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**SERVICE MINUTE OF THE PROVINCIAL TECHNOLOGICAL SERVICES
NORTHERN PROVINCE**

Following Minute of the Provincial Technological Services of the Northern Province is hereby substituted without prejudice to any action taken or purported to be taken in terms of the Minute of Provincial Technological Service approved by the Hon.Governor,NP on 19.03.2010 and revisions made to the same from time to time.

1. Effective Date :

This Service Minute shall be effective from 01.06.2013.

2. Particulars of the Appointing Authority :

2.1 Appointing Authority :

Training Grade, Grade III, Grade II, Grade I, Special Grade

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.

3. Service Category/Service Categories :

Supervisory Management Assistant - Technological
Management Assistant - Supra Grade

3.1 Grades : Grade III

Grade II

Grade I


Special Grade

4. General Definition of the Role Entrusted to :

A Service category which performs the activities in the nature of multi-tasks including the tasks such as supervision, direction and management of Financial, Human, Physical, Material, Technical data and resources which are supportive to the role of the executives of the institutions who are required to obtain a training on the knowledge on technology connected to practical subjects organized on scientific principles and supplementary to professional services such as engineering, scientific, agriculture, and animal production, which are the management services on training and experience.

5. Salaries:

5.1 Salary Code Number : Grade III,II, I : MN3- 2006A
Special Grade : MN7- 2006A


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

Service Minute of the Provincial Technological Service, Northern Province

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18/01/2016.
R.Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

5.2 Salary Scale : Grade III,II, I : Rs.15,005- 4x180-6x240-11x320-20x360-27,885
Special Grade : Rs.20,030-11x365-18x500-33,045

5.3 Initial Salary Step applicable to grading system:

Grade	Initial Salary Step	Initial Salary Point
Grade III	01	Rs.15,005/-
Grade II	12	Rs.17,485/-
Grade I	23	Rs.21,045/-
Special Grade	04	Rs.21,125/-

5.4 Allowance for Training Grade, as per Public Administration Circular 06/2006(II) :-
1st Year - Rs.12,920/-
2nd Year - Rs.13,040/-

6. Posts belonging to the Service :

6.1 *Approved Designations, approved number of Posts and Grades:*

The Post approved by the Department of Management Services as posts of Provincial Technological Service, under the Vote of each Ministry, Department and Institution shall belong to this service.

Role entrusted to each post shall be mentioned in the Scheme of Recruitment relevant to the post.

6.2 *Combined Number of Officers:*

For the purpose of promotions from grade to grade, III,II, and I, shall be treated as belonging to the Combined Number of Officers. An approved cadre for special grade shall be maintained separately depending on the exigency of service outside the above cadre.

6.3 *Nature of the Post :* Permanent and Pensionable

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R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

(MS).R.S.THUNIRAJAH
Deputy Chief Secretary

Office of the Deputy Chief Secretary-Administration
Northern Province

7. Method of Recruitment:

7.1 Ratio of Recruitment

Stream	Percentage
Open	70%
Limited	30%
Merit	Not applicable

- Note :**
- I. 70% of vacant posts exist in combined number of officers of Grade III,II and I, shall be filled from an open competitive examination which is held for external candidates.
 - II. At such instances where sufficient internal candidates with basic qualifications are not found within the relevant Ministry / Department to fill the percentage to be recruited from limited competitive examination, remaining number shall be filled strictly by the external candidates who are selected from the open competitive examination.
 - III. If the number of vacancies is less than 3, recruitments shall be made only under Open stream.

7.2 Recruitment under Open Stream

7.2.1. Recruitment Grade

7.2.1.1 Training Grade: (Training Period of two years)

Educational Qualifications:

Should have passed G.C.E.(A/L) examination in three(03) subjects in Science/ Mathematics/ Technology stream, including two(02) Subjects related to the field, at one sitting.(Subjects related to each post shall be mentioned in the Scheme of Recruitment)

and

Should have passed G.C.E. (O/L) examination in six(06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics, Science and another subject, at one sitting.

(MS).R.S.THURAIRAJAH

Deputy Chief Secretary

Office of the Deputy Chief Secretary-Administration

Northern Province

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R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

7.2.1.2 Training Grade: (Training Period of one year)

(a) Educational Qualifications:

Should have passed G.C.E.(A/L) examination in three(03) subjects in Science/ Mathematics/ Technology stream, including two(02)subjects related to the field, at one sitting.(Subjects related to each post should be mentioned in the Scheme of Recruitment)

and

Should have passed G.C.E. (O/L) examination in six(06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics, Science and another subject, at one sitting.

(b) Professional Qualifications:

(I)Should have possessed National Certificate in Technology, following successfully a course in a field relevant to the post, from a Technical College recognized by Tertiary and Vocational Education Commission.

(Ex. National Certificate in Technology : Civil/ Electrical/Mechanical)

or

(II)Should have possessed the relevant certificate, successfully following a full time course of one year in Draftsmanship from a Technical College recognized by Tertiary and Vocational Education Commission.

or

(III)Should have possessed the relevant certificate, successfully following the National Certificate Course for Industrial Technicians in a field relevant to the post from a Technical College recognized by the Tertiary and Vocational Education Commission.

or

(IV)Should have possessed any other Technological qualifications recognized by Tertiary and Vocational Education Commission as being equivalent in each and every way to the Technological qualifications mentioned above after obtaining views of the

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R. V. N.
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

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

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Institutions such as Ministry of Higher Education and other Institutions by which the above certificates are issued.

Note :- I. At the instances where recruitments are made through both direct recruitments to Grade III and recruitments to training grade ^{thru} recruitment shall be first made to Grade III which is the recruitment grade.

II. Where the number of candidates who become qualified to Grade III which is the recruitment grade is not sufficient, the remaining vacancies shall be filled by the candidates who satisfy qualifications for recruitment to training grade.

7.2.1.3 Grade III (Open)

(a) Educational Qualifications:

Should have passed the G.C.E.(A/L) Examination in three (03) subjects in Science/ Mathematics/ Technology stream, including two (02) subjects related to the field relevant to the post, at one sitting. (Subjects related to each post should be mentioned in the Scheme of Recruitment)

and

Should have passed G.C.E. (O/L) examination in six (06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics, Science and another subject, at one sitting.

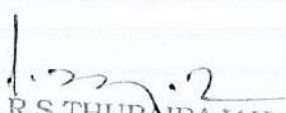
(b) Professional Qualifications:

(i) National Diploma in Technology awarded by the University of Moratuwa or Hardy Technical College Ampara.

or

(ii) National Diploma in Engineering awarded by the National Apprenticeship and Industrial Training Authority.

or


(MS).R.S.THURAJAH

Deputy Chief Secretary

Office of the Deputy Chief Secretary-Administration
Northern Province

(iii) Higher National Diploma in Engineering awarded by the Ministry of Education and Higher Education.

or

(iv) Two years Diploma in Agriculture awarded by an Institution recognized by Tertiary and Vocational Education Commission.

or

(v) Diploma in Technology awarded by the Open University of Sri Lanka.

or

(vi) Successful completion of part I of the Engineering examination conducted by the Sri Lanka Institute of Engineers.

or

(vii) Completion of level 6 of National Vocational Qualification (NVQ), related to the field.

or

(viii) Any other Technological qualifications recognized by the Tertiary and Vocational Education Commission as being equivalent in each and every way to the Technological qualifications mentioned above after obtaining views of the Institutions such as Ministry of Higher Education and other Institutions by which the above certificates are issued.

Note :

Action shall be taken to include into Procedures of Recruitment a segment/segments which are suitable to the requirement of the institution and so as to be relevant to the post out of 7.2.1.1, 7.2.1.2, 7.2.1.3. One or several qualifications out of professional qualification mentioned in, 7.2.1.2(b) and 7.2.1.3(b) shall be selected and included into relevant Scheme of Recruitment.

7.2.2 Physical Fitness

Shall have the physical fitness to serve in any part of the island and to perform the duties of the post.

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R. Varathalingam

R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

(MS) R. S. THURAIMAJI
Deputy Chief Secretary
Office of the Deputy Chief Secretary, Assistant
Northern Province

7.2.3 Other

I. Should be a citizen of Sri Lanka.

II. Shall be of excellent character.

III. No Person who is ordained in any religious order shall become eligible to sit the examination.

IV. 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. (Voters list should be submitted to prove the permanent residence.)

or

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. (Voters 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/her choice as the most preferred, it shall remain irrevocable.

V. Candidates are deemed to have possessed qualifications to sit the competitive examination for recruitment to the service only if they have satisfied all the qualifications and the prescribed age limit in each and every aspect, as at the date prescribed in the notification for calling application.

7.2.4 Age :

7.2.4.1 The Minimum Age Limit : Not less than 18 years

7.2.4.2 The Maximum Age Limit : Not over 30 year


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

7.2.5 Method of Recruitment:

Recruitments shall be made on the results of a written examination and a general interview. Qualified candidates shall be selected by calling for a general interview, a number of candidates equivalent to the number of recruitments expected to be made on the order of the merit determined on the aggregate of marks secured at the examination by the candidates who have passed the written examination.

7.2.5.1 Written Test

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Intelligence test	100	40%
Subject related Technological test	100	40%

(Syllabus shall be mentioned in the relevant Scheme of Recruitment)

7.2.5.1.1 Conducting Authority

The Authority for conducting the written examination shall be mentioned in each Scheme of Recruitment.

7.2.5.2 Professional Test : Not applicable

7.2.5.3 Expected objectives to be achieved at General Interview :

Marks shall not be allocated and only verification of qualifications shall be made.

7.2.5.3.1 Appointing Authority of the General Interview Board:

Respective Appointing authority

7.2.5.4 Structured Interview: Not Applicable

7.2.6 Method of calling Applications:

Application will be called by publishing a notice in the Government Gazette or publishing public notices, News Papers or notices in the website of Northern Provincial Council.

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7.3 Recruitment under Limited Stream

7.3.1 Recruitment Grade

7.3.1.1 Training Grade (For a training period of two years)

(a) Educational Qualifications

Should have passed G.C.E (O/L) examination in six subjects (06) with credit passes for Sinhala/Tamil/English language, Mathematics and Science at not more than two sitting.

(b) Experience

Should have obtained an active and satisfactory ten(10) years service experience in a permanent, departmental post of a primary or above service category in the relevant field.

7.3.1.2 Training Grade (For a training period of one year)

(a) Educational Qualification:


Should have passed G.C.E (O/L) examination in six (06) subjects with credit passes for Sinhala / Tamil/ English Language, Mathematics and Science at not more than two sitting.

(b) Professional Qualifications:

A five(05) years experience in the relevant field along with a professional qualification mentioned in 7.2.1.2(b).

(c) Experience:

Should have obtained an active and satisfactory ten(10) years service experience in a permanent, departmental post of a primary or above service category in the relevant field.


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

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R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

7.3.1.3 Grade III (Direct Recruitments)

(a) Educational Qualifications:

Should have passed G.C.E.(O/L) examination in six subjects(06) with credit passes for Sinhala/ Tamil/ English Language, Mathematics and Science at not more than two sitting.

(b) Professional Qualifications:

Should have obtained a professional qualification relevant to the post mentioned in 7.2.1.3(b).

(c) Experience:

Should have obtained an active and satisfactory five(05) years service experience in a permanent, departmental post of a primary or above service category in the relevant field.

7.3.2 Physical fitness:


Shall have the physical and mental fitness to serve in any part of the Island and to perform the duties of the post.

7.3.3 Other:

- I. Should have been confirmed in permanent appointments.
- II. Should have completed at least a satisfactory service period of five (5) years in a permanent appointment in public service immediately preceding the prescribed date and shall have certified the same by the Head of the Department.
- III. Officers are deemed to have possessed qualifications to sit the written test for recruitment to the service only if the officer has satisfied all the qualifications in each and every aspect, as at the date prescribed in the notification for calling applications.

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R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province


Deputy Chief Secretary
Northern Province

7.3.4 Method of Recruitment:

Recruitments shall be made on the results of a written examination and a general interview. Qualified candidates shall be selected by calling for a general interview, a number of candidates equivalent to the number of recruitments expected to be made on the order of the merit determined on the aggregate of marks secured at the examination by the candidates who have passed the written examination.

7.3.4.1 Written test

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Intelligence test	100	40%
Subject related Technological Test	100	40%

(Syllabus shall be mentioned in the relevant Scheme of Recruitment)

7.3.4.1.1 Conducting Authority

The Authority for conducting the written examination shall be mentioned in each Scheme of Recruitment

7.3.4.2. Professional Test: Not applicable

7.3.4.3. Expected objectives to be achieved from General Interview:

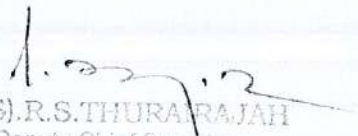
Marks shall not be allocated and only verification of qualifications shall be made.

7.3.4.3.1 Appointing Authority of the General Interview Board:

Respective Appointing Authority

7.3.4.4. Structured interview : Not applicable

7.4 Recruitment under the order of Merit : Not Applicable


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

after completion of training period satisfactorily, salary conversion shall be made in accordance with the provisions of the Establishment Code revised by Public Administration Circular No: 07/2000 dated 02.03.2000.

- (e) If the training period of the applicants, who are included into the Training Grade of a certain post under open or limited stream, on the requirement of the relevant Ministry/Department as the case may be, relevant appointing authorities should take actions to obtain the approval of the Provincial Public Service Commission, Northern Province and to include the training period in each recruitment procedure.

8. Efficiency Bar Examinations:

8.1 Efficiency Bar

<i>Efficiency Bar</i>	<i>At what point the limit for passing the efficiency bar expires (number of years)</i>	<i>Nature of the Efficiency Bar Written/professional test/Certificate courses/ other</i>
1 st Efficiency Bar	Before lapse of three (03) years from recruitment to Grade III of Northern Provincial Technological Service	Written Test (Schedule 01)
2 nd Efficiency Bar	Before lapse of three (03) years from promotion to Grade II of Northern Provincial Technological Service.	Written test (Schedule 02)
3 rd Efficiency Bar	Before lapse of five (05) years from promotion to Grade I of Northern Provincial Technological Service.	Three months training course on management

8.2 Time Frame of the Efficiency bar Examination: shall be conducted twice a year.

(MS).R.S.THURAIRAJAN

Deputy Chief Secretary

Office of the Deputy Chief Secretary-Administrator
Northern Province

8.3 Authority for conducting Efficiency Bar Examinations:

- a) 1st and 2nd Efficiency Bar Examinations shall be conducted by Commissioner General of Examinations on behalf of the Secretary, Provincial Public Service Commission, NP.

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b) 3rd Efficiency Bar Examination shall be a three months course on Management conducted by an institution approved by the Secretary of the Ministry of Public Administration and Home Affairs / Provincial Public Service Commission, NP.

Note: The officers who are being promoted to Grade I of Northern Provincial Technological Service as at the date in which this minute shall be effective, shall be exempted from 3rd Efficiency Bar Examination.

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, should acquire relevant proficiency in one of the official language within the probation period.
Other Official Language	Proficiency at the relevant level should be acquired as per Public Administration Circular 01/2014 and other circulars issued subsequently.
Link Language	Should have obtained a credit pass for English language at G.C.E. Ordinary level before lapse of 05 years in Grade III.

10. Grade Promotions:

10.1 Promotion from Grade III to Grade II

10.1.1 On Average performance

10.1.1.1 Qualifications to be satisfied

(I) Should have been confirmed in appointment

(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 preceding the date of promotion as per the approved performance appraisal procedure.

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R.V. R. Valingam
Secretary
Provincial Public Service Commission
Northern Province

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

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

(V) Should have obtained the prescribed level of proficiency in other official language.

(VI) Should have passed the 1st Efficiency Bar Examination on due date.

10.1.1.2 Method of Promotion

When officers who have satisfied the qualifications make a request to the Appointing Authority as per the specimen form, promotion to Grade II shall be made by the Appointing Authority after verification of qualifications to be effective from the qualifying date.

10.2 Promotion from Grade II to Grade I

10.2.1 On Average performance

10.2.1.1 Qualifications to be satisfied

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

(II) Should have proved a satisfactory period of service within five (05) years immediately preceding the date of promotion.

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

(IV) Should have passed the 2nd efficiency bar examination on due date.


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


R. Varthalingam
Secretary

10.2.1.2 Method of Promotion:

When officers who have satisfied the qualifications make a request to the Appointing Authority as per the specimen form, promotion to Grade I shall be made by the Appointing Authority after verification of qualifications to be effective from the qualifying date.

Note : When Promotions are made on average performance, the date of promotion of the officers who fail the efficiency bar examination on the prescribed date shall be delayed for a period equivalent to the delayed period of time obtained to pass the examination.

10.3 Recruitment to Special Grade

10.3.1 Ratio of Recruitment

Stream	Percentage
Limited	40%
Service Experience and Merit	60%

Note : When recruitments are made to special grade, the vacancies should be calculated as at 31st December of the previous year.

(I) At the instances where the approved number of posts is 04, the percentage of recruitment under Limited competitive examination shall be 25%, and the percentage of recruitment under Seniority and Merit shall be 75%. At the instances where the approved number of posts is 03, the percentage of recruitment under the above Limited competitive examination shall be 33.33%, and the percentage of recruitment under Seniority and Merit shall be 66.66%.

(II) At the instances where the approved number of posts is below 3, filling of vacancies in the posts shall be made on Service Experience and Merit of the officer.

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R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province


(M.S.R.S. THIRUMALAIHAH)
Deputy Chief Secretary
Office of the Deputy Chief Secretary - Administration
Northern Province

10.3.2 Recruitment under Limited Competitive Examination

10.3.2.1 Qualifications to be satisfied:


- (I) Should have completed an active and satisfactory period of service for five(05) years in Grade I of the Supervisory Management Assistants - Technical Service (MN-03-2006A) category and earned due five (05) salary increments.
- (II) Should have completed a satisfactory service of five (05) years immediately preceding the date of promotion.
- (III) Should have passed the 3rd efficiency bar examination on due date.

10.3.2.2 Method of Promotion

Promotion to special grade shall be made by the appointing authority on the order of merit of the examination and the number of vacancies after verifying that the other qualification have also been fulfilled by those who have passed on results of the examination for promotion to special grade conducted by an interview board appointed by Provincial Public Service Commission, Northern Province (Examination for promotion to Special Grade - *Schedule 03*)

Note :

- I. The results of the Limited Competitive Examination for recruitment to special grade shall strictly be made applicable to fill the number of vacancies existing in the year which is relevant for the examination.
- II. If the examination could not be held annually, the results of the examination held in later year shall be applied for the filling of vacancies existed in each year. For this purpose the officers, who have become qualified as at the dates on which the posts have fallen vacant in each year, shall be selected on the order of the higher


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

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 R. Varathalingam
 Secretary
 Provincial Public Service Commission
 Northern Province

marks and the date of promotion for special grade shall be the date of the examination.

10.3.3 Recruitment on Seniority and Merit

10.3.3.1 Qualifications to be satisfied

- (I) Should have completed an active and satisfactory period of service for six (06) years in Grade I of the Supervisory Management Assistants - Technical Service (MN-03-2006A) category and earned due six (06) salary increments.
- (II) Should have completed a satisfactory service of five (05) years immediately preceding the date of promotion.
- (III) Should have proved a performance at satisfactory level or above level during the period of six (06) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (IV) Should have passed the third efficiency bar examination on due date.

10.3.3.2 Method of Recruitment

Promotion to special grade shall be made by the appointing authority after verifying qualifications by the appointing authority, that the officer has satisfied all other requirements and on the order of the merits obtained at the structured interview, for which marks are allocated for seniority and merit, which is conducted by an interview board appointed by Provincial Public Service Commission, Northern Province and depending on the number of vacancies.

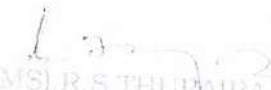
(Structured interview for promotion to special grade - *Schedule 04*)

11. Appointment to Posts

Provisions shall be included in each Scheme of Recruitment depending on the requirement.

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R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province


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

12. Conditions outside the general conditions indicated in the Procedural rules of the Provincial Public Service Commission, Northern Province.

12.1 Probation Period and Confirmation in Service

- I. An officer recruited to Grade III of the service on the results of the open competitive examination shall be subjected to a probation period of three (03) years. He/She shall be confirmed in the service at the end of the probation period if he/she has passed the first efficiency bar examination, satisfied the requirement of acquiring the proficiency in official language and further his/her work and conduct were satisfactory.

- II. Officers recruited to Grade III on the results of the limited competitive examination shall be subjected to a trial period of one year. He/She shall be confirmed in the service at the end of such trial period if his/her work and conduct were satisfactory during the period.

12.2 Promotions in Professional Services

- (I) A certain percentage of the cadre in professional services in departments shall be, reserved for the promotions of officers in Grade I of Northern Provincial Technological Service who are selected from an examination.

- (II) These paths shall be extended for the posts in Technological Service for which such promotional paths are not available. For this purpose it is expected that action shall be taken by the Head of Departments to create atleast one departmental post parallel to professional services mentioned in section 12.2.(I).

12.3 All the officers shall acquire skills and proficiencies as determined by the government from time to time.

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

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

13. Interpretations outside the interpretations mentioned in the Procedural Rules of Provincial Public Service Commission, Northern Province

- I. The term "Gazette" shall mean the gazette published by the Democratic Socialist Republic of Sri Lanka.
- II. The term "Service Minute" shall mean the Minute of the Provincial Technological Services of the Northern Province.
- III. The term "Effective Date" shall mean the date on which this minute comes into effect.
- IV. The term "Service" shall mean the Provincial Technological Service of the Northern Province.
- V. The term "Apprentice" shall mean a person who has been recruited under provisions of this Minute and is in Training Grade.
- VI. "Period of Active Service" shall mean the actual period served by the officer engaged in duties assigned to him / her and drawing the salary attached to his/her 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.

14. Provisions for Absorption:

- I. These provisions shall strictly be applied to the officers who are in Northern Provincial Technological service as at the effective date of this Minute. All the officers who receive salaries under salary scale MN-03-2006-A provided by Public Administration Circular No:06/2006 and circulars issued consequently on prescribed dates shall be absorbed in the following manner subjected to the provisions in Section 4, Chapter VII of the Establishments Code.
- II. Period of service shall be calculated based on the date of appointment to each post or grade. However, the date of salary increment of the relevant officer shall not be changed due to this absorption and that shall be applied without any change as the increment date existed before the absorption. Further, the officer shall not be placed on the next higher salary step as per Section 4.4, Chapter VII of the Establishments Code due to becoming the salary step received by the relevant officer corresponding to new salary step.

14.1 The absorption of officers, serving as at the effective date of this Minute, to Northern Provincial Technological Service, under the new service minute shall be made in the following manner.

14.1.1 Absorption to Grade III of the service

Officers in Segment(b) of Class II of the Northern Provincial Technological Service as at the effective date.

14.1.2 Absorption to Grade II of the Service

Officers in Segment(a) of Class II of the Northern Provincial Technological Service as at the effective date.

14.1.3 Absorption to Grade I of the Service

Officers in Class I of the Northern Provincial Technological Service as at the effective date.

14.1.4 Absorption to Special Grade of the Service

Officers in Special Grade of the Northern Provincial Technological Service as at the effective date.

15. Interim Provisions :

The interim provisions shall be effective up to 01.06.2018. When the officers, who are absorbed to Grade III and II as at the effective date of this service minute, are promoted, sections 9.1(a) and 9.2(a) of Northern Provincial Technological Service Minute approved by the Hon.Governor of the Northern Province on 19.03.2010 shall be made applicable during the interim period. (These interim provisions shall be applicable strictly for the officers recruited under Northern Provincial Technological Service Minute approved by the Hon.Governor of the Northern Province on 19.03.2010 which was in effect before the implementation of new service minute. Other conditions shall be the conditions in new service minute)

16. Other :

16.1 General Conditions in Procedural Rules of the Provincial Public Service Commission published in the Gazette extraordinary No 1817/30 dated 03.07.2013 and the provisions of the Establishments Code shall be applicable for each appointment.

16.2 Matters not provided for in this Minute shall be determined by the Hon.Governor,NP.

Schedule 01

1. Name of the Examination : First Efficiency bar examination for officers in Grade III of Northern Provincial Technological Service

2. Particulars of the Examination: This Examination shall consist of two(02) question papers.

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Establishments Code and Procedural Rules of Public Service Commission	02 hours	100	40%
Financial Regulations	02 hours	100	40%

3. Authority for conducting the examination

The Commissioner General of Examinations on behalf of the Secretary, Provincial Public Service Commission, Northern Province.

4. Time frame of the Examination : The Examination shall be held twice a year.

5. Syllabus of the Examination

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Establishments Code and Procedural Rules of Public Service Commission	Procedural rules of Public Service Commission Chapters VIII, XII, XIII, XIV, XIX of Establishments Code
Financial Regulations	Chapter I From 01 to 68 of Financial Regulations Chapter III From 124 to 147 of Financial Regulations

TRUE COPY CERTIFIED CORRECT

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

[Signature]
MSI. R. S. THURARAJAH
Deputy Chief Secretary
Office of the Deputy Chief Secretary-Administration
Northern Province

Schedule 02

1. Name of the Examination : Second Efficiency bar examination for officers in Grade II of Northern Provincial Technological Service

2. Particulars of the Examination: This Examination shall consist of two(02) question papers.

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Establishments Code	02 hours	100	40%
Financial Regulations	02 hours	100	40%

3. Authority for conducting the examination

The Commissioner General of Examinations on behalf of the Secretary, Provincial Public Service Commission, Northern Province.


4. Time frame of the Examination : The Examination shall be held twice a year.

5. Syllabus of the Examination

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Establishments Code	Chapters XV, XVI, XXIII, XXIV, XXV, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII of Establishments Code
Financial Regulations	Chapter VI From 315 to 396 of Financial Regulations Chapter XIII From 685 to 775 of Financial Regulations

TRUE COPY CERTIFIED CORRECT


R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province


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

Schedule 03

1. Name of the Examination : Limited Competitive Examination for promotion of officers in Grade I of Northern Provincial Technological Service to special grade
2. Particulars of the Examination: This Examination shall consist of two(02) question papers.

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Aptitude Test	01 hour	100	40%
Management	03 hours	100	40%

3. Authority for conducting the examination
The Commissioner General of Examinations on behalf of the Secretary, Provincial Public Service Commission, Northern Province

4. Time frame of the Examination : The Examination shall be held once a year as per requirement

5. Syllabus of the Examination:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Management	I. Principles of Management. II. Management Functions * Planning * Decision making * Process of decision making * Organization * Staffing * Directing * Motivation process * Leadership * Control * Process of controlling policies III. Participatory Management IV. Management Environment V. Case Study
Aptitude test	A test designed to assess as to whether the officer has acquired knowledge, skills and attitudes required for the fulfillment of tasks entrusted to him/her in an efficiency beyond the performance at average level and whether the officer displays competency in the application of the above.

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

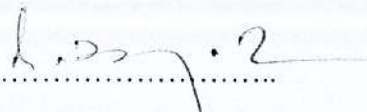
Schedule 04

- 1. Name of the Examination : Structured interview for promotion of officers in Grade I of Northern Provincial Technological Service
- 2. Fields to which the marks are allocated at the interview and the Marks

Main Areas to which marks are allocated	Maximum Marks	Pass Marks
Service Experience Active and satisfactory period of service beyond the relevant basic qualification.	50	N/A
Merit Merit should be determined based on the marking scheme approved by the Provincial Public Service Commission depending on the situation.	45	
Merit proved at the interview	05	
Total	100	

- 3. Authority by which the interview is conducted:
An interview board appointed by Provincial Public Service Commission, Northern Province.
- 4. Time frame of the Structured Interview: Once a year as per requirement.

I recommend this proposed Service Minute for the Northern Provincial Technological Services ((Pages 1- 26 including Annexure).




R.S.Thurairajah
Deputy Chief Secretary – Administration
Office of the Deputy Chief Secretary – Administration
Northern Province

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

29.12.2015

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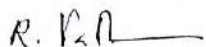

12/01/2016

R.Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

Hon.Governor.

Provincial Public Service Commission has recommended this Service Minute for the Northern Provincial Technological Services (Pages 1- 26 including Annexure).

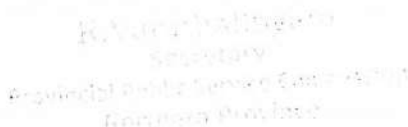
Submitted for your Hon's approval please.



.....
R.Varathalingam

Secretary

Provincial Public Service Commission, Northern Province



Date: 7/1/2016.

Approved

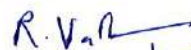


.....
H.M.G.S.Palihakkara

Governor, Northern Province

Date: 12/01/16

TRUE COPY CERTIFIED CORRECT



13/01/2016.

R.Varathalingam

Secretary

Provincial Public Service Commission
Northern Province

(MS).R.S.THURAIRAJAH

Deputy Chief Secretary

Office of the Deputy Chief Secretary-Administration

Northern Province