

Management Assistant Industries (Field / Office Based Officer - Segment 2) Category of Service
Department of Industries. Northern Province.

01. Related Institutions

- | | | |
|--|-----------------|------------|
| 1.1 Department | Ref. No:..... | Date..... |
| 1.2 Ministry | Ref. No:..... | Date..... |
| 1.3 Approval by the Director
General of the Management Services: | Ref. No.:..... | Date:..... |
| 1.4 Recommendation of the National
Salaries and Cadres Commission | Ref. No.:..... | Date:..... |
| 1.5 Recommendation by the Provincial
Public Service Commission: | Ref. No. :..... | Date:..... |
| 1.6 Recommendation of the Chief
Secretary, Northern Province | Ref .No.:..... | Date:..... |
| 1.7 Approval by the Hon. Governor | Ref .No.:..... | Date:..... |

02. Appointing Authority:- To whom the powers have been delegated by the Hon. Governor of Northern province.

03. Particulars on the Category of Service

3.1 *Category of Service:* Field / Office Based Officer - Segment 2

3.2 *Title of Post :* Management Assistant Industries

3.3 *Grades* : Grade – II and I

3.4 *General definition on the role assigned:*

The main responsibility assigned in this category of staff is handling the matters under the monitoring officer who has the cadre name given by the Law/ Ordinance /Regulations and involving the enforcement/ administration/ regularization of the legitimate functions specifically entrusted with an official title by particular act/ ordinance/ statute as its main task performable under supervision of the executive officers requiring a degree from a recognized university as its basic educational qualification.

3.5 Assignment of Duties :

Functions will not be assigned on grade basic and the Head of 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. Salary

5.1 *Salary Code:* MN 5 – 2006 A

5.2 *Salary Scale:* Rs.16720 – 10 x 320 – 11 x 365 – 15 x 450 – 30685

[This Salary will be paid in accordance with the Public Administration Circular No:06/2006(IV)]

5.3 *Initial Salary Step pertaining to grade system:*

<i>Class/Grade</i>	<i>Initial Salary Step</i>	<i>Initial Salary Point (Rs.)</i>
Grade II	01	Rs.16720/-
Grade I	12	Rs.20285/-

06. Post / Posts falling under the Category of Service

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

<i>Approved titles of posts</i>	<i>Grade for which the post is approved</i>	<i>Approved Cadre</i>	<i>Duties</i>
Management Assistant Industries	II/I	03	Annexure I

6.2 *Consolidated number of officers : 03*

6.3 *This is applicable only for the above consolidated number of officers in class II and I for promotional purpose.*

07. Method of Recruitment: Not Applicable.

08. Efficiency Bar Examinations:

8.1

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
First Efficiency Bar	Before lapse of 03 years from the date of Appointment	Annexure (II)
Second Efficiency Bar	Before lapse of 03 years from the date of Promotion to Grade I	Annexure (II)

8.2 *Frequency at which the Efficiency Bar Examination occur:* Twice a year.

8.3 *Who are the authorities conducting Efficiency Bar Examinations:*

First Efficiency Bar: }
Second Efficiency Bar: }

First & Second Efficiency Bar examinations would be conducted by the Provincial Public Service Commission

09. Language Proficiency: Not Applicable

10. Promotion to Grades.

10.1 Promotion from Grade II to Grade I

10.1.1 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 period of service in Grade II of the category of service and earned all the due ten (10) salary increments falling within the above period.
- (iii) Should have shown a satisfactory level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- (iv) Should have completed a five (05) years of satisfactory service immediately preceding the date of promotion.
- (v) Should have passed the relevant Efficiency Bar examination on the due date.

10.1.2 Method of Promotion:

When an officer who has satisfied the required qualification makes a request for promotion to the Appointing Authority by using the prescribed specimen form (Annexure III) of application along with recommendation of the Head of the Department, the promotion to grade shall be made effective with from the date on which the officer become eligible for such Promotion after verifying these qualification by the Appointing Authority.

10.2 As per Exceptional Performance: Not Applicable

10.3 Promotion from Grade I to Special Grade: Not Applicable

11. Appointments to Posts: Not Applicable

12. Conditions extraneous to general conditions set out in the Procedural Rules of the Public Service Commission:

Establishment Code, Financial Regulation.

13. Definitions extraneous to the ones prescribed in the Procedural Rules of the Public Service Commission:-

“Period of Satisfactory Service” means a period during which a public officer has earned all Salary Increments due to him by efficient and diligent discharge of his duties by passing over the efficiency bars due on him on the prescribed dates and by fulfilling the qualifications required for his confirmation and has not committed any punishable offence.

“Period of Active Service” means a period of service during which an officer has actually engaged himself in duties receiving the salaries pertaining to his post. All periods of no-pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of Active Service.

14. Absorption into grade system: -

This is applicable for the employees who were already recruited in terms of the previous service minutes.

- (i) Those Employees who have not completed 10 years of service will be absorbed into Grade II.
- (ii) Those Employees who have been confirmed in service completed not less than 10 years of satisfactory service in Grade II and fulfilled other service requirements according to the scheme of promotion will be absorbed in to Grade I
- (iii) Conversion of salary which would arise as a result of the absorption would be effected in conformity with the provisions of the Establishment Code. The date of absorption would be when the officer is absorbed to promotion scheme. Officers who have already passed EB exam in Grade II will be exempted from EB in grade II.

15. Interim Provisions

1) Efficiency Bar Examination relevant to Grade II

The Officers who have completed ten (10) years of continuous service prescribed Officers in Grade II in the service minutes implemented before the new service minutes should be complete the Grade II Efficiency bar within the three years of period from the date of absorption.

2) Efficiency Bar Examination relevant to Grade I

The Officers who have completed twenty (20) years of continuous service prescribed in this service Minutes implemented before the new service minutes shall be given 3 years time to complete from Grade I second Efficiency Bar Examination.

16. Matters not provided:

Any matter which is not provided for in this Service Minute will be determined by the Hon. Governor, Northern Province

Prepared by:S.Mahathevi.

Checked by:..S.Tharmarasa

Date 03.10.2016

(Staff Officer in charge of the Subject)

Recommended and forwarded

Signature:.....

Mrs. Usha Subalingam

Director
Department of Industries
Northern Province

Date:.....

Official Stamp.....

Reference No:NP/03/01/Ind/sm&sr/01

I recommend that this proposed Scheme of Recruitment for the post of Management Assistant Industries.....in the Department of Industries be approved.

Signature:.....

Name:.. V.Ketheeswaran

Secretary
Chief Minister's Ministry
Northern Province

Date:.....

Official Stamp:.....

Reference No:.....

Public Service Commission has recommended this Scheme of Recruitment for the post of Management Assistant Industries .in the Department of Industries

Signature:.....

Name: R.Varathalingam

Secretary
Provincial Public Service Commission
Northern Province.

Date: 04.10.2016

Official Stamp:.....

Approved

Reginald cooray
Governor
Northern Province

Date: 26.10.2016

Official Stamp:.....

Duties of Industrial Management Assistant

1. Facilitate to Develop the institutional frame work
2. Supervise and manage the planning works in all district offices.
3. Monitoring the Handloom & Small Industries Centers
4. Organize human resource development programmes for skill development, entrepreneurship and technology adaptation culture.
5. Data collection for Enterprise Survey.
6. Preparation of business plan
7. Organize Handloom trainings and small industries trainings
8. Give instructions for the Development Officers and the Instructors / Demonstrator to provide the quality training.
9. Conduct the Market Survey based on this analysis preparing the Market promotion plans.
10. Evaluate the strategies for development the Handloom sector.
11. Conduct Entrepreneurship development and Business Management related training for entrepreneurship development and Marketing development.

Details about the Efficiency Bar for the Post of Management Assistant Industries

1. The first Efficiency Bar examination for the Grade II Management Assistant Industries includes the following subjects for one hour question papers.

Financial Regulation	01Hour	100Marks
Administrative Procedure and Regulation and Establishment code – Volume I	01Hour	100Marks
Economics or Sociology	01 Hour	100Marks

Note: one should obtain not less than 40% marks in each subject to pass the examination.

Syllabus for Financial Regulations:

The Financial regulation Part I, except chapter X together all amendments.

Syllabus for Administrative Procedure and Regulation and Establishment code

- a. Office and field Organization and methods
- b. The following chapters in the establishment code
I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII

Syllabus for Economics or Sociology**Economics**

- a. Principles of Economics with special reference to the theories of value, production and distributions
- b. Money, Banking, the Finance of International trade
- C. Economics structure of Sri Lanka

Sociology

- a. Social structure, organization and function
- b. Human relationship and grouping
- c. Kinship, marriage and grouping
- d. Rural and Urban Society
- e. Social stratification and differentiation
- f. Social control
- g. Culture, Religion, morals and value

Candidates having passed any one of the above subject in their General Arts/ Science qualifying exam will be exempted for the relevant subject.

Note :

It will be considered as having passed the examination if 40% of marks is obtained in each part.

2. The second Efficiency Bar examination for the Grade I Management Assistant Industries includes the following subjects each three hours question papers.

Public Administration	03 Hours	100Marks
Industrial Planning and Development	03 Hours	100Marks

Note: one should obtain not less than 40% marks in each subject to pass the examination.

Syllabus for Public Administration:

- a. Dynamics of Public administration
- b. Human resource management in Public Administration
- c. Public Administration and new development initiatives
- d. Administrative development and policy making
- e. Regional planning and development

Syllabus for Industrial Planning and Development:

- a. Business counseling
- b. Business idea selection
- c. Business plan preparation
- d. Product development and marketing
- e. Value addition
- f. Production and factory layout
- g. Productivity and 5s
- h. Project proposal writing

Specimen Form of Application for Absorption in Grade II of the Industrial Management Assistant’s to Grade I on Completion of the Prescribed Period of Service

1. Name with initials:
2. Name denoted by the initials
3. Previous name (in the event of a change of name only)
4. Date of Birth
5. Date entry into the Service
6. Number of the letter of appointment to the Service
7. Date of confirmation in service
8. Date of passing the Efficiency Bar Examination and the index number:
9. Date of passing the other Official Language at the relevant level
10. Date of completion of the period of 10 years’ service

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

Date:.....

.....

Signature of the Applicant

Appointing Authority

.....

I hereby declare that Mr/Mrs/Miss who is serving in this office -

- I. Has not taken half pay/ no pay leave during such period of 10 years:
- II. Has not been inflicted any punishment during that period (Other than warning)
- III. Has not disciplinary action pending against him / her and that no disciplinary action is contemplated against him / her
- IV. And that he / she has been confirmed in his/her appointment with effect from
- V. I certify that he/she has passed the Official Language at the relevant level

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

Since the Officer has fulfilled all the requirements for Promotion to Grade I of the service in terms of the Service Minute. I recommended that he/she be promoted.

.....
Head of the Department

Date:.....

Note: If any of the requirements from I to VII above have not been fulfilled they should be specified.