



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



Page No - iv

File No - NP/07/MN/AGR/01

Hon. Governor,
Northern Province.

Through

Secretary to the Governor,
Northern Province.

may be approved

**Scheme of Recruitment for the Post of Aquaculture Development officer
Amendment No - 01**

1. The above Scheme of Recruitment has been approved by Hon. Governor on 05.06.2018.
2. Amendments are indicated in the table below.

S. No	Sections	Existing parts to be amended	Proposed Amendments	Reason for the Amendment
01	10.2.2.1	Should have passed at least one (01) subjects at the G.C.E. (A/L) Examination (except General Test and English) in Science Stream.	Should have passed at least one (01) subjects at the G.C.E. (A/L) Examination (Except General Test and English) in any Stream of the study.	The accepted professional qualification for the post of Aquaculture Development Officer is Diploma in Fisheries. The basic qualification necessary to follow aforesaid diploma is having passed in G.C.E A/L in any of the streams. In this concern, A candidate being passed in G.C.E A/L in any stream is adequate educational qualification to apply for the post of Aquaculture Development officer.

3. The above amendment is duly recommended by PPSC on 01.08.2018

4. Submitted to your Honour for approval of this Amendment to the Aquaculture Development officer Service.

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[Signature]
A.Sivabalasundran
Secretary (Acting)
P.P.S.C, N.P. 01/8/2018

[Signature]
G.Pradhiban
Administrative Officer
Provincial Public Service Commission
Northern Province

APPROVED

Reginald Cooray

Governor

[Signature]
Reginald Cooray,
Governor,
Northern Province.

Scheme of Recruitment for the post of Aquaculture Development Officer -III under Management Assistant Non Technical Segment II category of Service (MN1- 2016) in the Ministry in-charge of the Subject of Fisheries-Northern Province.

1. Effective Date

This Scheme of Recruitment shall come into force with effect from the date of approval from Hon. Governor of Northern Province.

2. Definition

- 2.1 The term '**Scheme of Recruitment**' shall mean the Scheme of Recruitment for the post of Aquaculture Development Officer under Management Assistant Non Technical Segment II category of service (MN1-2016) in the Ministry in - charge of the Subject of fisheries - Northern Province.
- 2.2 The term '**Commission**' shall mean the Provincial Public Service Commission of the Northern Province.
- 2.3 The term '**Appointing Authority**' shall mean the respective authority to whom powers had been delegated by the Hon. Governor of Northern Province in terms of delegation of powers.
- 2.4 The term '**Service**' shall mean the Service in the post of Aquaculture Development Officer.
- 2.5 The term '**Secretary**' shall mean the Secretary to the Ministry to which the subject of fisheries is assigned in Northern Province.
- 2.6 The term "**Period of Satisfactory Service**" means the period during which a public officer has earned all the salary increments due to him by efficient and diligent discharge of his/her duties, and by passing over the Efficiency bar due to him on the prescribed dates and by fulfilling the qualifications required for the confirmation and has not committed any punishable offences.
- 2.7 The term "**Active Service**" means a period of service during which an officer has actually engaged herself/himself in duties and receiving salaries pertaining to him post. All period of No- pay leave other than the Government approved maternity leave will not be counted for the purpose of the period of Active Service.

3. Appointing Authority

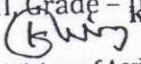
Authority to whom the powers have been delegated by the Hon. Governor - Northern Province as per the Governor's Memorandum - 2013/01 dated 2013/08/07 and subsequent amendments thereto.

4. Particulars on the Category of Service

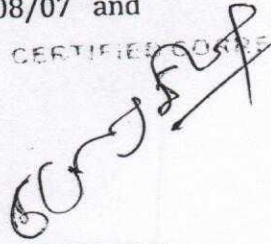
4.1 **Category of Service:** Management Assistant Non Technical Segment II

4.2 **Title of Post** : Aquaculture Development Officer

4.3 **Grades** : Grade - III, Grade - II and Grade - I


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Ministry of Agriculture and Agrarian Services,
Animal Husbandry, Irrigation,

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Administrative Officer
Provincial Public Service Commission
Northern Province

4.4 **General definition on the role assigned:**

This Category of Service is assigned with the duties of Non-Technical and single functional nature from amongst the duties that assist and /or facilitate the duties of those engaged in the Technical functions in the institutions. Officers falling within this Category of Service will be required to carry out the duties that are made specific by the appointing authority of the duties of such category.

4.5 **Assignment of Duties:**

1. Stocking Fingerlings in Selected tanks.
2. Developing and improve Water based mini hatcheries
3. Culture the Ornamental fish
4. Construction inland fisheries resting hall and Sales outlet
5. Providing fishing equipment; Canoes, out gears, nets, etc.
6. Provide capacity building training for inland fisheries societies.

5. **Nature of the Posts: Permanent and Pensionable.**

6. **Salary**

6.1 Salary Code: MN1-2016

6.2 Salary Scale: Rs.27,140 - 10x300 - 11x350 - 10x495 - 10x660 - 45,540.00

6.3 **Initial Salary Step pertaining to grade system:**

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Northern Province

Class/Grade	Initial Salary Step (03/2016)	Initial Salary Point (Rs.)
Grade III	01	27,140.00
Grade II	12	30,490.00
Grade I	23	34,485.00

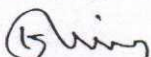
Note: The salary will be paid in accordance with the public Administration circular No:03/2016

7. **Posts associated with the Category of Service**

7.1 **Approved titles of posts, approved cadre and the duties assigned:**

Approved titles of posts	Grade for which the post is approved	Approved Cadre	Duties
Aquaculture Development Officer	III/II/I	10	<ol style="list-style-type: none">1. Stocking Fingerlings in Selected tanks.2. Developing and improve Water based mini hatcheries3. Culture the Ornamental fish4. Construction inland fisheries resting hall and Sales outlet5. Providing fishing equipment; Canoes, out gears, nets, etc.6. Provide capacity building training for inland fisheries societies.

7.2 **Consolidated number of officers:** 10 (For the purpose of graded promotions Grade III, II and I will be treated as combined cadres)


K.Theivendram
Secretary

8. Terms and conditions of this service

- 8.1. An officer appointed to Grade III of service by 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 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.
- 8.2 The officer should contribute to the widows' and 'Orphans' pensions fund or to the Widowers and 'Orphans' Pension fund as the case may be.
- 8.3 The General conditions for appointment prescribed in sub section 10.6 and section 12 in Chapter - II of the Establishment Code and in the gazette notification of the Democratic Socialist Republic of Sri Lanka are applicable.
- 8.4 The officer shall be subject to the Provincial Financial Regulations, Establishment Code, the departmental rules and regulations and any other rules or regulations that may be issued from time to time by the Government, the Provincial Council, Hon. Governor and the Chief Secretary.
- 8.5 The officer will have to tender security if the head of department directs him to furnish security for the due performance of his duties.

9. Basic requirements for Recruitments

- I. The candidate should be a citizen of Sri Lanka.
- II. The candidate should be of at least good moral character.
- III. 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

Applicant or his parents should have 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.)

10. Method of Recruitment

10.1 Percentages of Recruitment:

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Stream	Percentage
Open	100%
Limited	-
Merit	-

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Secretary

10.2 . Open Recruitment:-

10.2.1 Grade at Recruitment: Grade III

10.2.2 Qualifications:

10.2.2.1 Educational Qualifications:

(a) Should have passed the G.C.E. (O/L) Examination in six (06) subjects with credit Passes for Sinhala/Tamil/English, Mathematics and two other subjects in one sitting.

And

(b) Should have passed at least one (01) subject at the G.C.E. (A/L) Examination (except General Test and English) in Science Stream.

10.2.2.2 Physical fitness: Applicant should be physically and mentally fit to serve in any part of the Northern Province and to perform duties of the post.

10.2.2.3 Professional Qualification: The candidate should have successfully completed at least two (02) years Diploma course in Fisheries /Aquaculture field at Government Recognized Institution.

10.3. Age:

10.3.1. Minimum Limit : Shall be not less than 18 Years of age

10.3.2. Maximum Limit : Shall be not more than 35 Years of age

11. Method of Recruitment

11.1. Written Examination: As per Annexure I

Question paper/ Subject area	Duration	Aggregate Marks	Passable Marks
Language proficiency	2 Hours	100	40
Aptitude test & General Knowledge	1 Hour	100	40

Note: The vacancies in the post should be filled on the merit order of the results of an Open Competitive Examination and General Interview.

11.1.1. Authority conducting examination : Northern Provincial Public Service Commission.

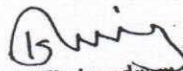
11.2. General Interview: To check the eligibility and qualifications of the candidate.

11.2.1. Authority appointing the Board of General Interview: Appointing Authority.

11.2.2. Method of inviting applications: Applications will be called by suitable advertisement in the Government Gazette or in the newspapers.

11.3. Limited Recruitment: Not Applicable

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Secretary

Ministry of Agriculture and Agrarian Services,
Animal Husbandry, Irrigation,
& Fisheries Department

12. Efficiency Bar Examinations:

12.1

Which of the Efficiency Bars	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bars Written Examination/Trade Test/Certificate Course/Other
1 st Efficiency Bar	Before lapse of 03 years from the date of Appointment	Annexure II
2 nd Efficiency Bar	Before lapse of 03 years from the date of Promotion to grade II	Annexure III
3 rd Efficiency Bar	Before lapse of 05 years from the date of Promotion to grade I	Annexure IV

12.2. Frequency at which the E.B Examination occur: Twice a year

12.3. Authorities' conducting E.B. Examinations: Provincial Public Service Commission.

13. Language Proficiency:

Language	Proficiency to be acquired
01. Official Language	Officers who have joined the service in a language other than an official language should acquire proficiency in one of the official languages during the period of probation.
02. Other Official Language	Should acquire proficiency at the relevant level as per the Public Administration Circular No.01/2014 and subsequent circulars.
03. Link Language (Only if applicable.)	Not Applicable

14. Promotion to Grades

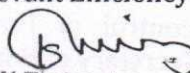
14.1 Promotion from Grade III to Grade II

14.1.1 As per General Performance -

14.1.1.1 Qualifications to be fulfilled:

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- V. Should have obtained the proficiency in other official language at the relevant level.
- VI. Should have passed the relevant Efficiency bar examination on the prescribed date.

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Administrative Officer
Provincial Public Service Commission
Tiruchirappalli


K. Theivendram
Secretary

Ministry of Agriculture and Agrarian Services,

14.1.1.2. Method of Promotion:

When an officer who has satisfied the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form (Annexure-V) of application along with the recommendation of the Head of Department and Secretary of the Ministry, the promotion to Grade II shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

14.1.2 As per Exceptional Performance: Not Applicable as per the PSC circular No.01/2013 dated 18.12.2013

14.2.Promotion from Grade II to Grade I

14.2.1 As per General Performance-

14.2.1.1. Qualifications to be fulfilled:

- I. Should have completed an active and satisfactory period of service for at least ten (10) years in Grade II and earned ten (10) salary increments.
- II. Should have completed a satisfactory service of five (05) years immediately preceding the date of promotion.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the relevant Efficiency bar Examination on the Prescribed date.

14.2.1.2 Method of Promotion

When an officer who has satisfied the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form (Annexure-VI) of application along with the recommendation of the Head of Department and Secretary of the Ministry, the promotion to Grade I shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

14.2.2 As per Exceptional Performance: Not Applicable as per the PSC circular No.01/2013 dated 18.12.2013.

14.3 Promotion from Grade I to Special Grade: Not Applicable.


15. Appointments to Posts: Not Applicable

16. Interim Provision:

The Maximum age limit shall be forty (40) Years only for first and second recruitments, since the suitable candidates are waiting for a long time and this is the first recruitment in Northern Province.

17. Control:

This service is under the control of Provincial Public Service Commission/Chief Secretary/Provincial Ministry Secretary of Northern Province.


K. Theivendram
Secretary
Ministry of Agriculture and Agrarian Services,
Animal Husbandry, Irrigation,
Water Supply & Environment

G. Prabhakar
Administrative Officer
Provincial Public Service Commission
Northern Province

18. Matters not provided:

Any matter not provided for in this Scheme of Recruitment will be determined by the Hon. Governor of Northern Province.

Prepared by:

Checked by:
(Staff Officer in charge of the Subject)

Date: -

Recommended and forwarded.

Signature:
K.Theivendram
(Head of Department) Services,
Ministry of Agriculture,
Animal Husbandry, Irrigation,
Fisheries, Water Supply & Environment
Northern Province.

Ref. No:-

I recommend that this proposed Scheme of Recruitment for the post of Aquaculture Development Officer (Pages 1-13 including annexure) in the Ministry in - charge of the Subject of fisheries - Northern Province be approved.

Secretary,
Ministry of Agriculture
Northern Province
K.Theivendram
Secretary
Ministry of Agriculture and Agrarian Services,
Animal Husbandry, Irrigation,
Fisheries, Water Supply & Environment
Northern Province.

Date:

Ref. No:-

Provincial Public Service Commission has recommended this Scheme of Recruitment for the post of Aquaculture Development Officer (Pages 1-13 including annexure) in the Ministry in - charge of the Subject of fisheries - Northern Province and submitted to your honor's approval please.

Secretary,
Provincial Public Service Commission,
Northern Province.

C.A.Mohanras
Secretary
Provincial Public Service Commission
Northern Province

Date: 04/06/2018

Approved

Hon. Reginald Cooray,
Governor,
Northern Province.

Reginald Cooray
Governor
Northern Province

Date: 05/06/2018

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G.Prathiban
Administrative Officer

K.Theivendram
Secretary
Ministry of Agriculture and Agrarian Services,
Animal Husbandry, Irrigation,
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Northern Province.

Annexure I

Syllabus for the open competitive Examination for the Recruitment of Aquaculture Development Officer Grade III

1. Competitive examination will be conducted for the selection of Aquaculture Development Officer Class III by the Northern Province Public Service Commission.
2. Syllabus of the above is as follows:
 - i. Language Proficiency:- Duration: 2 hours

This question paper will consist of questions to test the knowledge of the candidate regarding drawing of conclusions, comprehension, detection of errors, easy grammatical usage etc.

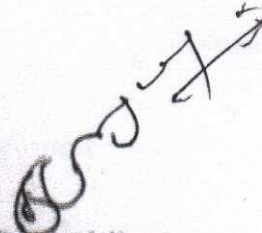
- ii. Aptitude test & General Knowledge:- Duration: 1 hours

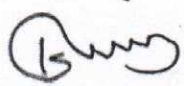
This paper will consist of two parts; part I is aptitude test and part II is general knowledge test.

Aptitude : The Questions aim to test the candidate's knowledge of arithmetic, logical reasoning and general intelligence.

General Knowledge : The Questions aim to test the candidate's knowledge regarding social, economic political, culture and technological matters in local and global wise.

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Provincial Public Service Commission
Northern Province


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Secretary
Ministry of Agriculture and Agrarian Services,
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Fisheries, Water Supply & Environment
Northern Province.

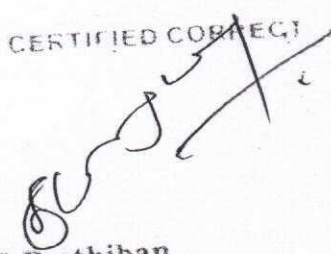
Annexure II

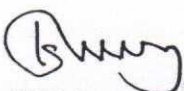
1st Efficiency Bar Examination for Aquaculture Development Officer Grade III

1. Officers should answer two question papers either in the language in which they sat for the examination to enter the service or in the official language. In the case of officers who joined the service without sitting for a competitive examination they should answer the two question papers in the medium in which they studied or in the official language.
2. Officers can appear for the subjects separately on one or more occasions if they so wish. Officers should obtain at least 40% of the marks in each subject to pass the examination.
3. **Eligibility:**
Officers in Grade III of the Aquaculture Development Officer Service are eligible to appear for this examination.
4. The subjects and the syllabus of the examination are as follows:-

No.	Subject	Time	Aggregate Marks	Passable Marks
1	Procedural Rules The question test the candidate's knowledge in the provisions of procedural rules of public service commission, published by the Gazette No: 1589	01hrs	100	40
2	Accounting system The question test the candidate's basic knowledge on accounting system adopted in the Government offices. (Financial Regulation - Chapter I,II,III)	01hr	100	40

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G. Prathiban
Administrative Officer
Provincial Public Service Commission
Northern Province



K. Theivendram
Secretary

Ministry of Agriculture and Agrarian Services,
Animal Husbandry, Irrigation,
Fisheries, etc.

Annexure III

2nd Efficiency Bar Examination for Aquaculture Development Officer Grade II

Officers should answer two question papers either in the language in which they sat for the examination to enter the service or in the official language. In the case of officers who have joined the service without sitting for a competitive examination they should answer the two question papers in the medium in official language.

Officers can appear for the subjects separately on one or more occasions if they so wish. Officers should obtain at least 40% of the marks in each subject to pass the examination.

Eligibility:

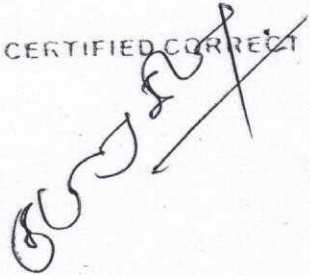
Officers in Grade II are eligible to appear for this examination.

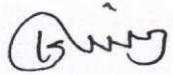
Description of the examination:

The examination will consist of two subjects namely -

No.	Subject	Time	Aggregate Marks	Passable Marks
1	Establishment code Chapter VI,VII,VIII,XII,XIII,XIV	01hrs	100	40
2	Financial Regulations Financial Regulation from 01 to 157	01hrs	100	40

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Northern Province.

Annexure IV

3rd Efficiency Bar Examination for Aquaculture Development Officer Grade I

Officers should answer two question papers either in the language in which they sat for the examination to enter the service or in the official language. In the case of officers who have joined the service without sitting for a competitive examination they should answer the two question papers in the medium in official language

Officers can appear for the subjects separately on one or more occasions if they so wish. Officers should obtain at least 40% of the marks in each subject to pass the examination.

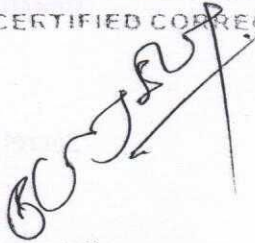
Eligibility:

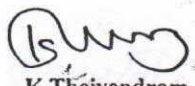
Officers in Grade-I are eligible to appear for this examination.

Description of the examination:

No.	Subject	Time	Aggregate Marks	Passable Marks
1	Establishment code Chapter XV,XVI,XVII,XVIII,XXII,XXIII,XXIV,XXV,XXVII, XXVIII,XXX,XXXI,XXXII,XXXIII,XLVII,XLVIII	01hrs	100	40
2	Accounting system The question test the candidate's basic knowledge on accounting system adopted in the Government offices. (Financial Regulation - Chapter I,II,III,V&VI) Procurement Procedure The question test the candidate's knowledge on the provisions of procurement procedure adopted in the government offices.	01hrs	100	40

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Provincial Public Service Commission
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Secretary
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Northern Province

Annexure V

Specimen application form for promotion from Grade III to Grade II of the Aquaculture Development Officer Service based on period of service

1. Name with initials: - (Mr/Mrs/Miss)
2. Name denoted by initials:
3. Date of birth:
4. Date of appointment:
5. Ref.No.of letter of appointment:
6. Date of confirmation in appointment:
7. Date of passing the E.B examination for Class III and the Index No. of the Examination:
8. Date of completion of 10 years of service in Class III:
9. Present Office:

I do hereby request that I be promoted as Aquaculture Development Officer Class II with effect from:-

Date:

Signature of applicant

To,

Secretary
Ministry of Agriculture
Northern Province

I do hereby certify that -

1. Mr/Mrs/Miss _____ aforesaid is attached to this office
 2. He/She has completed 10 years of satisfactory service on _____
 3. He /She has not availed of any no pay/half pay leave during the said period of ten years.
 4. He/She was not subjected to any punishment (except warning) during the said period of ten years.
 5. No disciplinary action has been taken against this officer and no disciplinary action is contemplated against him/her.
 6. He/She has been confirmed in his/her appointment with effect from _____
 7. He/She has passed the E.B. Examination for officers in Class III/ or exempted there from _____
- As the officer has completed the required period of 10 years of satisfactory service, I do hereby approved that he/she be promoted to Class II of the Aquaculture Development Officer service as from _____

Date:

Recommended/Not Recommended

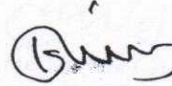
Director

Date:

Secretary

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G.Prathiban


K.Theivendram
Secretary

Ministry of Agriculture and Agrarian Services,
Animal Husbandry, Irrigation,
Fisheries, Water Supply & Environment

Annexure VI

Specimen form of application for promotion from Grade II to Grade I of the Aquaculture Development Officer on the basis of period of service

1. Name with initials:- (Mr/Mrs/Miss)
2. Name denoted by initials:
3. Date of birth
4. Date of appointment:
5. Ref.No.of letter of appointment:
6. Date of confirmation in appointment:
7. Date of passing the E.B examination for Class II and the Index No. of the Examination:
- H. Date of completion of 08 years of service in Class II:
9. Present Office:

I do hereby request that I be promoted as Aquaculture Development Officer Class II with effect from:-

Date:

Signature of applicant

To,
Secretary
Ministry of Agriculture
Northern Province.

I do hereby certify that -

1. Mr/Mrs/Miss _____ aforesaid is attached to this office
 2. He/She has completed 08 years of satisfactory service on
 3. He /She has not availed of any no pay/half pay leave during the said period of 8 years.
 4. He/She was not subjected to any punishment (except warning) during the said period of 8 years.
 5. No disciplinary action has been taken against this officer and no disciplinary action is contemplated against him/her.
 6. He/She has been confirmed in his/her appointment with effect from
 7. He/She has passed the E.B. Examination for officers in Class II/ or exempted there from
- as the officer has completed the required period of 08 years of satisfactory service, I do hereby Approved that he/she be promoted to Class I of the Aquaculture Development Officer Service as from

Date:

Director

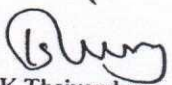
Recommended/Not Recommended

Date:

Secretary

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K. Theivendram
Secretary

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