the Director General of Management Services Department.
Administrative Officer/ Secretary(Local Authority)	Provincial Public Management Assistants' Service (Supra Grade)	MN-07-2006-A	

6.2 Combined number of officers:

For the purpose of promotions from grade to grade, all the grades i.e III, II and I shall be treated as belonging to the Combined Number of Officers.

6.3 Nature of the post in service: Permanent and Pensionable.

7. Method of recruitment

7.1 Recruitment Ratio

Stream	Percentage
Open	70%
Limited	30%

Note :- A number of vacancies of not more than 30% of total vacancies shall be filled by way of promotion of employees in primary grade of the Northern Provincial Public Service on the results of the Limited Competitive Examination conducted by the Commissioner General of Examination on behalf of the Secretary to the Provincial Public Service Commission, Northern Province and an interview for verification of qualification.

APPROVED

CERTIFIED TRUE COPY

Page 3 of 34

K. Theivendram
K. Theivendram
 Secretary

Provincial Public Service Commission
 Northern Province.

05/01/2015

If the number of persons eligible for appointment on the results of that examination is less than 30% of the vacancies, the difference between the 30% and the number of persons eligible for appointment will be met from the persons eligible at the Open Competitive Examination.

7.2 Recruitment under Open Stream

7.2.1 Grade of Recruitment: Grade III

7.2.2 Qualifications:

7.2.2.1 Educational Qualifications

(a) Shall have passed Six (06) subjects with credit passes for four subjects including Sinhala /Tamil / English and Mathematics at the G.C.E. (Ordinary Level) Examination at one sitting.

And

(b) Shall have passed all the subjects in G.C.E. (Advanced Level) at one sitting (except the General paper). Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.

7.2.2.2 Professional Qualifications: Not Applicable

7.2.2.3 Experience: Not Applicable

7.2.2.4 Physical Fitness

All the candidates shall have the physical and mental fitness to serve in any part of the Northern Province and to perform the duties of the post.

7.2.2.5 Other

(i) Candidates shall be of excellent character.

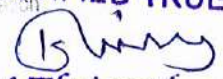
(ii) Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within the six years immediately prior to the last date of closing of applications. (Voter's list should be submitted to prove the permanent residence.)

or

APPROVED


(M.C.R.S. THIRAJARAJAH)
Deputy Chief Executive
Provincial Public Service Commission
Northern Province

CERTIFIED TRUE COPY


K. Theivendran
Secretary

Provincial Public Service Comm.
Northern Province.

05/01/2015

Applicant or his/her parents should have been born in the Northern Province and should have had 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 candidate 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.

(iii) Shall have satisfied each and every way the qualifications, required for the recruitment to the post, mentioned from 7.2.2.up to 7.2.3 on the prescribed date as per the Public notification/ Government Gazette/ Website notices.

7.2.2.5.1 Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the vacancies to be filled in that district.

(i) At the instances where it is not possible to fill the number of vacancies allocated to a particular district by the qualified candidates applied for the same district, that number of vacancies shall be re-distributed among all the adjoining districts, in proportionate to the population of such districts.

(ii) If the total number of posts to be filled is few and the district's population basis cannot be applied, selection shall be made in the order of the merit.

(iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for selection.

7.2.2.5.2 Eligibility for inclusion in a district

At least one of the following requirements shall be fulfilled by a candidate to complete for the vacancies in the district.

- (i) The candidate should have been born in the district, or
- (ii) He shall have been a permanent resident of the district atleast for three continuous years within the five(05) years

APPROVED

CERTIFIED TRUE COPY

(Signature)
K. Theivendrum
Secretary

Provincial Public Service Commission
Northern Province.

05/01/2015

(Signature)
CERTIFIED TRUE COPY
(M9) R.S. THURAIRAJAN
K. Theivendrum
Secretary
Provincial Public Service Commission
Northern Province

immediately preceding the last date to fulfill the eligibility qualification for the examination, or
 (iii) he shall have received secondary school education within the district for five(05) continuous years.

Note: (i) If the father/mother of any candidate have been employed in a transferable service of the government or of a Provincial Public Service or of a State Corporation, then such candidate shall be permitted to choose his father's/ mother's place of birth as his district.

(ii) No candidate 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, when competing under section 7.2.2.5.2 above, it shall remain irrevocable.

7.2.3 Age

7.2.3.1 Minimum age limit : 18 years

7.2.3.2 Maximum age limit : 30 years

7.2.4 Method of Recruitment : Open Competitive Examination

7.2.4.1 Written Examination

Subjects	Maximum Marks	Pass Marks
Language Proficiency	100	40
Aptitude	100	40

(Annexure 02)

7.2.4.1.1 Authority for conducting Examination: *Commissioner General of Examination/Secretary Provincial Public Service Commission, Northern Province.*

7.2.4.2 Professional Test : Not applicable

Handwritten signature

Stamp: Deputy Chief Secretary, Northern Province

APPROVED
CERTIFIED TRUE COPY
K. Theivendri
Secretary
 Provincial Public Service C
 Northern Province.

05/01/2015

7.2.4.3 Structured Interview : Not applicable

7.2.4.4 General Interview : Applicable (No marks shall be allocated)

7.2.5 Method of calling for applications:

Applications shall be called through an advertisement published in the Newspapers/Website notices/Government Gazette Notification.

7.3 Recruitment under limited stream:

7.3.1 Grade of Recruitment: Grade III

7.3.2 Qualifications

7.3.2.1 Educational qualifications

Shall have passed G.C.E O/L Examination in not less than Six (06) subjects including Language/ Literature and Arithmetic/ Pure Mathematics/ Elementary Mathematics/ Commercial Arithmetic with credit passes for two subjects at one sitting.

7.3.2.2 Professional Qualifications: Not applicable

7.3.2.3 Experience

Shall have completed at least a continuous and satisfactory service of 05 years immediately preceding the prescribed date, which fact shall be certified by the Head of the Department.

(A training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the five (05) years period for satisfying above qualifications. Further the period of service under casual/temporary basis completed by a candidate before his appointment to a certain post on permanent basis shall not be considered for the five (05) years period for satisfying above qualifications.)

7.3.2.4 Physical Fitness

All the candidates shall have the physical and mental fitness to serve in any part of the Northern Province and to perform the duties of the post.

h.m.2

(Sd/-) R.S. THIRUPAINI, J.M.
Deputy Chief Executive Officer
Provincial Public Service Commission
Northern Province

CERTIFIED TRUE COPY
K. Theivendram
K. Theivendram
Secretary
Provincial Public Service Commission
Northern Province.

APPROVED

Page 7 of 34

05/01/2015

7.3.2.5 Other

- (i) Shall be officers who are holding permanent posts in Northern Provincial public service and receiving the salary at primary level under salary codes of PL category and officers receiving salary under salary code MN1-2006 (A) as per Public Administration Circular No. 06/2006.
- (ii) Candidates shall be of excellent character.
- (iii) Shall have satisfied all the qualifications required for recruitment to the post as at date prescribed in the Public Notification/ Gazette.

7.3.3. Method of Recruitment: Limited Competitive Examination

7.3.3.1 Written Examination

Subjects	Maximum marks	Pass mark
Language ability and Qualifying Test for Management Assistants	100	40
Aptitude	100	40

(Annexure 03)

7.3.3.1.1 Authority for conducting Examination: *The Commissioner General of Examinations*

7.3.3.2. Professional test : Not applicable

7.3.3.3 Structured interview : Not applicable

7.3.3.4 General interview : Applicable. (No marks shall be allocated)

7.3.4 Method of calling for applications: Applications shall be called through an advertisement published in the Newspapers/website notices/ Government Gazette notification.

h. m. j. 2

(MS) R. S. THURARAJAH
Deputy Chief Secretary
Office of the Deputy Chief Secretary
Northern Province

APPROVED

CERTIFIED TRUE COPY

K. Thevendrum
Secretary

Provincial Public Service Commission
Northern Province.

05/01/2015

8. Efficiency Bar

8.1

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/other
1st Efficiency Bar	After three(03) years from the date of recruitment to Grade III	Written (Annexure 04)
2nd Efficiency Bar	After three(03) years from the date of promotion to Grade II	Written (Annexure 05)
3rd Efficiency Bar	After five(05) years from the date of promotion to Grade I	Written (Annexure 06)

8.2 The Efficiency bar Examination shall be conducted twice every year.

8.3 Authority for conducting Examination: *The Commissioner General of Examinations*

9. Language Proficiency

Language	Proficiency to be satisfied
Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency in one of the official languages before confirmation in the service.
Other Official Language	Proficiency at the relevant level shall be acquired as per Public Administration Circular 01/2014 and other circulars issued subsequently.

APPROVED

CERTIFIED TRUE COPY

[Signature]

05/01/2015

Page 9 of 34

[Signature]
 (MS).R.S. THIRAKARAN
 Deputy Chief Secretary
 Office of the Deputy Chief Secretary
 Northern Province

K.Theivendram
 Secretary
 Provincial Public Service Commission
 Northern Province.

10. Grade Promotions

10.1 Promotion from Grade III to Grade II

10.1.1 Employees who prove average performance

10.1.1.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the post.
- (ii) Shall have completed an active and satisfactory period of service for at least ten(10) years in Grade III of the service and earned ten(10) salary increments.
- (iii) Shall 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.
- (iv) Shall have completed a satisfactory service of five(05) years immediately preceding the date of promotion.
- (v) Shall have passed the relevant Efficiency Bar Examination on due date.
- (vi) Shall have obtained the proficiency in other language at the relevant level.

10.1.1.2 *Method of Promotion*

When officers who have satisfied the required qualifications make a request for promotion to Grade II by using the form given in **Annexure 07**, 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.

10.2 Promotion from Grade II to Grade I

10.2.1. Employees who prove average performance

10.2.1.1 Qualifications to be satisfied

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

h. 27/2

049/R.S.THURAIKARAN
Deputy Chief Secretary
Chief of the Deputy Chief Secretary's Administration
Northern Province

CERTIFIED TRUE COPY

APPROVED

K. Thevendram

Secretary

Provincial Public Service Commission
Northern Province.

- (iii) Shall have proved a satisfactory period of service within five(05) years immediately preceding the date of promotion.
- (iv) Shall have passed the relevant efficiency bar examination on due date.

10.2.1.2 *Method of Promotion*

When officers who have satisfied the required qualifications make a request for promotion to Grade I by using the form given in **Annexure 08**, 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.

10.3 Promotion to Supra Grade

10.3.1 Promotion on the Limited Competitive Examination

10.3.1.1 Qualifications to be satisfied.

- (a) (i) Shall be an officer of Grade I in Service
or
 - (ii) Shall be an officer in Grade II who has completed at least an active and satisfactory service period of not less than 08 years.
or
 - (iii) Shall be an officer in Grade II of the service who has obtained a degree from a University recognized by the University Grants Commission.
- (b) Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.

10.3.1.2 *Method of Promotion*

Appointments to a number of vacancies of not more than 35% of the total vacancies in Supra Grade shall be made on the results of a limited competitive examination. The candidates who have satisfied the qualifications shall be appointed after verifying their qualifications by an interview board appointed by the Northern Provincial Public Service Commission. The interview shall strictly be for examination of the certificates by which the qualifications of the candidates are proved and no marks shall be allocated in this regard. (Syllabus and the marking scheme is given in **Annexure 09**)



(MS).R.S.THURAIRAJAH
Deputy Chief Secretary
Office of the Deputy Chief Secretary/Administration
Northern Province

APPROVED
CERTIFIED TRUE COPY
K. Theivendram
Secretary
Provincial Public Service Commission
Northern Province.
05/01/2015

10.3.2 Promotion on Merit

10.3.2.1 Qualifications to be satisfied.

- (i) Shall be an officer who has completed an active and satisfactory service period of at least five (05) years in Grade I as at prescribed date.
- (ii) Shall have completed satisfactory service period of five (05) years immediately preceding the date of promotion.

10.3.2.2 Method of Promotion

Appointments equivalent to 65% of the total vacancies in Supra Grade shall be made on merit. For this purpose, priority shall be determined on the order of the aggregate of marks of an Aptitude Test conducted by the Commissioner General of Examination on behalf of the Northern Provincial Public Service Commission and marks allocated on the basis of seniority and experience by the board appointed by the Commission. Candidates shall appear for an interview held by a board appointed by the Commission for verification of qualifications. No marks shall be allocated at that interview. (**Annexure 10**)


Note: The date of promotion of the officers, who are unable to pass the efficiency bar on due date for the purpose of promotion under average performance, shall be delayed by a period similar to the period obtained by the officer for passing the same.

11. Appointment to posts: Not applicable

12. Conditions applicable to the service:

12.1 Conditions for confirmation in service

12.1.1 An officer appointed to Grade III of service by an open competitive examination shall be subjected to a probation period of three years. If the Head of the Department is satisfied himself to the effect that the officer has passed the first efficiency bar examination conducted by the Commissioner General of Examinations and that the work, conduct and attendance of the officer are satisfactory, it shall be informed to the Appointing Authority by the end of the three years and thereafter the appointment of the officer shall be confirmed if the Appointing Authority is satisfied in this regard.


M.S.R.S. THUNARAJAH
Deputy Chief Secretary
Northern Province

CERTIFIED TRUE COPY


K. Theivendran
Secretary

Provincial Public Service Commission
Northern Province.

APPROVED

Page 12 of 34

05/01/2015

12.1.2 An officer recruited to Grade III of the service by the limited competitive examination shall be subjected to an acting period of one year from the date of appointment. The appointment of the officer shall be confirmed if the appointing authority is satisfied that the officer's work, conduct and attendance during the period of acting are satisfactory. However, such officer should complete first efficiency bar within three years from the date of appointment.

12.1.3 Every appointment is given subject to the condition that the appointee should be ready to serve in any part of the Northern Province and further to prove by a medical test that the officer is physically fit for the service in any part of the Northern Province.

13. Definitions and Interpretations

13.1 The term "Service Minute" shall mean the Service Minute on the Provincial Public Management Assistants' Service, Northern Province.

13.2 The term "Appointing Authority" Means 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.

13.3 The term "Secretary" shall mean the Secretary to the Provincial Public Service Commission, Northern Province.

13.4 "Deputy Chief Secretary" shall mean the Deputy Chief Secretary- Administration of Northern Province.


13.5 "Service" shall mean the Northern Provincial Public Management Assistants' Service.

13.6 "Commission" shall mean the Provincial Public Service Commission, Northern Province.

13.7 "Period of Satisfactory Service" shall mean a period of service during which the officer has earned all increments required to be earned by the officer during that period by way of performing the duty of a Public Officer efficiently and diligently and passing all efficiency bars prescribed and further satisfying all the qualifications prescribed for the confirmation in service and no any punishable offence committed by the officer.

13.8 "Period of Active Service" shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post. However, all the periods on No Pay other than Maternity Leave approved by the government shall not be counted for the period of active service.

APPROVED


(MS).R.S.THURAIYIAH
Deputy Chief Secretary
Office of the Deputy Chief Secretary-Administration
Northern Province

CERTIFIED TRUE COPY


K.Theivendram
Secretary
Provincial Public Service Commission
Northern Province.

05/01/2015

14. Absorption into Grade System:

Methodology for absorption of officers serving at present to new grade system is given in Annexure II.

15. Interim Provisions

1. Efficiency Bar Examination relevant to Grade III

- (i) Officers who have not completed the efficiency bar prescribed for officers in Grade III in the service minute implemented before the new service minute is enforced, but either passed or been exempted from one or several subjects of the examination i.e (1) Office Systems (2) Accounting Systems and (3) Computer Test shall be exempted from the subjects of the Efficiency Bar Examination on the basis of subject by subject prescribed by this service minute for the officers in Grade III.

2. Efficiency Bar Examination relevant to Grade II

- (i) Officers who have not completed the efficiency bar prescribed for officers in Grade II in the service minute implemented before the new service minute is enforced, but either passed or been exempted from one or both subjects of the examination i.e (1) Office Systems (2) Accounting Systems shall be exempted from the subjects of the Efficiency Bar Examination on the basis of subject by subject prescribed by this service minute for the officers in Grade II.
- (ii) Officers who have been promoted to Grade II before the effective date of this service minute shall pass the efficiency bar examination prescribed for Grade II before the lapse of six years from the date of promotion to Grade II.

3. Efficiency Bar Examination relevant to Grade I

- (i) Officers who have earned five salary increments on completion of an active and satisfactory service of five years after promotion to Grade I before the implementation of this service minute shall be exempted from the requirement of passing the efficiency bar examination prescribed for Grade I under this service minute.
- (ii) A period of concession of five years from the effective date of this service minute shall be given to the officers, who have not earned five salary increments on completion of an active and satisfactory period of five years from the date of promotion to Grade I, even though they have been promoted to Grade I before the implementation of this service minute, to pass the relevant efficiency bar examination prescribed for Grade I under this service minute.

16. Matters not provided for in the Service Minute shall be determined by the Hon.Governor, Northern Province.

APPROVED

Page 14 of 34

CERTIFIED TRUE COPY

K.Theivendram

Secretary

Provincial Public Service Commission
Northern Province.

05/01/2015

M.S.R.S. THURAIWAJAN
Deputy Chief Secretary
Provincial Public Service Commission
Northern Province

Annexure I

Note : Number of Approved Cadre will be as per the approval given by the Director General of Management Services

Ser.No	Department	Designation	Approved Cadre (as per year 2013)
01	Governor's Secretariat	Administrative Officer	1
02	Provincial Cooperative Employees Commission	Administrative Officer	1
03	Provincial Public Service Commission	Administrative Officer	1
04	Council Secretariat	Administrative Officer	1
05	Chief Secretary's Office	Administrative Officer	2
06	Management Development and Training Unit	Administrative Officer	1
07	Department of Provincial Motor Traffic	Administrative Officer	1
08	Department of Provincial Revenue	Administrative Officer	1
09	Deputy Chief Secretary - Engineering	Administrative Officer	1
10	Five Ministries of Northern Province	Administrative Officer	5
11	Department of Provincial Road Development	Administrative Officer	1
12	Road Chief Engineer Officer - Jaffna	Administrative Officer	1
13	Road Chief Engineer Officer - Kilinochchi	Administrative Officer	1

CERTIFIED TRUE COPY

APPROVED

Page 15 of 34

K. Theivendram
K. Theivendram

Secretary

Provincial Public Service Commission
Northern Province.

05/01/2015

14	Road Chief Engineer Officer - Vavuniya	Administrative Officer	1
15	Department of Provincial Buildings	Administrative Officer	1
16	Building Chief Engineer - Jaffna	Administrative Officer	1
17	Building Chief Engineer - Kilinochchi	Administrative Officer	1
18	Building Chief Engineer - Vavuniya	Administrative Officer	1
19	Building Chief Engineer - Mannar	Administrative Officer	1
20	Department of Provincial Agriculture	Administrative Officer	1
21	Department of Provincial Animal Production & Health	Administrative Officer	1
22	Department of Provincial Irrigation	Administrative Officer	1
23	Deputy Director of Irrigation - Vavuniya	Administrative Officer	1
24	Irrigation Engineer - Vavuniya	Administrative Officer	1
25	Irrigation Engineer - Chettikulam	Administrative Officer	1
26	Department of Provincial Land Administration	Administrative Officer	1
27	Department of Provincial Health	Administrative Officer	1
28	RDHS - Jaffna	Administrative Officer	1
29	Base Hospital - Point Pedro (Type A)	Administrative Officer	1
30	Base Hospital - Tellipalai (Type A)	Administrative Officer	1
31	Base Hospital - Chavakachcheri (Type A)	Administrative Officer	1

1.7.2

M. S. THURAKKALAN
Deputy Chief Secretary
C/S of the Deputy Chief Secretary
Northern Province

CERTIFIED TRUE COPY

APPROVED

CERTIFIED TRUE COPY

K. Theivendram
Secretary

05/01/2015

Provincial Public Service Commission
Northern Province.

32	Base Hospital - Kayts (Type B)	Administrative Officer	1
33	RDHS - Kilinochchi	Administrative Officer	1
34	District General Hospital - Kilinochchi	Administrative Officer	1
35	RDHS - Vavuniya	Administrative Officer	1
36	District General Hospital - Vavuniya	Administrative Officer	1
37	Base Hospital - Chettikulam (Type B)	Administrative Officer	1
38	RDHS - Mullaitivu	Administrative Officer	1
39	District General Hospital - Mullaitivu	Administrative Officer	1
40	Base Hospital - Mallavi (Type B)	Administrative Officer	1
41	RDHS - Mannar	Administrative Officer	1
42	District General Hospital - Mannar	Administrative Officer	1
43	Department of Provincial Indigenous Medicine	Administrative Officer	1
44	Department of Provincial Education	Administrative Officer	1
45	Zonal Education Office - Jaffna	Administrative Officer	1
46	Zonal Education Office - Valikamam	Administrative Officer	1
47	Zonal Education Office - Vadamaradchchi	Administrative Officer	1
48	Zonal Education Office - Thenmaradchchi	Administrative Officer	1

APPROVED

CERTIFIED TRUE COPY

Page 17 of 34

(MS).R.S.THURAIRAJAN
Deputy Chief Secretary
Office of the Deputy Chief Secretary
Northern Province

K. Theivendram
K. Theivendram

05/01/2015

Secretary

**Provincial Public Service Commission
Northern Province.**

49	Zonal Education Office - Islands	Administrative Officer	1
50	Zonal Education Office - Kilinochchi	Administrative Officer	1
51	Zonal Education Office - Mullaitivu	Administrative Officer	1
52	Zonal Education Office - Thunukkai	Administrative Officer	1
53	Zonal Education Office - Mannar	Administrative Officer	1
54	Zonal Education Office - Madu	Administrative Officer	1
55	Zonal Education Office - Vavuniya North	Administrative Officer	1
56	Zonal Education Office - Vavuniya South	Administrative Officer	1
57	Department of Provincial Sports	Administrative Officer	1
58	Department of Provincial Local Government	Administrative Officer	1
59	Department of Provincial Industries	Administrative Officer	1
60	Department of Provincial Rural Development	Administrative Officer	1
61	Department of Provincial Social Service	Administrative Officer	1
62	Department of Provincial Probation & Child Care Services	Administrative Officer	1
63	Department of Provincial Cooperative Development	Administrative Officer	1
64	Jaffna Municipal Council	Administrative Officer	3
65	Valvettithurai Urban Council	Administrative Officer	1

1.37/2

MRS R.S. THURAIRAJAH
Deputy Chief Secretary
Office of the Deputy Chief Secretary
Northern Province

APPROVED
CERTIFIED TRUE COPY
K. Theivendram
Secretary
Provincial Public Service Commission
Northern Province.

05/01/2015

66	Point Pedro Urban Council	Administrative Officer	1
67	Chavakachcheri Urban Council	Administrative Officer	1
68	Chavakachcheri Pradeshiya Sabha - Kodikamam	Secretary	1
69	Vadamaradchy South West Pradeshiya Sabha - Karaveddy	Secretary	1
70	Point Pedro Pradeshiya Sabha	Secretary	1
71	Delft Pradeshiya Sabha	Secretary	1
72	Valikamam West Pradeshiya Sabha - Chulipuram	Secretary	1
73	Valikamam East Pradeshiya Sabha - Puththur	Secretary	1
74	Valikamam South West Pradeshiya Sabha - Manipay	Secretary	1
75	Valikamam North Pradeshiya Sabha - Kankesanthurai	Secretary	1
76	Valikamam South Pradeshiya Sabha - Chunnakam	Secretary	1
77	Velanai Pradeshiya Sabha - Velanai	Secretary	1
78	Kayts Pradeshiya Sabha	Secretary	1
79	Karainagar Pradeshiya Sabha	Secretary	1
80	Nallur Pradeshiya Sabha - Kokkuvil	Secretary	1
81	Pachchilaipalli Pradeshiya Sabha	Secretary	1
82	Poonagary Pradeshiya Sabha - Poonagary	Secretary	1

Handwritten signature

APPROVED

CERTIFIED TRUE COPY

05/01/2015

Page 19 of 34

(MS).R.S.THURAIRAJAH
Deputy Chief Secretary
Office of the Deputy Chief Secretary
Northern Province

Handwritten signature
K.Theivendram
Secretary

Provincial Public Service Commission
Northern Province.

83	Karaichchi Pradeshiya Sabha - Kilinochchi	Secretary	1
84	Mannar Urban Council	Administrative Officer	1
85	Mannar Pradeshiya Sabha	Secretary	1
86	Nanattan Pradeshiya Sabha	Secretary	1
87	Manthai West Pradeshiya Sabha	Secretary	1
88	Musali Pradeshiya Sabha	Secretary	1
89	Thunukkai Pradeshiya Sabha	Secretary	1
90	Puthukkudiyiruppu Pradeshiya Sabha	Secretary	1
91	Maritempattu Pradeshiya Sabha	Secretary	1
92	Manthai East Pradeshiya Sabha	Secretary	1
93	Vavuniya Urban Council	Administrative Officer	1
94	Vavuniya North Pradeshiya Sabha	Secretary	1
95	Vavuniya South Tamil Pradeshiya Sabha	Secretary	1
96	Vavuniya South Sinhala Pradeshiya Sabha	Secretary	1
97	Vengalacheddykulam Pradeshiya Sabha	Secretary	1
	Total		104

APPROVED

CERTIFIED TRUE COPY

K. Theivendran
K. Theivendran
Secretary

Provincial Public Service Commission
Northern Province.

05/01/2015

Annexure 02

1. Name of the Examination : **Open Competitive Examination for Recruitment to Grade III of Northern Provincial Public Management Assistant's Service**

2. Particulars of the Examination

Question Paper	Duration	Total Marks	Pass Marks
(1) Language Proficiency	2 ½ hours	100	40
(2) Aptitude	1 hour	100	40

Marks will be deducted in every question paper for illegible handwriting and spelling mistakes. Candidates are required to obtain an aggregate of at least 50% of the total marks of the examination. Appointments shall be strictly made in the order of the marks secured depending on the number of vacancies set apart to be filled on the results of the Competitive examination.

3. Authority for conducting the examination: *Commissioner General of Examination/Secretary Provincial Public Service Commission, Northern Province.*

4. Time frame of the Examination:

5. Syllabus of the Examination:

Name of the Question Paper	Syllabus
1. Language Proficiency	The question paper shall consist of subject related question designed to test the candidate's ability of expression, comprehension, spelling, language and essay, drafting a given letter, making graph based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
2. Aptitude	This paper shall consist of subject related questions designed to test the candidate's skill at numbers. Power of critical reasoning and general intelligence.

(These papers shall be designed to test the aptitude and ability of the candidate to perform his Official duties)



APPROVED

CERTIFIED TRUE COPY

Is King

05/01/2015

Page 21 of 34

(M) R. S. THURAIRAJAN
Deputy Chief Secretary
Office of the Deputy Chief Secretary
Northern Province

K. Theivendram
Secretary

Provincial Public Service Commission
Northern Province.

Provincial Public Service Commission
Northern Province.

Annexure 03

1. Name of the Examination - **Limited Competitive Examination for Recruitment to Grade III of Northern Provincial Public Management Assistants Service.**
2. Particulars of the Examination :

Question Paper	Duration	Total Marks	Pass Marks
01) Language ability and Qualifying Test for Management Assistants	2 ½ hour	100	40
02) Aptitude	1 hour	100	40

Marks shall be deducted in every question paper for illegible handwriting and spelling mistake. Candidates are required to obtain an aggregate of at least 50% of the total marks of the examination. Candidates shall sit this examination only in one language they prefer. Appointments shall strictly be made in the order of the merit and the number of vacancies.

3. Authority for conducting the examination: *The Commissioner General of Examinations*
4. Time frame of the Examination:
5. Syllabus of the Examination

Name of the Question Paper	Syllabus
(1) Language ability and Qualifying Test for Management Assistants	The question paper shall consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay ,drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence, making graph based on the given date and use of simple grammar, question designed to test the knowledge of the candidate on basic rules and regulation applied in taking action regarding document of an office and Management Assistant's knowledge on duties such as action to be taken on a letter containing matters for which such officer shall be attended to and further question to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use.
(2) Aptitude	This paper shall consist of subject related question designed to test the candidates, skill at numbers, power of critical reasoning and general intelligence.

(These papers shall be designed to test the aptitude and ability of the candidate to perform his/her official duties)

1.2.2015

J.R.S. THURAIRAJAN
Deputy Chief Secretary
Northern Province

APPROVED

CERTIFIED TRUE COPY

K. Thevendram
K. Thevendram
Secretary
Provincial Public Service Commission
Northern Province.

05/01/2015

Annexure 04

01. Name of the Examination -**Efficiency Bar Examination for the officers in Grade III of Northern Provincial Public Management Assistants' Service,NP**

02. Particulars of the Examination (shall pass within three years from the date of appointment)

Question Paper	Duration	Total Marks	Cut Off Marks
(1) Office Systems	2 hours	100	40
(2) Accounting Systems	2 hours	100	40
(3) Computer Test	1 ½ hours	100	40

Candidates shall answer the question papers in the language medium in which they sat the examination to enter the relevant service or in an official language.

Officers may appear separately for each subject and at different occasions at their discretion however, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.

Note -Officers who have obtained Computer Driving License awarded by National Apprentice and Technical Training Authority/ a degree in Computer Science recognized by the University Grants Commission /Proficiency Level at NVQ 4 or above from an institution approved by the Tertiary Education and Vocational Education Commission shall be exempted from the above computer test.

03. Authority for conducting the examination: *The Commissioner General of Examinations*

04. Time frame of the Examination: Shall be held twice in every year

05. Syllabus of the Examination

Name of the Question Paper	Syllabus
1.Office Systems	This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer.
2.Accounting Systems	It is expected to test candidate's knowledge in Accounting Systems adopted in government officers, functions of books and records of controlling Accounts.

APPROVED

Page 23 of 34

(MS) R.S. THURAIRAJALI
Deputy Chief Secretary
Office of the Deputy Chief Secretary
Northern Province

CERTIFIED TRUE COPY

K. Theivendram
Secretary

05/01/2015

Provincial Public Service Commission
Northern Province.

3.Computer Test	<p>(i) Basic concepts of Information Technology</p> <p>(ii) Windows Operating System</p> <p>(iii) Folder Management</p> <p>(iv) Word Processing Basic skills, screen familiarization, editing texts. Aligning text, fonts and attributes, indenting, paragraphs, sub paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables, Sorting texts, file management, mail merging, working with macros.</p> <p>(v) Spread sheets Basic skills formatting editing columns and ranges, insertion and deletion, sorting data, creating charts, printing, function, working with macros, file management.</p> <p>(vi) Internet and Email Introduction to internet, Basic Skills - receiving mail, sending mail, responding to mails, working with attachments, creating and using nicknames, composing messages.</p>
-----------------	---

For full particulars about the examination, candidates should refer to the Newspaper advertisement/ Website notice/ Gazette Notifications published by the Secretary of Provincial Public Service Commission, Northern Province from time to time.

Annexure 05

1. Name of the Examination : **Efficiency Bar Examination for the officers in Grade II of Northern Provincial Public Management Assistants' Service.**

2. Particulars of the Examination: (Shall pass within three years from the date of promotion to Grade II)

Question Paper	Duration	Total Marks	Pass Marks
(1) Office Systems and Procedure	2 hours	100	40
(2) Accounting systems practiced in the government offices	2 hours	100	40

Handwritten signature/initials

M.S. THIRUPAIGALAR
Deputy Chief Secretary
Provincial Public Service Commission
Northern Province

APPROVED
CERTIFIED TRUE COPY
Handwritten signature
K. Thevendram
Secretary
Provincial Public Service Commission
Northern Province.

05/01/2015

Candidates shall answer the question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of their education or in an official language.

Officers may appear separately for each subject and at different occasions at their discretion. However, they shall secure at least forty percent (40%) of the total marks allocated for each subject for a pass.

3. Authority for conducting the examination: *The Commissioner General of Examinations*

4. Time frame of the Examination: Shall be held twice in every year.

5. Syllabus of the Examination:

Name of the Question paper	Syllabus
(1)Office Systems and Procedure	It is expected to test the candidate's knowledge of office systems practiced in government offices and his / her ability of practical application of the knowledge.
(2)Accounting Systems practiced in government offices.	It is expected to test candidate's knowledge in Accounting Systems practiced in government offices, books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his / her ability of practical application of the knowledge.

For full particulars about the examination candidates should refer to the Newspaper advertisement/ Website notice/ Gazette Notifications published by the Secretary of Provincial Public Service Commission, Northern Province from time to time.

Annexure 06

1. Name of the Examination : **Efficiency Bar Examination for the officers in Grade I of Northern Provincial Public Management Assistants' Service**

2. Particulars of the Examination (Shall pass within five years from the date of promotion to Grade I)

Question Paper	Duration	Total Marks	Pass Marks
(1) Establishment Procedure and Procedural Rules	1 ½ hours	100	40
(2) Public Finance Management	1 ½ hours	100	40
(3) Current Trends	1 hour	100	40


 (MS) R.S. THURAJAHAN
 Deputy Chief Secretary
 Office of the Deputy Chief Secretary, Administration
 Northern Province

APPROVED
CERTIFIED TRUE COPY

 K. Theivendran
 Secretary
 Provincial Public Service Commission
 Northern Province.
 05/01/2015

Written test shall be held in Sinhala, Tamil and English Medium. Candidates shall answer three question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of their education or in an official language.

Officers may appear separately for each subject and at different occasions at their discretion. However, they shall secure at least forty percent (40%) of the total marks allocated for each subject for a pass.

3. Authority for conducting the examination: *The Commissioner General of Examinations*
4. Time frame of the Examination: Shall be held twice in every year.
5. Syllabus of the Examination

Name of the Question Paper	Syllabus
(1) Establishment Procedure and Procedural Rules	This paper shall consist of a part containing questions to test the proficiency of the experience gained on the knowledge of Fundamentals of office systems, their importance, written communication, documentation and compiling formats and office activities and another part containing of questions to test the knowledge on practical knowledge on matters contained in Volume I and II of the Establishments Code and volume I of the procedural rules of Public Service Commission.
(2) Public Finance Management	It is expected to test the Candidate's knowledge on the subjects in government departments, offices and ministries such as Financial Control, Custody of public money, revenue and payment, budget estimates, supply and services (basic knowledge on board of survey and store keeping, financial regulations and auditing and basic banking practice)
(3) Current trends	This paper shall consist of a part designed to test the candidate's knowledge on current, local and international events and a part designed to test the candidate's knowledge on new trends on office management, service delivery of public sector and good governance.

For full particulars about the examination candidates should refer to the Newspaper advertisement/ Website notice/ Gazette Notifications published by the Secretary of Provincial Public Service Commission, Northern Province from time to time.

1.7.2

U. S. S. THURAIRAJAH
 Deputy Chief Secretary
 Provincial Public Service Commission
 Northern Province

APPROVED

CERTIFIED TRUE COPY

05/01/2015

K. Theivendram
 Secretary

Provincial Public Service Commission
 Northern Province.

Annexure 07

Specimen Application for promotion of the officers in Grade III of the Northern Provincial Public Management Assistants' Service to Grade II on Average Performance

1. Name with initials : Mr/Mrs/Miss
2. Names denoted by the initials :
3. Date of Birth :
4. National Identity Card No :
5. Date of entry to the service :
6. Number of the appointment letter issued by the Office of the Deputy Chief Secretary - Administration, Northern Province :
7. Date on which the appointment was confirmed :
8. Date of passing the Efficiency Bar Examination and the index number :
9. Date on which the 10 years of service completed :
10. Office serving at present :

I hereby request to grant me the promotion to Grade II of Provincial Public Management Assistants' Service from

.....
Applicant's Signature

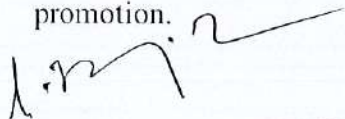
Date:-

Deputy Chief Secretary - Administration, NP

I hereby certify that Mr/Mrs/Miss

is serving at this office and

1. Has completed an active period of 10 years to the date of
2. Has earned 10 salary increments
3. Has proved performance at the level of satisfactory or above during the service of 10 years as per the approved performance appraisal procedure immediately preceding the date of promotion.



(MS).R.S.THURAIRAJAN
Deputy Chief Secretary
Office of the Deputy Chief Secretary-Administration
Northern Province

CERTIFIED TRUE COPY


K. Thelvendram
Secretary

05/01/2015

Provincial Public Service Commission
Northern Province.

4. The number of half pay or no pay leave of the officer is/ he/she has not obtained half pay or no pay leave for the period of 10 years.
5. Has not been subjected to any punishment (except warnings) during the period concerned.
6. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action in the future.
7. Has confirmed in the post from
8. Has passed the Efficiency Bar Examination of Grade III.

I hereby recommend this officer to be promoted to Grade II with effect from since he/she has completed a satisfactory service of five years.

Signature of the Head of the Institution

Name:

Designation:

Official stamp:

Date

Note :- In case the officer has not satisfied the qualification from 1- 8, please mention them.

Annexure 08

Specimen Application for Promotion of Officers in Grade II of Northern Provincial Public Management Assistants' Service to Grade I on Average Performance

Part I – (Should be completed by the officer)

1. (a) Name with initials :
(b) Names denoted by the initials:
(c) Previous names: (in the event of a change of name only):
2. Date of birth:
3. National Identity Card No. :
4. Date of the first appointment to the service :

[Handwritten signature]

L. S. R. S. THURAKULJAN
Deputy Chief Secretary
Northern Province

APPROVED
CERTIFIED TRUE COPY
[Signature] 05/01/2015
K. Theivendram
Secretary
Provincial Public Service Commission
Northern Province.

5. Number of the letter of appointment issued by the Office of the Deputy Chief Secretary Administration, Northern Province :
6. Date of promotion to Grade II of the Service:
7. Present place of work and its address :
8. Date of passing the Efficiency Bar Examination:

I,.....hereby certify that all information furnished by me above, are true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my claim for promotion Grade I in terms of this Minute is liable to be disregarded and disciplinary action is liable to be taken against me.

.....
 Date Signature of the officer

Part II

Certificate of the Secretary to the Ministry/ Head of the Department

Mr/ Mrs/ Miss

1. Date of completion of 10 years in Grade II of Provincial Public Management Assistants' Service.
2. Shall have earned all the salary increments during the 10 years.
3. Shall have proved a performance at average level or above during the 10 years immediately preceding the date of promotion according to the approved performance evaluation procedure.
4. (i) Date of passing the efficiency bar examination:

	Accounting systems	Office systems
Date of the examination
Index number

- (ii) The officer has/ has not fulfilled the requirement of passing the second efficiency bar examination. If the requirement has been fulfilled, mention the reference number and date of the letter.
5. (i) If no pay / half pay leave has been taken, the period/ number of days:
 (From the date of appointment/ promotion to Grade II of Provincial Public Management Assistants' Service)

[Handwritten signature]

APPROVED

(MS).R.S.THURAIRAJAH
 Deputy Chief Secretary
 Office of the Deputy Chief Secretary
 Northern Province

CERTIFIED TRUE COPY

[Handwritten signature]

K.Theivendram
 Secretary

05/01/2015

Provincial Public Service Commission
 Northern Province.

(ii) If any punishment/ punishments (other than warning) have been imposed, give a brief account: (Indicate the reference number)

6. If the officer has been released for service at a Corporation or other Statutory Board, period of such service:

I endorse that as atthe officer has completed a period of 5 years of active service in Grade II of the service, that he has a period of satisfactory service, that all the foregoing particulars are correct according to the personal file and that he has fulfilled all qualifications for promotion to Grade I of the service.

Signature of the Head of the Institution

Name:

Designation:

(Official Stamp)

Date

Annexure 09

Regulations and Recommendation paper for promotion to Supra Grade of Northern Provincial Public Management Assistants' Service

Limited Competitive Examination

01. Particulars of the Examination

Question paper	Duration	Total Marks
(1) Office Management	2 hours	100
(2) Office Systems	2 hours	100
(3) Establishment procedure and procedural rules	2 hours	100
(4) Public finance management	2 hours	100
(5) General paper	1 ½ hours	100

APPROVED

CERTIFIED TRUE COPY

K. Thevendram
Secretary

Provincial Public Service Commi:
Northern Province.

05/01/2015

02. Authority for conducting the examination: *The Commissioner General of examinations.*

03. Time frame of the examination: Shall be decided on the existing vacancies.

04. Syllabus of the examination:

Name of the question paper	Syllabus
(1) Office Management	Organization structure, Principles of organization, task analysis and task evaluation, leadership, supervision and the ability to make decisions, communication, public relations, coordination and problem solving.
(2) Office systems	Principles on office systems, office procedures, documents and filing, planning and handling of forms, office correspondents, control over the utilization of office equipment, office layout and environment, job description, work and systems study, measurement of work and office manual.
(3) Establishment procedure and procedural rules	Procedures to be followed when making recruitments to public service, establishment activities of public officers, Maintaining a personal file, vesting of powers for the tasks such as appointments, transfers, promotions and termination of service of public servants, welfare of public servants, privileges entitled to public officers, general knowledge of the regulations and circulars that have been already issued by the government.
(4) Public Finance management	Responsibilities of an accounting officer and annual estimates, financial control, delegation of responsibilities on financial matters, receipt of money, accounting, acceptance of money, payments, custody of public money, imprest and bank account, supplies

Handwritten signature

APPROVED

Page 31 of 34

CERTIFIED TRUE COPY

CERTIFIED TRUE COPY

Handwritten signature
K. Theivendram
Secretary

05/01/2015

(MS) R.S. THURAIRAJAN
Deputy Chief Secretary
Office of the Deputy Chief Secretary-Administration
Northern Province

Provincial Public Service Commission
Northern Province.

	and services, tender procedures, board of surveys, audit queries, ledgers and summaries of income and expenditure of government offices, bank reconciliations, books on financial management, regulations and circulars issued on utilization of Public Finance so far by the Government.
(5) General paper	The nature of public administration, structure of public administration, public policies and new public reforms, fundamental rights, Human rights, Human Rights Commission, Ombudsman, Public Petition Committee of the Parliament, office culture, ethics and morals, making the office environment properly, welfare activities of the staff, recognition of civil and official status in the aspect of Social Science and the duties of public officers towards recipients.

Annexure 10

Competitive Examination for Promotion to Supra Grade of Provincial Public Management Assistants' Service on Merit

01. Particulars of the examination

Question paper	Duration	Total marks
(1) Aptitude and case study	1 ½ hours	100
(2) Seniority	-	60
(3) Experience	-	40

02. Authority for conducting the examination: *The Commissioner General of Examinations*

03. Time frame of the examination: Shall be decided on the existing vacancies

1.27/2

MR. S. THIRU...
 Deputy Secretary
 Provincial Public Service Commission
 Northern Province

APPROVED
CERTIFIED TRUE COPY
K. Thevendram
K. Thevendram
 Secretary
 Provincial Public Service Commission
 Northern Province.

05/01/2015

04. Syllabus of the examination:

Name of the question paper	Syllabus
(01) Aptitude and case study	<p>This question paper shall consist of two parts.</p> <p>Part I</p> <p>All the questions shall be related to office administration and questions shall be given on general knowledge, ability of decision making, critical reasoning and problems related to office administration.</p> <p>Part II</p> <p>Candidates shall have to answer questions on a case study regarding office administration. The question paper shall be prepared with one or several paragraphs.</p>
(02) Seniority	<p>When marks are allocated for seniority, six marks shall be allocated for each active and satisfactory period of one year completed after the completion of five years active and satisfactory service in Grade I subjected to a maximum of 60 marks. For this purpose three marks shall be allocated for a period of more than six months but less than one year. However, marks shall not be allocated for a period less than six months.</p>
(03) Experience	<p>Maximum of 40 marks shall be given for a Supervising Officer in Grade I of the service by allocating 02 marks per year.</p>

APPROVED

(MS) R.S. THURAIRAJAH
Deputy Chief Secretary

Office of the Deputy Chief Secretary, Administration
Northern Province Commission

CERTIFIED TRUE COPY

K. Theivendram

05/01/2015

K. Theivendram
Secretary
Provincial Public Service Commission
Northern Province.

Page 33 of 34

Annexure 11

Absorption of those who are in service (shall be applicable for those who are in service on due date) All the officers who are serving in posts of Class III, II, I and Supra Class of Provincial Public Management Assistants' Service on due date shall be absorbed under the new Service Minute in the following manner.

- (a) Officers who are in Class III of Provincial Public Management Assistants' Service on prescribed date shall be absorbed in to Grade III under the new Service Minute.
- (b) Officers who are in Class II of Provincial Public Management Assistants' Service on prescribed date shall be absorbed in to Grade II under the new Service Minute.
- (c) Officers who are in Class I of Provincial Public Management Assistants' Service on prescribed date shall be absorbed in to Grade I under the new Service Minute.
- (d) Officers who are in Supra Grade of Provincial Public Management Assistants' Service on prescribed date shall remain in the same grade and be absorbed in to supra grade under the new Service Minute.
- (e) The present salary of the officers or the increment date shall not be changed due to this absorption.

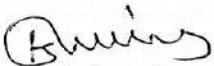

R.S. Thurai Rajah

Deputy Chief Secretary - Administration
 Office of the Deputy Chief Secretary - Administration
 Northern Province

(MS) R.S. THURAIRAJAH
 Deputy Chief Secretary
 Office of the Deputy Chief Secretary - Administration
 Northern Province

Hon. Governor

This service minute is recommended by the Provincial Public Service Commission, Northern Province and submitted for your Honour's approval please.

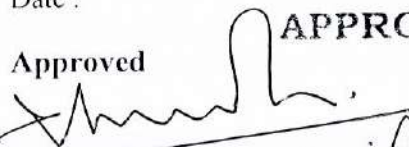

K. Theivendram

Secretary
 Provincial Public Service Commission
 Northern Province

K. Theivendram
 Secretary

Date :

Approved


G.A. Chandrasiri
 Governor
 Northern Province

APPROVED

05/01/2015

CERTIFIED TRUE COPY


K. Theivendram
 Secretary
 Provincial Public Service Commission
 Northern Province.

GA Chandrasiri
 Governor
 Northern Province