THE SCHEME OF RECRUITMENT FOR THE PROVINCIAL TECHNOLOGICAL SERVICE, NORTHERN PROVINCE TECHNICAL OFFICER (CIVIL)

1	.Institutions involved		
	1.1 Department:	Ref.No:	Date:
	1.2 Ministry :	Ref. No:	Date:
	1.3 Approval of Posts by Director - General of Management Service:	Ref. No:	Date:
	1.4 Recommendation of the Chief Secretary:	Ref.No:	Date :
	1.5 Recommendation of the National Pay Commission:	Ref.No:	Date:
	1.6 Recommendation by the Provincial Public Service Commission - NP	Ref.No:	Date:
	1.7 Approval of Hon. Governor:	Ref.No:	.Date:
)2	2.Particulars on the Appointing Au	ithority	
	The Authority to whom the powers have Province as per the Governor's Memoral amendments thereto.	Parallel (Celles Trillel)	
)3	3.Particulars on the Category of Of	fficers	
		Management Assistant - Assistant - Supra Grade	
	3.2 Posts falling within this service categories	ory: Technical Offic	er (Civil)
	3.3 Grade : Grades III, II,	I, Special Grade	Northern Province
	3.4 General definition of the role entruste A service category which performs the tasks such as supervision, direction Material, Technical data and resource executives of the institutions who are	he activities in the nature on and management of I surces which are supp	re of multi-tasks including Financial, Human, Physical, ortive to the role of the
	Pag	ge 1 of 25	R.Valalingam

Provincial Public Service Commission

technology connected to practical subjects organized on scientific principles and supplementary to professional services such as engineering which are the management services on training and experience.

3.5 Assignment of Duties:

Functions will not be assigned on grade basis and the head of the department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill.

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

05. Structure of Salary

5.1 Salary code : Grade III,II, I : MN 3-2006A

Special Grade: MN 7-2006A

5.2 Salary Scale: Grade III, II; Rs. 15,005-4x180-6x240-11x320-20x360-Rs. 27,885/-

Special Grade: Rs.20,030 -11x365-18x500-Rs.33,045/-

5.3 Initial salary step applicable to grading system:

Grade	Salary Group	Initial Salary Step	Initial Salary Point
Grade III	MN-3 2006A	Step 01	Rs.15,005
Grade II	MN-3 2006A	Step 12	Rs.17,485
Grade I	MN-3 2006A	Step 23	Rs.21,045
Special Grade	MN-7 2006A	Step 04	Rs.21,125

5.4 Allowance for Training Grade, as per public Administration Circular 06/2006(II):-

1st year - Rs. 12,920.00

2nd year - Rs. 13,040.00

06. Post / posts belonging to officer category

6.1 Name of Approved designations, Approved Number of Posts and the Duties assigned.

Approved title of Post	Grade for which the post is approved	Approved Cadre (01.01.2013)	Duties
Technical Officer	Grade III/II/I	287	Schedule 01
(Civil)	Special Grade	30	

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6.2 Combined Number of officers:

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

6.3 The Posts 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.

07. Method of Recruitment:

7.1 Recruitment Ratio:

Stream	Percentage	
Open	70%	
Limited	30%	
Merit	Not applicable	

- **Note:** I. 70% of vacant posts exist in combined number of officers of Grade III, 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)

(a) Educational Qualifications: Should have passed G.C.E.(A/L) examination in three(03) subjects in Mathematics stream, including Applied Maths/ Pure Maths / Combined Maths and Physics, at one sitting.

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

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.

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 Mathematics stream, including Applied Maths/ Pure Maths/ Combined Maths and Physics, at one sitting.

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 (Civil) from a Technical College recognized by Tertiary and Vocational Education Commission.

or

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

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iii. Should have possessed any other Technological qualifications recognized by the Tertiary and Vocational Education Commission as being equivalent in each and every way to the Technological qualification mentioned above after obtaining views of the institutions such as Ministry of Higher Educations and other Institutions by which the above certificates issued.

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

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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 G.C.E.(A/L) examination in three(03) subjects in Mathematics stream, including Applied Maths/ Pure Maths/ Combined Maths and Physics, at one sitting.

and

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

(b) Professional Qualifications

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

or

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

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

or

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

or

(v) Successful completion of Part I of the Civil Engineering examination conducted by the Sri Lanka Institute of Engineers.

or

(vi) Completion of level 6 of National Vocational Qualification (NVQ) relate to the field of Technical Officer(Civil)

or

(vii)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 Page 5 of 25

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Higher Education and other Institutions by which the above certificates issued.

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.

7.2.3. Other

- I. Should be a citizen of Sri Lanka.
- II. Should 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.)

<u>Note</u>: 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.

- V. 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.

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- (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.
- VI .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 Minimum Age Limit: Not less than 18 years

7.2.4.2 Maximum Age Limit: Not over 30 years

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

Subjects	Maximum Marks	Pass Marks
Intelligence test	100	40%
Subject related Technological test	100	40%

(Schedule 02)

7.2.5.1.1 Conducting Authority

Secretary, Provincial Public Service Commission, Northern province.

7.2.5.2 Professional Test: Not applicable

7.2.5.3 General Interview: Marks shall not be allocated.

7.2.5.3.1 Objectives expected to be fulfilled: Verification of Qualifications

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7.2.5.3.2 Authority for appointing the board of General interview: Deputy Chief Secretary, Office of the Deputy Chief SecretaryAdministration, NP

7.2.5.4 Structured Interview: Not Applicable

7.2.6 Method of calling Application:

Applications 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.

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 technological service related with civil works.

7.3.1.1 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 in Sinhala/Tamil/English language, Mathematics and Science at not more than two sitting.

b) Professional Qualifications

A five(5) year experience in the Technological service related with civil works along with a professional qualification mentioned in

7.2.1.2(b).

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c) Experience

Should have obtained an active and satisfactory 10 years' service experience in a permanent, departmental post of a primary or above service category in the technological service related with civil works.

7.3.1.2 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 of Technical Officer (Civil) 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 field of civil works.

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:

- a) Should have been confirmed in permanent appointments.
- b) 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.
- c) 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.

Provincial Public Service Commission

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Deputy Chief Secretary
of the Deputy Chief Secretary
Art Secretary

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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

Subjects	Maximum Marks	Pass Marks
Intelligence test	100	40%
Subject related	100	40%
Technological Test	100	1070

(Schedule 02)

7.3.4.1.1 Conducting Authority

Secretary, Provincial Public Service Commission, Northern Province.

- 7.3.4.2. Professional Test: Not applicable
- 7.3.4.3. General Interview: Marks shall not be allocated.
 - 7.3.4.3.1 Objectives expected to be fulfilled: Verification of

Oualifications

7.3.4.3.2 Authority for appointing the board of General interview:

Deputy Chief Secretary, Office of the Deputy Chief Secretary-

Administration, NP

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7.3.4.4. Structured interview: Not applicable

R. Vanthalingam Secretary

7.4 Recruitment under the order of Merit: Not Applicable Provincial Public Service Commission
Northern Province

7.5 Recruitment to Grade III at end of training period

(a) Recruitment to Grade III shall be made on submission of the certificate issued by the relevant institution(Provincial Public Service Commission,NP) proving that the officer has passed the examination after successful Completion of training period mentioned in the Scheme of Recruitment, by

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the candidates who have been enrolled to the Training Grade under Open or Limited stream.

- (b) An Opportunity shall be given for apprentices who are unable to pass the examination which is held at the completion of training, to get their training period extended for not more than 06 months. Service of the apprentices who applied under open stream and failed from the examination which is held again at the end of the extended training period shall be terminated. Apprentices who applied under limited stream shall be released to their previous posts.
- (c) In case where there are certain special posts for which it is necessary to obtain a training period over two years, recruitments shall be made to Grade III at the end of training on the basis of granting one salary increment for each year of such additional training period and further the additional training period shall be counted for the period considered for promotion to Grade II.
- (d) Apprentices selected under limited stream shall remain further on the salary scale received previously even in the training grade. However they shall be paid an annual, allowance equivalent to the initial salary increment of the recruitment grade of the Northern Provincial Technological Service until they pass the examination held by the department at the end of the training period. An officer who follows the training period successfully shall be placed in the second year on the higher salary step of the salary scale which he/she receives so far. In the meantime, the allowance shall be paid continuously. On passing the examination 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

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Public Service Commission, Northern Province and to include the training period in each recruitment procedure.

08. Efficiency Bar

8.1 Details of Efficiency Bar

Efficiency Bar	At what point the limit for passing the efficiency bar expires (number of years)	Nature of the Efficiency Bar Written/professional test/Certificate courses/ other
1 st Efficiency Bar	Before lapse of three (03) years from recruitment to Grade III of Technical Officer(Civil) under Northern Provincial Technological Service	Written Test (Schedule 03)
2 nd Efficiency Bar	Before lapse of three (03) years from promotion to Grade II of Technical Officer(Civil) under Northern Provincial Technological Service.	Written test (Schedule 04)
3 rd Efficiency Bar	Before lapse of five (05) years from promotion to Grade I of Technical Officer(Civil) under 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.
- 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 Provincial Public Service Commission, NP.
 - b)3rdEfficiency 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 Technical Officer (Civil) under Northern Provincial Technological Service as at the date in which new minute shall be effective, shall be exempted from 3rd Efficiency Bar Examination.

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Provincial Public Service Commission
Northern Province

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09. Language Proficiency

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.	
Official Language		
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 5 years in Grade III.	

10. Grade Promotions

10.1Promotion 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.
- (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. TRUE COPY CERTIFIED CORRECT

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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.

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.

: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.

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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 shall 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.

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.

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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 05*)

Note:

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

10.3.3 Recruitment on Seniority and Merit

10.3.3.1Qualifications 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 3rd efficiency bar examination on due date.

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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 06)

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 Services 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).

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

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

- The term "Gazette" shall mean the gazette published by the Democratic Socialistic Republic of Srilanka.
- II. The term "Service Minute" shall mean the Minute of the Provincial Technological Services of the Northern Province.
- III. The term "Service" shall mean the Provincial Technological Service of the Northern Province.
- IV. The term "Apprentice" shall mean a person who has been recruited under provisions of this Minute and is in Training Grade.
- V. "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.
- VI. The term "Effective Date" means 01.06.2013.

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 procedure. 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

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Secretary
Provincial Public Service Commission

Northern Province

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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 the new service 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 Technical Officer(Civil) under 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 Technical Officer(Civil) under 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 Technical Officer(Civil) under 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 Technical Officer(Civil) under 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 the new service minute, are promoted through 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. Appointment to Posts: Not applicable

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Northern Province

MS).R.S.THURAIRAJAH
Dapuly Chief Secretary

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17. Other:

- 17.1 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.
- 17.2 Matters not provided for in this Scheme of Recruitment shall be determined by the Hon.Govenor,NP.

Schedule 01 Duties of the Technical Officer (Civil)

- 1. Preparation of bill of quantities.
- 2. Preparing rates for building construction and maintenance by using BSR.
- 3. Supervising building construction and maintenance works as per contract document/standard specification and drawings.
- 4. Carrying out field test to check quality of building materials brought to site & referred to engineer's approval.
- 5. Maintaining measurement book and taking joint measurement with contractor.
- 6. Checking progressive claims submitted by the contractor.
- 7. Assisting technical evaluation by Bids.
- 8. Checking claims for extra works.
- 9. Preparation of comparative statements.
- 10. Preparation of handing over synopsis.

Schedule 02

- 1. Name of the Examination: Open /Limited Competitive Examination for recruitment to Grade III of Technical Officer(Civil) under Northern Provincial Technological Service.
- 2. Particulars of the Examination: This Examination shall consist of two(02) question papers.

Question Paper	Duration	Total Marks	Pass Marks
Intelligence Test	01 hour	100	40%
Subject related Technological test	03 hour	100	40%

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R. Varathalingam
Secretary

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- 3. Authority for conducting the examination Secretary, Provincial Public Service Commission, Northern Province.
- 4. Time frame of the Examination: on the requirement of filling vacancies.
- 5. Syllabus of the Examination

Name of the Question Paper	Syllabus
Intelligence test	This paper consists of questions designed to assess the candidate's capacity for critical reasoning decision making and analytical power.
Subject related Technical test	This paper consists of questions designed to assess the candidate's knowledge on principles of building construction, building materials, Preparation of plan for construction work and understanding plans, dimensions, foundations, types of soil, Road construction and Maintenance, preparation of estimates, water supply, drainage systems, and disposal of garbage/waste.

Note: Examination will be held in Tamil and English Medium.

Schedule 03

- 1. Name of the Examination: First Efficiency bar examination for officers in Grade III of Technical Officer(Civil) under Northern Provincial Technological Service
- 2. Particulars of the Examination: This Examination shall consist of two(02) question papers.

Question Paper	Duration	Total Marks	Pass Marks
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.

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R. Vanathalingam
R. Varathalingam
Secretary
Provincial Public Service
Northern Pro

(MS).R.S.THURAINAJAH
Deputy Chief Secretary
of ina Deputy Chief Secretary-Administration
Northern Province

5. Syllabus of the Examination

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

Schedule 04

- 1. Name of the Examination : Second Efficiency bar examination for officers in Grade II of Technical officer(Civil) under Northern Provincial Technological Service
- 2. Particulars of the Examination: This Examination shall consist of two(02) question papers.

Question Paper	Duration	Total Marks	Pass Marks
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

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

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R. Vanathalingam
Secretary
Provincial Public Service Commussion
Northern Province

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Schedule 05

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

Question Paper	Duration	Total Marks	Pass Marks
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

Name of the Question Paper	Syllabus	
	I. Principles of Management.	
	II.Management Functions * Planning	
	* Decision making	
Management	* 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 attitude	
	required for the fulfillment of tasks entrusted to	
	him/her in an efficiency beyond the performance a	
	average level and whether the officer displays	
	competency in the application of the above.	

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R.Varathalingam Secretary

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Schedule 06

- 1. Name of the Examination: Structured interview for promotion of officers in Grade I of Technical Officer(Civil) under 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	
Merit Merit shall be determined based on the marking scheme approved by the Provincial Public Service Commission depending on the situation.	45	N/A
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.

Prepared by:

Checked by:

(Staff Officer in charge of the subject)

Date: 29/12/26/15

Recommendation and forwarded.

Ref. No: NPlo2/ Sermin los (2015

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

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

this proposed Scheme of Recruitment for the Post of Technical 1 recommend Officer(Civil) under Northern Provincial Technological Service (Pages 1- 25 including Annexure).

R.S. Thurairajah

Deputy Chief Secretary

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.

Provincial Public Service Commission has recommended this Scheme of Recruitment for the Post of Technical Officer(Civil) under Northern Provincial Technological Service (Pages 1-25 including Annexure).

Submitted for your Hon's approval please.

R.Ven_

R.Varathalingam

Provincial Public Service Commission Northern Province

Secretary

Provincial Public Service Commission, Northern Province

Date: 7.1.2016.

Date: 29.12.2611

H.M.G.S.Palihakkara

Governor, Northern Province

Date: 12 02 16

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

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Northern Province

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