

**1. Textile Demonstrator.**

Open Competitive Examination for the recruitment of the Textile Demonstrator will include the following question papers.

<b>Paper</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Passable Marks</b>
(a). Handloom Mathematics and weaving General knowledge.	01 Hour	100	40
(b). Handloom machinery drawing and Fabric production design drawing.	03 Hour	100	40

(a). Handloom Mathematics and weaving General knowledge.

- (i). Estimate - Preparing method
- (ii) Timing and working
- (iii) Production unit price calculation
- (i) Reading the and counting Deniyar, tex, Cotton thread variety.
- (ii) Check the yarn grains, weight and others calculation.
- (iii) Important material for handloom production.
- (iv) To identify the common use of yarn.
- (v) To identify the operation system of pasting bleaching coloring dyeing system.
- (vi) expending and marketing promotion of production of Textile items.
- (vii) Using of Textile Equipment and their name and usage operations.

(b). Handloom machinery drawing and Fabric production design drawing.

- (i). Left hand side elevation.
- (ii). Front side of a status baton side view.
- (iii). Shuttle box in length and wide.
- (iv). Measurement graph for warp roller. Beam stand and Heg and Grill
- (v). Towel weaving design in two paddles.
- (vi). Method of Heels set setting .
- (vii). Method of 2,4,6,8 Heels set setting.

**Note:** A candidate must obtain 40 marks in each question paper in order to be considered for selection in the recruitment examination. However, where it is unable to fill the existing vacancies due to the above marks restriction, the Hon. Governor, Northern Province as the power to reduce the marks up to a certain level with the consent of the Chief Secretary, Northern Province and the Secretary, Provincial public Service Commission, Northern Province.

## 2. Small Industries Demonstrator

Open Competitive Examination for the recruitment of the Small Industries Demonstrator will include the following question papers.

General Knowledge	01Hour	100Marks
General Aptitude	45 Min	100Marks

**Note:** One should obtain not less than 40% Marks in each subject to pass the examination.

## 3. Sales Manager

Open Competitive Examination for the recruitment of the Sales Manager will include the following question papers and candidates should pass the written Examinations.

General Aptitude	01Hour	100Marks
General Knowledge	01Hour	100Marks

Note: One should obtain not less than 40% Marks in each Subject to pass the examination.

## 4. Designer

Open Competitive Examination for the recruitment of the Designer will include the following question papers and candidates should pass the written Examinations.

General Aptitude	01Hour	100Marks
General Knowledge	01Hour	100Marks
Practical Exam	01 Hour	100Marks

Note: One should obtain not less than 40% Marks in each Subject to pass the examination.

### Practical Exam

1. Drawing Arts
2. Creative some drawing in Angle.
3. Fabric printing
4. Side elevation
5. Shade with pencil
6. Identify Harmony colours
7. Apply light and darkness for colour matching

## Appendix II

### 1. Textile Demonstrators.

#### First Efficiency Bar Examination of Grade III

##### Written Examination

Question Paper	Duration	Total Marks	Cutoff Marks
1. Financial Regulation	01 Hour	100Marks	40
2. Establishment code and Administrative Procedure	01 Hour	100Marks	40
3. Knowledge of Related subjects	01 Hour	100Marks	40

##### a. Trade Test

Main areas for which marks are awarded	Duration	Maximum Marks	Passable Marks
a. Setting of Handloom 1. Identification of Yarn 2. Wrap and weft yarn winding 3. Warping	½ hour	50	40
b. Weaving 1. Making string weaving 2. Setting of Pedal connection 3. Made of Handloom Weaving.	½ hour	50	
<b>Total</b>		100	

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

#### 1. Financial Regulations:

**Chapter-2**(Section 1,2,3,4)

**Chapter-4**(Section 1,2,3,4)

**Chapter-5**(Section 1,2,3,4,)

**Chapter-10**(Section 7)

Note: Authority for Expenditure, Refunds, Losses, write Offs and waivers (Warrants and Imprest Authority , Authority for and Control of Expenditure and Incurring of Liabilities, Losses, Write offs and waivers, General Provisions).

Receipts(General, Collection , Accepting, Reporting

Payments(Powers and Authority to incur Expenditure, Payment Documents, Mode of Payments, Custody of Documents)

Miscellaneous( Foreign Travel)

## 2. Establishment code and Administrative Procedure.

E.Code Volume - I	Chapters - 11,111,VII,XII, XIV
E.Code Volume - II	All Chapters

## 3. Knowledge of Related subjects

Weaving, Training centre layout, Preparation of Estimate, Maintaining Record books and Register, Stock Maintenance, Product Cost Calculation & Pricing, Organizing & Conducting practical & theatrical textile weaving sessions, Textile designing and colour matching.

### The Second Efficiency Bar Examination of Grade II

Paper	Duration	Total Marks	Passable Marks
Financial Regulations	01 Hour	100Marks	40
Establishment code and Administrative Procedure	01 Hour	100Marks	40
Knowledge of subject	01 Hour	100Marks	40

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

#### 1. Chapters of Financial Regulations.

#### Chapters.

**Chapter-1**(Section 2)

**Chapter-2**(Section 1,2,3,4)

**Chapter-3**(Section 2,3)

**Chapter-4**(Section 1,2,3,4)

**Chapter-5**(Section 1,2,3,4,)

**Chapter-7**(Section 4)

**Chapter-8**(Section 1,2,3,4,5,6,)

**Chapter-10**(Section 7)

**Note:** Expenditure Planning and Budgeting( Expenditure Planning)  
 Authority for Expenditure, Refunds, Losses, write Offs and waivers (Warrants and Imprest Authority , Authority for and Control of Expenditure and Incurring of Liabilities, Losses, Write offs and waivers, General Provisions).  
 Financial Management and Accountability( Provincial Audit and Internal Audit, Delegation)  
 Receipts(General, Collection , Accepting, Reporting  
 Payments(Powers and Authority to incur Expenditure, Payment Documents, Mode of Payments, Custody of Documents)  
 Accounting (Advance Accounts)  
 Procurement, Assets and Stores Management( Procurement, Assets Management , Stores management, Boards of Survey, Disposal of Assets, Losses and Write Offs)  
 Miscellaneous( Foreign Travel)

## **2. Chapters of Establishment code and Administrative Procedure**

1. Extra Ordinary Gazette no of 1817/30 dated 01.07.2013

And

E.Code Volume - I	Chapters - 11,111,VII,XII, XIV
E.Code Volume - II	All Chapters

## **3. Knowledge of subject**

- (i). Handloom Mathematic calculation on
- (ii).Weaving General Knowledge.
- (iii)Handloom machinery Drawing
- (iv).Handloom production design drawing
- (v)Yarn handover, receiving and recording
- (vi)Getting Exhibition Award to Centre
- (vii)Conducting promotion Enterprises Promote, Skill Development Training and other special training and other special training programmes.
- (viii)Computer usage in Textile.

## The Third Efficiency Bar Examination of Grade I

Paper	Duration	Total Marks	Passable Marks
Financial Regulations	01 Hour	100Marks	40
Establishment code and Administrative Procedure	01 Hour	100Marks	40
Knowledge of subject	01 Hour	100Marks	40

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

### 4. Chapters of Provincial Financial Regulations.

#### Chapters.

**Chapter-1**(Section 2)

**Chapter-2**(Section 1,2,3,4)

**Chapter-3**(Section 2,3)

**Chapter-4**(Section 1,2,3,4)

**Chapter-5**(Section 1,2,3,4,)

**Chapter-7**(Section 4)

**Chapter-8**(Section 1,2,3,4,5,6,)

**Chapter-10**(Section 7)

**Note:** Expenditure Planning and Budgeting( Expenditure Planning)

Authority for Expenditure, Refunds, Losses, write Offs and waivers (Warrants and Imprest Authority , Authority for and Control of Expenditure and Incurring of Liabilities, Losses, Write offs and waivers, General Provisions).

Financial Management and Accountability( Provincial Audit and Internal Audit, Delegation)

Receipts(General, Collection , Accepting, Reporting

Payments(Powers and Authority to incur Expenditure, Payment Documents, Mode of Payments, Custody of Documents)

Accounting (Advance Accounts)

Procurement, Assets and Stores Management( Procurement, Assets Management , Stores management, Boards of Survey, Disposal of Assets, Losses and Write Offs)

Miscellaneous( Foreign Travel)

## 5. Chapters of Establishment code and Administrative Procedure

2. Extra Ordinary Gazette no of 1817/30 dated 01.07.2013

And

E. Code Volume - I	Chapters - 11,111,VII,XII, XIV
E. Code Volume - II	All Chapters

## 6. Knowledge of subject

- (i) Handloom Production in Srilanka.
- (ii) Handloom Textile History in Srilanka.
- (iii) Handloom Textile in South Asia.

## 2.Small Industries Demonstrator

### First Efficiency Bar Examination of Grade III

#### Written Examination.

Subject Related Written Exam	01Hour	100Marks
Office System and Procedure	01Hour	100Marks

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

#### Syllabus for Office System and Procedure

1. Office & Office Procedures
2. Office System:

(List of Duty, Office Location, Five 's' Procedure, Office Layout, Security for Office, Organization Chart, Office time, Inward / Outward, Performance Appraisal, Job Analysis)

#### Syllabus for Subject Related Written Exam

Preparation of Monthly Report, Marinating Record books & Registers, Stock Maintains, Preparing Estimates, Product Cost Calculation & Pricing, Organizing & Conducting Practical and theoretical sessions, Training centre layout, Skill Development & Career Orientation.

## **The second Efficiency Bar examination for the Grade II**

Financial Regulations	01Hour	100Marks
Administrative Procedure and Regulations Volume I and II.	01Hour	100Marks

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

### **Chapters of Public Financial Regulations**

Chapters – I, II, III, IV, V, VI, VII, VIII, IX, X, XI

### **Syllabus for Financial Regulations**

Consolidated Fund, Submitted Annual Report, New Proposals, Preparation for Expenditure Estimate, Revenue Estimates, Warrants, Order of Waiver, Management of financial accountability, Cash receipts, Collection, Acceptance, Responsibility and authority, Preparation of vouchers, Certification, Payment Vouchers, Unpaid wages, Transfer payment System, Imprest, Bank Accounts, Department Ledger & Books, Annual Board of Survey, Procurement Procedure, Custody of Public Money & Security of Govt. Property, Counterfoil books, Stamps survey

### **Chapters of Establishment Procedures and Regulations**

3. Extra Ordinary Gazette no of 1817/30 dated 01.07.2013

And

4. E. Code Chapters

I to IX, XI, XII, XIII, XIV, XV, XVI, XVII, XXI, XXIII, XXIV, XXV, XXVI, XXVIII, XXX, XXXI, XXXII, XLVII, XLVIII

### **Syllabus for Establishment Procedures and Regulations**

Scheme of Recruitment, Appointment, Probation period, Promotions, Acting Duty, Resignation, Vacation of post, Dismissal, Public Relations, Transfer, Leave, Leave facilities provided to government officials, Application for leave, Documentation must be maintained on a leave, Wages and allowance, Increment, Pension Systems, Public Officers Loans, Overtime, Holiday Payment, Combined Allowance, Holiday Railway Warrant, Ombudsman, Disciplinary Procedure, Charge Sheet, Punishments, Government Vehicle, Trade Union, Public Rights of the Government Service, Retirement.



### The Third Efficiency Bar Examination of Grade I

Paper	Duration	Total Marks	Passable Marks
Financial Regulations	01 Hour	100Marks	40
Establishment code and Administrative Procedure	01 Hour	100Marks	40
Knowledge of subject	01 Hour	100Marks	40

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

#### 1. Chapters of Financial Regulations.

##### Chapters.

**Chapter-1**(Section 2)

**Chapter-2**(Section 1,2,3,4)

**Chapter-3**(Section 2,3)

**Chapter-4**(Section 1,2,3,4)

**Chapter-5**(Section 1,2,3,4,)

**Chapter-7**(Section 4)

**Chapter-8**(Section 1,2,3,4,5,6,)

**Chapter-10**(Section 7)

**Note:** Expenditure Planning and Budgeting( Expenditure Planning)

Authority for Expenditure, Refunds, Losses, write Offs and waivers (Warrants and Imprest Authority , Authority for and Control of Expenditure and Incurring of Liabilities, Losses, Write offs and waivers, General Provisions).

Financial Management and Accountability( Provincial Audit and Internal Audit, Delegation)

Receipts(General, Collection , Accepting, Reporting

Payments(Powers and Authority to incur Expenditure, Payment Documents, Mode of Payments, Custody of Documents)

Accounting (Advance Accounts)

Procurement, Assets and Stores Management( Procurement, Assets Management , Stores management, Boards of Survey, Disposal of Assets, Losses and Write Offs)

Miscellaneous( Foreign Travel)

## 2. Chapters of Establishment code and Administrative Procedure

Extra Ordinary Gazette no of 1817/30 dated 01.07.2013

And

E. Code Volume - I	Chapters - 11,111,VII,XII, XIV
E .Code Volume - II	All Chapters

## 3. Knowledge of subject

- (i) Technology adaption and equipment.
- (ii) Tools usage of production promotion.
- (iii) Small Industries Development in Srilanka.
- (iv) Small Industries History in Srilanka.
- (v) Small Industries in South Asia.

## 3.Designer

### The first Efficiency Bar examination for the Grade III

Subject Related Written Exam	01Hour	100Marks
Office System and Procedure	01Hour	100Marks

**Note:-** One should obtain at least 40 Marks in each paper to pass this examination.

### Syllabus for Subject Related Written Exam

Textile Designing, Pethampaly & Jagard Weaving, Textile Mechanical drawing, Estimate preparation in textile weaving, Warping, Colour Matching, Knowledge about cotton yarn & textile.

### Syllabus for Office System and Procedure

1. Office & Office Procedures
2. Office System:

(List of Duty, Office Location, Five 's' Procedure, Office Layout, Security for Office, Organization Chart, Office time, Inward / Outward, Performance Appraisal, Job Analysis)

**The second Efficiency Bar examination for the Grade II  
written Examination**

Financial Regulations	01Hour	100Marks
Establishment Procedure and Regulations	01Hour	100Marks

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

**Chapters of Financial Regulations**

Chapters – I, II, III, IV, V, VI, VII, VIII, IX, X, XI

**Syllabus for Financial Regulations**

Consolidated Fund, Submitted Annual Report, New Proposals, Preparation for Expenditure Estimate, Revenue Estimates, Warrants, Order of Waiver, Management of financial accountability, Cash receipts, Collection, Acceptance, Responsibility and authority, Preparation of vouchers, Certification, Payment Vouchers, Unpaid wages, Transfer payment System, Imprest, Bank Accounts, Department Ledger & Books, Annual Board of Survey, Procurement Procedure, Custody of Public Money & Security of Govt. Property, Counterfoil books, Stamps survey.

**Chapters of Establishment Procedures and Regulations**

Extra Ordinary Gazette no of 1817/30 dated 01.07.2013

And

I to IX, XI, XII, XIII, XIV, XV, XVI, XVII, XXI, XXIII, XXIV, XXV, XXVI, XXVIII,  
XXX, XXXI, XXXII, XLVII, XLVIII

**Syllabus for Establishment Procedures and Regulations**

Scheme of Recruitment, Appointment, Probation period, Promotions, Acting Duty, Resignation, Vacation of post, Dismissal, Public Relations, Transfer, Leave, Leave facilities provided to government officials, Application for leave, Documentation must be maintained on a leave, Wages and allowance, Increment, Pension Systems, Public Officers Loans, Overtime, Holiday Payment, Combined Allowance, Holiday Railway Warrant, Ombudsman, Disciplinary Procedure, Charge Sheet, Punishments, Government Vehicle, Trade Union, Public Rights of the Government Service, Retirement.

## The Third Efficiency Bar Examination of Grade I

Paper	Duration	Total Marks	Passable Marks
Financial Regulations	01 Hour	100Marks	40
Establishment code and Administrative Procedure	01 Hour	100Marks	40
Knowledge of subject	01 Hour	100Marks	40

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

### 4. Chapters of Financial Regulations.

#### Chapters.

**Chapter-1**(Section 2)

**Chapter-2**(Section 1,2,3,4)

**Chapter-3**(Section 2,3)

**Chapter-4**(Section 1,2,3,4)

**Chapter-5**(Section 1,2,3,4,)

**Chapter-7**(Section 4)

**Chapter-8**(Section 1,2,3,4,5,6,)

**Chapter-10**(Section 7)

**Note:** Expenditure Planning and Budgeting( Expenditure Planning)

Authority for Expenditure, Refunds, Losses, write Offs and waivers (Warrants and Imprest Authority , Authority for and Control of Expenditure and Incurring of Liabilities, Losses, Write offs and waivers, General Provisions).

Financial Management and Accountability (Provincial Audit and Internal Audit, Delegation)

Receipts (General, Collection, Accepting, Reporting)

Payments (Powers and Authority to incur Expenditure, Payment Documents, Mode of Payments, Custody of Documents)

Accounting (Advance Accounts)

Procurement, Assets and Stores Management( Procurement, Assets Management , Stores management, Boards of Survey, Disposal of Assets, Losses and Write Offs)

Miscellaneous (Foreign Travel)

### 5. Chapters of Establishment code and Administrative Procedure

6. Extra Ordinary Gazette no of 1817/30 dated 01.07.2013

And

Name of Question Papers	Recommended Syllabus
E. Code Volume - I	Chapters - 11,111,VII,XII, XIV
E. Code Volume - II	All Chapters

#### 7. Knowledge of subject

- (i).Designing in Handicraft items
- (i)Textile Designing in Srilanka.
- (iii) Textile Designing History in Srilanka.
- (iv) Textile Designing in South Asia

#### 4.Sales Manager

##### The first Efficiency Bar examination for the Grade III

##### 1. written Examination

Subject Related Written Exam	01Hour	100Marks
Office System and Procedure	01Hour	100Marks

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

##### Syllabus for Subject Related Written Exam

Preparation of Monthly Report, Sales Centre and it's layout, Special Sales & Exhibitions, Knowledge about the estimate of a warp, Cost Calculation & Pricing, Stock Maintenance system

##### Syllabus for Office System and Procedure

- 1. Office & Office Procedures
- 2. Office System:

(List of Duty, Office Location, Five 's' Procedure, Office Layout, Security for Office, Organization Chart, Office time, Inward / Outward, Performance Appraisal, Job Analysis)

## **The Second Efficiency Bar examination for the Grade II**

Written examination

Financial Regulations	01 Hour	100Marks
Establishment Procedure and Regulations	01 Hour	100Marks

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

### **Chapters of Financial Regulations**

Chapters – I, II, III, IV, V, VI, VII, VIII, IX, X, XI

### **Syllabus for Financial**

Consolidated Fund, Submitted Annual Report, New Proposals, Preparation for Expenditure Estimate, Revenue Estimates, Warrants, Order of Waiver, Management of financial accountability, Cash receipts, Collection, Acceptance, Responsibility and authority, Preparation of vouchers, Certification, Payment Vouchers, Unpaid wages, Transfer payment System, Imprest, Bank Accounts, Department Ledger & Books, Annual Board of Survey, Procurement Procedure, Custody of Public Money & Security of Govt. Property, Counterfoil books, Stamps survey.

### **Chapters of Establishment Procedures and Regulations**

Extra Ordinary Gazette no of 1817/30 dated 03.07.2013

And

I to IX, XI, XII, XIII, XIV, XV, XVI, XVII, XXI, XXIII, XXIV, XXV, XXVI, XXVIII, XXX, XXXI, XXXII, XLVII, XLVIII

### **Syllabus for Establishment Procedures and Regulations**

Scheme of Recruitment, Appointment, Probation period, Promotions, Acting Duty, Resignation, Vacation of post, Dismissal, Public Relations, Transfer, Leave, Leave facilities provided to government officials, Application for leave, Documentation must be maintained on a leave, Wages and allowance, Increment, Pension Systems, Public Officers Loans, Overtime, Holiday Payment, Combined Allowance, Holiday Railway Warrant, Ombudsman, Disciplinary Procedure, Charge Sheet, Punishments, Government Vehicle, Trade Union, Public Rights of the Government Service, Retirement.

**The Third Efficiency Bar examination for the Grade I  
written Examination**

<b>Paper</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Passable Marks</b>
Financial Regulations	01 Hour	100Marks	40
Establishment code and Administrative Procedure	01 Hour	100Marks	40
Knowledge of subject	01 Hour	100Marks	40

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

**1. Chapters of Financial Regulations.**

**Chapters.**

**Chapter-1**(Section 2)

**Chapter-2**(Section 1,2,3,4)

**Chapter-3**(Section 2,3)

**Chapter-4**(Section 1,2,3,4)

**Chapter-5**(Section 1,2,3,4,)

**Chapter-7**(Section 4)

**Chapter-8**(Section 1,2,3,4,5,6,)

**Chapter-10**(Section 7)

**Note:** Expenditure Planning and Budgeting( Expenditure Planning)

Authority for Expenditure, Refunds, Losses, write Offs and waivers (Warrants and Imprest Authority , Authority for and Control of Expenditure and Incurring of Liabilities, Losses, Write offs and waivers, General Provisions).

Financial Management and Accountability (Provincial Audit and Internal Audit, Delegation)

Receipts(General, Collection , Accepting, Reporting

Payments(Powers and Authority to incur Expenditure, Payment Documents, Mode of Payments, Custody of Documents)

Accounting (Advance Accounts)

Procurement, Assets and Stores Management( Procurement, Assets Management , Stores management, Boards of Survey, Disposal of Assets, Losses and Write Offs)

Miscellaneous( Foreign Travel)

## **2. Chapters of Establishment code and Administrative Procedure**

1. Extra Ordinary Gazette no of 1817/30 dated 03.07.2013

And

Name of Question Papers	Recommended Syllabus
E. Code Volume - I	Chapters - 11,111,VII,XII, XIV
E. Code Volume - II	All Chapters

## **3. Knowledge of subject**

- (i) Managerial skills and knowledge.
- (ii) Critical Business Thinking.
- (iii) Knowledge of Inventory Management.
- (iv) Sales and Marketing skills.



## Appendix III

### Senior Textile Demonstrator

1. Syllabus for the Promotion exam to the Senior Textile Demonstrator under general performance is as follows:

Administration in the weaving sector (Handloom training, Production & Sales procedures)	02 Hour	100Marks	40
General knowledge relating to weaving technology (Weaving Accounts, Design & Machinery)	02 Hour	100Marks	40

**Note:** one should obtain not less than 40% marks in each subject to pass the examination. But selections will be in order of merit.

#### **Syllabus for Administration in the weaving sector**

Weaving training centre layout, Maintaining Record books and Register, Conducting practical & theoretical textile weaving sessions, Production & Sales procedure

#### **General knowledge relating to weaving technology**

Weaving Accounts, Checking of Estimate, Stock Maintenance, Product Cost Calculation & Pricing, Textile designing and colour matching,