



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

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File No - NP/07/MN/NPC/04

Hon. Governor,
Northern Province.

Through

Secretary to the Governor,
Northern Province.

Service Minute for the Post of Office Employees Service

Amendment No – 02

1. The above Office Employees Service has been approved by Hon. Governor on 01.07.2013.
2. Amendments are indicated in the table below.

S. No	Sections	Existing parts to be amended	Proposed Amendments	Reason for the Amendment												
01	07.	“Recruitment of persons who have satisfied the basic qualifications mentioned in section (8) to Grade III shall be made based on the results of an Open competitive Examination (Exam papers will consist of an Aptitude test and General Knowledge & Language skill) conducted by the Provincial Public Service Commission, Northern Province on District Population basis. An Interview will be held to examine the basic qualifications of the applicants on merit basis	<p>07. Recruitment</p> <p>7.1 Examination: Open Competitive Examination</p> <p>7.1.1 Written Examination:</p> <table border="1"> <thead> <tr> <th>Subjects</th> <th>Duration</th> <th>Maximum Marks</th> <th>Pass Marks</th> </tr> </thead> <tbody> <tr> <td>Language Proficiency</td> <td>1½ hour</td> <td>100</td> <td>40</td> </tr> <tr> <td>Aptitude & General Knowledge</td> <td>1 hour</td> <td>100</td> <td>40</td> </tr> </tbody> </table> <p>(Syllabus is annexed in Appendix 3)</p> <p>7.1.2 Authority for conducting Examination: Secretary, Provincial Public Service Commission, Northern Province.</p> <p>7.1.3 General Interview: Selected candidates from the results of the competitive examination will be summoned for an interview to examine their certificates and other</p>	Subjects	Duration	Maximum Marks	Pass Marks	Language Proficiency	1½ hour	100	40	Aptitude & General Knowledge	1 hour	100	40	The syllabus of examination subjects, duration of exam, total marks, minimum marks to pass the exam and method of recruitments are not included in the 1 st amendment.
Subjects	Duration	Maximum Marks	Pass Marks													
Language Proficiency	1½ hour	100	40													
Aptitude & General Knowledge	1 hour	100	40													

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Provincial Public Service Commission
Northern Province

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Administrative Officer
Provincial Public Service Commission
Northern Province

		of the written examination based on the number of existing vacancies in the Northern Province. No marks will be provided for the General Interview". (Amended 1)	required requirements. No marks shall be allocated. 7.1.3.1 Authority to appoint the board of General Interview: Appointing Authority 7.1.4 Method of Calling Applications: Applications for recruitment should be called by an advertisement in the Government Gazette or by a public notification or in the website or any other appropriate manner by Provincial Public Service Commission, Northern Province.												
02	7.1	7.1 Letter of Appointment shall be issued by the Chief Secretary, Northern Province.	7.2 Letter of Appointment shall be issued by the 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.												
03	9	Efficiency Bar: Efficiency Bar is an oral test conducted by Board of interview as determined by the Chief Secretary, Northern Province.	Efficiency Bar: Efficiency Bar is an oral test conducted by Board of interview as determined by the Secretary, Provincial Public Service Commission, Northern Province.												
04			<p style="text-align: center;">Appendix 3</p> <p>1. Name of the Examination: Open Competitive Examination for Recruitment to Grade III of Primary Level Un-skilled Categories</p> <p>2. Particulars of the Examination :</p> <table border="1"> <thead> <tr> <th>Question Paper</th> <th>Duration</th> <th>Total Marks</th> <th>Pass Marks</th> </tr> </thead> <tbody> <tr> <td>(1) Language Proficiency</td> <td>1½ hours</td> <td>100</td> <td>40</td> </tr> <tr> <td>(2) Aptitude & General Knowledge</td> <td>1 hours</td> <td>100</td> <td>40</td> </tr> </tbody> </table> <p>Marks will be deducted in every question</p>	Question Paper	Duration	Total Marks	Pass Marks	(1) Language Proficiency	1½ hours	100	40	(2) Aptitude & General Knowledge	1 hours	100	40
Question Paper	Duration	Total Marks	Pass Marks												
(1) Language Proficiency	1½ hours	100	40												
(2) Aptitude & General Knowledge	1 hours	100	40												

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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 in the Competitive examination.

3. Authority for conducting the examination:
Secretary, Provincial Public Service Commission, Northern Province.

4. Occasion of the Examination: When vacancy occurred

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, writing note summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
2. Aptitude & General Knowledge	<p>Part I Aptitude:</p> <p>The question paper shall consists of simple language ability, numerical skills, decision taking capacity, good attitudes and discipline of candidates (Duration ½ Hrs.) Marks allocated : 50</p> <p>Part II General Knowledge:</p> <p>The paper consists of questions to test the candidate's knowledge on economic, political, social, cultural, technological</p>

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Provincial Public Service Commission
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				matters in local and global wise. (Duration ½ Hrs.) Marks allocated: 50
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3. The above amendments is duly recommended by PPSC at on 21.09.2018
4. Submitted to your Honour for approval of this Amendment No - 2 to the Post of Office Employees service.


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

A. Sivabalasundran
Secretary
Provincial Public Service Commission
Northern Province

APPROVED


Reginald Cooray,
Governor,
Northern Province.

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Reginald Cooray
Governor
Northern Province

Date: 31.10.2018


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