

**Service Minutes of the Management Assistant (Non Tech Seg. 2) Category of service
(MN 1-2006 A)Department of Industries - Northern Province.**

1. Effective Date :

The Service Minute Shall be called as the “Service Minutes for the Management Assistant (Non Tech Seg. 2) Category of service (MN1-2006A)in Department of Industries of the Northern Province.

This service minute shall come into force with effect from 01.01.2013 without prejudice however to any action taken or purported to be taken in terms of the earlier Designer’s Service Minute dated 01.01.1996 and Textile Demonstrator’s service minute dated 02.11.2010 and Small Industries Demonstrator’s service minute is not available and Sales Manager’s service minute dated 02.11.2010in this respect and this service minutes are to be substituted in lieu of the previous service minute in this regard which is approved by Hon. Governor.

2. Definition :

This category of service is considered as demonstration category of service assigned with single functional non technical duties which will be helpful or support to the Executive Level / Administrative Level staff in the organizations. An Officers coming under this category of service could be assigned with any special duty out of this particular scope of tasks by the Head of Department / Appointing Authority. It should be accomplished by the Officer.

1. Terms of Definition

1. The term “**Service Minute**” shall mean the Service Minutes of the ‘Designers’, ‘Textile Demonstrators’, ‘Small Industries Demonstrators’ and ‘Sales Manager’ Services in the Department of Industries of the Northern Province.
2. The term “**Commission**” shall mean the Provincial Public Service Commission of the Northern Province.
3. The term “**Appointing Authority**” shall mean to whom the powers have been delegated by the Hon. Governor of Northern Province.

4. The term “**Service**” shall mean Designers’ Small Industries Demonstrators’, Textile Demonstrators’ and Sales Manager Services of the Department of Industries in the Northern Province
5. The term “**Period of Satisfactory Service**” shall mean
 1. A period of service during which an Officer has earned all salary increments which were to be earned by him by way of performing his duties efficiently and diligently, satisfying qualifications required to be confirmed in the appointment and during which the Officer has not committed a punishable offence.
 2. A period during which the annual salary increments which were to be granted to the Officer have been suspended/reduced/terminated/deferred on legal grounds, if any and at the instances where a punishable offence mentioned under First Schedule on offences in Part II of Establishments Code has been committed, a period of three years from the date of committing such offence and at the instances where a punishable offence mentioned under Second Schedule on offences in Part II of Establishments Code has been committed, a period of one year from the date of committing such offence shall be excluded in the calculation of satisfactory period of service.
6. The term “**Active Service**” shall mean a period of service during which an Officer has actually engaged himself / herself in duties and receiving salaries pertaining to his / her 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.
7. The term “**Governor**” shall mean the Hon. Governor of the Northern Province.
8. The term “**Chief Secretary**” shall mean the Chief Secretary of the Northern Provincial Council.
9. The term “**Secretary**” shall mean the Provincial Secretary of the Ministry to which the subject of ‘**INDUSTRIES**’ is assigned.
10. The term “**Head of Department**” shall mean the Provincial Director of Industries of the Northern Provincial Council.

3. Structure:

This “Service” shall comprise the Officers recruited / appointed to Grade III and appointed on promotion to Grade – II and Grade- I of above the post of service on the following monthly salary scale.

3.1 Monthly Consolidated Salary

3.2.1 Category of Service: :- Management Assistant (Non Tech Seg. 2)

(Designer, Textile Demonstrator, Small Industries Demonstrator, Sales Manager)

3.2.1.1. Salary Code:- : MN 1 – 2006A

Salary Scale:- : Rs.13120 - 10x145 - 11x170 - 10x240 - 10x320 – 22040

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

Grade	Initial salary step	Initial Salary Point (Rs.)
III	01	13120/-
II	12	14740/-
I	23	16680/-

4. Cadre :

1. Cadre will be determined according to the approved cadre sanctioned by the Director of Department of Management Services.
2. Cadre will be revised from time to time according to actual service needs with the approval of the Department of Management Service.
3. The cadre will be detailed under the respective Head / Object in the annual estimate of the Northern Provincial Council under the relevant head and programme.

4. Approved titles of Posts, Grades, approved cadre and the duties assigned.

Approved Titles of Posts	Grade for which the post is approved	Approved cadre	Duties
Textile Demonstrator	III / II / I	45	<ol style="list-style-type: none"> 1. Maintenance and Operation of Machinery, Equipment, etc. 2. Responsible for conducting six months textile weaving training in the weaving center. 3. Responsible for producing quality weavers. 4. Designing work. 5. Providing the training and production environment in the weaving center. 6. Ensuring the quality & marketability of the products. 7. Supporting skill Development. 8. Maintaining the necessary documents to run the training centre
Senior Textile Demonstrator	I	05	<ol style="list-style-type: none"> 1. Supervise Textile Demonstrator and centers. 2. Ensure the efficient productivity
Small Industries Demonstrator	III / II / I	17	<ol style="list-style-type: none"> 1. Responsible for conducting six months small industries training in the weaving center. 2. Responsible for producing quality small industries professional. 3. Providing the training and production environment in the small industries centers. 4. Ensuring the quality & marketability of the products. 5. Maintaining the necessary documents to run the training center.

Sales Manager	III / II / I	01	<ol style="list-style-type: none"> 1. Maintain the sales center as clean and attractive 2. Responsible to the all sales items and to keep assets properly. 3. Observe the consumers behavior for identify their satisfaction and taste to share the ideas to textile demonstrators to do the products as per end user satisfaction. 4. Maintain the store management and sent report to the department on time property.. 5. Responsible for sales promotion
Designer	III / II / I	01	<ol style="list-style-type: none"> 1. Responsible for developing new designs in textile 2. Responsible for conducting Art line Weaving training in the weaving Centre 3. Ensure the fashion ability & marketability of the art line products 4. Responsible for train the textile demonstrators in art line weaving. 5. Designing in Handicraft items
Total		59	

6. Basic requirements for Recruitment :

1. The candidate shall be a Citizen of Sri Lanka.
2. He / She shall be good character and sound physical health.
3. 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 the application. (Voter's 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. (Voter's list should be submitted to prove the permanent residence)

Note: Candidate shall be allowed to complete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.

4. The candidate shall be not less than 18 Years and not more than 30 Years. Age limit will not apply for those who are already in the public Service or the provincial public Service.

7. Terms and Conditions of service :

1. The Post is permanent and Pensionable.
2. The Officer should contribute to the Widows' and Orphans' pension fund or to the Widowers and Orphans Pension fund as the case may be.
3. The conditions prescribed in Section 10.6 and 12 of Chapter II of the Establishment Code and General conditions for appointment as appearing in the Gazette notification of the Democratic Socialist Republic of Sri Lanka are applicable.
4. The Officer shall be subject to the Provincial Financial Regulations, the Establishment Code, the Departmental rules and regulations and any other rules or regulations that may be issued from time to time by Government, the Provincial Council, Hon. Governor, the Chief Secretary and the Provincial Public Service Commission of Northern Province.
5. The provision in the Establishment Code will apply in respect of probation vide hereof. A confirmed Officer, if selected for appointment, will be placed on trial for one year.
6. The Officer will have to tender security if the Head of the Department directs him to furnish security for the due performance of his duties.
7. The Officer will be confirmed in service at the end of the period of probation if his/her work, conduct and attendance have been satisfactory. If a confirmed Officer has been appointed on trial, he / she will be confirmed in his/her post at the end of such period if his / her work, conduct and attendance have been satisfactory.
8. Provisions in Chapter II of the Establishment Code will apply in respect of probation.
9. The Officer is transferable and liable to serve in any part of the Northern Province.
10. Transfers within the Department will be effected by the Head of the Department.

7. Educational and Vocational qualification :

7.1 Textile Demonstrator.

7.1.1 Educational qualification:

Should have passed six (06) subject with credit passes for four subject including Sinhala/Tamil and Mathematics at the G.C.E(O/L)Examination at one sitting.

And

Should have passed at least one (01) subject at the G.C.E(A/L)Qualification. (Except General Test)

7.1.2 Vocational qualification

1. Should have passed the Department of Textile Industry's Final Examination Certificate with credit pass in weaving accounts. (01 year course conducted by Department of Textile Industry)

Or

2. N.V.Q. Certificate level (II/III)(Weaving or Textile)

Any other under mentioned certificates relating to weaving in the following courses will be considered as an additional qualification when the vacancies are less than the number of qualified candidates in the recruitment:

1. Advanced level Certificate awarded by Government Fine Arts institution.
2. Certificate awarded by commercial weaving Institution/ Department of Industries.
3. Certificate awarded by the Department of Industries for one year experience in Handloom center working as a Weaver.

7.2 Small Industries Demonstrator

7.2.1 Educational qualification:

Should have passed six (06) subject with credit passes for four subject including Sinhala/Tamil, and Mathematics at the G.C.E(O/L)Examination at one sitting.

And

Should have passed at least one (01) subject at the G.C.E(A/L)Qualification. (Except General Test)

7.2.2 Vocational qualification

1. The applicant should have at least one year working experience in the relevant field (Pottery, Carpentry, Coir, Masonry, Plumbing, Electrical technology, Aluminum Fabrication, Computer hardware, Motor mechanism Etc) and he/she should have completed the level 3 NVQ system.

Or

2. The applicant should have completed the level 4 NVQ system in the relevant field (Pottery, Carpentry, Coir, Masonry, Plumbing, Electrical technology, Aluminum Fabrication, Computer hardware, Motor mechanism Etc).

Or

3. The applicant should have at least one year working experience in the relevant field (Pottery, Carpentry, Coir, Masonry, Plumbing, Electrical technology, Aluminum Fabrication, Computer hardware, Motor mechanism Etc) and should have completed six months training course conducted by the Department of Industries.

7.3 Sales Manager.

7.3.1 .Educational qualification:

Should have passed six (06) subject with credit passes for four subject including Sinhala/Tamil and Mathematics at the G.C.E(O/L)Examination at one sitting

And

Should have passed 01 subject at the G.C.E (A/L) Qualification in one sitting.(Expect General Test)

7.3.2 Vocational Qualification

Should have completed a one year certificate course in Commerce/Management/Accounts from a recognized Institution.

7.4. Designer

7.4.1. Educational qualification:

Should have passed six (06) subject with credit passes for four subject including Sinhala/Tamil and Mathematics at the G.C.E(O/L)Examination at one sitting

And

Should have passed at least one (01) subject at the G.C.E(A/L)Qualification. (Except GeneralTest)

7.4.2. Vocational qualification:

Should have passed the Weaving teacher's Certificate with credit pass in weaving accounts. (01 year course conducted by Department of Textile Industry)

Any other under mentioned certificates relating to weaving in the following courses will be considered as an additional qualification when the vacancies are less than the number of qualified candidates in the recruitment:

4. Advanced level Certificate awarded by Government Fine Arts institution.
5. Certificate awarded by commercial weaving Institution/ Department of Industries.
6. Certificate awarded by the Department of Industries for one year working experience in Handloom center working as a Weaver.

8. Method of calling Application :

Application will be called by suitable advertisement in the Government Gazette or in the News Papers and Northern Provincial Council website made by the Provincial Public Service Commission.

9. Method of Recruitment :

9.1 Textile Demonstrator

9.1.1 Percentages of Recruitment

<i>Stream</i>	<i>Percentage</i>
Open	70 %
Limited	30%
Merit	Not applicable

1. Written Exam for open competitive examination:-

The Vacancies in the posts of the Textile Demonstrator shall be filled on the basis of the results of an open and limited competitive examination.

2. General Interview

An interview will be conducted to check the eligibility of the candidates

9.2 Small Industries Demonstrator.

<i>Stream</i>	<i>Percentage</i>
Open	70 %
Limited	30 %
Merit	Not applicable

1. Written Exam for open and limited competitive examination:-

The Vacancies in the posts of the Small Industries Demonstrator shall be filled on the basis of the results of an open and limited competitive examination.

3. General Interview:

An interview will be conducted to check the eligibility of the candidates.

9.3. Designer & sales Manager

9.3.1. Percentages of Recruitment

<i>Stream</i>	<i>Percentage</i>
Open	100 %
Limited	-
Merit	-

1. Written Exam for open competitive examination:-

The Vacancies in the posts of the Designer and Sales Manager shall be filled on the basis of the results of an open competitive examination.

2. General Interview:

An interview will be conducted to check the eligibility

2. General Interview

An interview will be conducted to check the eligibility of the candidates.

10. Efficiency Bars :

1. Should have passed the First Efficiency Bar examination before the lapse of three years (3) from the date of appointment to Grade III.
2. Should have passed the Second Efficiency Bar examination before the lapse of three years (3) from the date of appointment to Grade II.
3. Should have passed the Third Efficiency Bar examination for the above the post before the lapse of five years (5) from the date of appointment to above the services in Grade I.
4. The provisions of Section 15 of Chapter II of the Establishment Code will apply to Officers who do not pass the Efficiency Bar within the prescribed date.
5. The provisions of Section 15.5 of Chapter II of the Establishment Code will apply to those who are either absorbed or promoted and placed on a salary step which is above the Efficiency Bar point on the salary scale.
6. The Efficiency Bar Examination would be conducted at least twice a year by the Provincial Public Service Commission.

Official Language Proficiency:

The Officer should pass the other official language examination in Tamil/Sinhala and the oral examination conducted by the Department of official languages. The increment of the Officer, who does not pass the official language Proficiency examination, within 05 Years from the date of first

appointment, will be deferred until he/she passes the examination.(Public Administration circular No:01/2014)

11. Grade of promotions :

11.1 Promotion from Grade III to Grade II under General Performance.

11.1.1. Pre - requisites:-

1. Should have been confirmed in the appointment
2. Should have completed at least ten (10) years of active and satisfactory period of service in Grade III of the category of service and earned all the due ten (10) salary increments falling within the above period.
3. 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.
4. Should have completed a five (05) years of satisfactory service immediately preceding the date of promotion.
5. Should have passed the relevant Efficiency Bar examination on the due date.
6. Should have passed the other Official Language examination.

11.1.2. 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 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.

11.2 Promotion from Grade II to Grade I

11.2.1 Pre - requisites:-

1. 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.
2. Should have completed a five (05) years of satisfactory service immediately preceding the date of promotion.
3. 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.
4. Should have passed the relevant Efficiency Bar examination on the due date.

11.2.2 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 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.

11.3 Promotion from Grade I of Textile Demonstrators' service to Senior Textile Demonstrators' service under General Performance.

11.3.1 Pre - requisites:-

1. Should have completed at least five (05) years of active and satisfactory period of service in the Grade I of Textile Demonstrator Service and earned all the due five (05) salary increments falling within the above period.
2. Should have proved a level of satisfactory performance during the five (05) years immediately preceding as per the approved performance appraisal scheme.
3. Should have completed a five (05) years of active and satisfactory service immediately preceding the date of promotion.
4. Should have passed the third Efficiency Bar examination on the due date.
5. Should have passed the other Official Language examination.

11.3.2 Method of promotion

The vacancies in the Senior Textile Demonstrator service would be filled from among the confirmed Textile Demonstrators who have completed not less than 5years of satisfactory service of Grade I based on the result of a competitive examination and selection will be in the order of merit. Application would be called for from the relevant candidates.

12. Period of Probation:

The selected candidates will be placed on probation for a period of three years. Provisions in the Section – 11 of Chapter – II of Establishment Code will apply in respect of probation. A confirmed Officer if selected will be placed on trial for one year.

13. Confirmation:

An Officer who has been placed on probation will be confirmed in his / her post at the end of the period of probation if his/her work, conduct and attendance have been satisfactory and if he / she has passed the first Efficiency Bar Examination in terms of Section – 11 in Chapter II of Establishment Code. The same criteria will apply in the case of Officers who have been placed on trial.

14. Assignment of function:-

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.

15. Absorption of offers in to regular Service:-**15.1.Small Industries Demonstrator and Textile Demonstrator**

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

1. Those employees who have not completed 10 years of service will be absorbed into Grade III
2. Those employees who have completed 10-20 years of service in Grade III will be absorbed into Grade II
3. Those employee who have been confirmed in service completed not less than 20 years of satisfactory service and fulfilled other service requirements as per approved scheme of recruitments will be absorbed into Grade I
4. 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 the date of approval of this Service Minute. If the officer is absorbed to same grade his Salary and Date of increment will remain unchanged.

15.2 Designer and Sales Manager

15.2.1Absorption of offer in to regular Service:-Not applicable

16. Interim Provisions:**Small Industries Demonstrator/Textile Demonstrator**

1. The Officers who have completed less than 10 years of service will be into Grade III and who have completed 10-20 years of service in Grade III will be absorbed into Grade II and who have completed 20 years of service in Grade III will be absorbed into Grade I.
2. The Officers who are posted to the above Grades should pass the relevant Efficiency Bar examination mentioned in the existing service minute.

17. Control:-

The services will be under the control of Provincial Public Service Commission / Chief Secretary/ Appointing Authority / Ministry in charge of the subject of Industries / Director of Industries in accordance with the general condition.

18. Matters not provided:

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

19. Remarks

When promotions are made under average performance, the date of promotion of the Officers who do not pass over the Efficiency Bars on the due date should be deferred by period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

Recommended and forwarded

Signature:.....

Name: Mrs.Usha Subalingam
Provincial Director
Department of Industries
Northern Province

Date:01.09.2016

Official Stamp.....

Reference No NP/05/01/IInd/sm&sor/01.

I recommend that this proposed Service minutes for the post of Management Assistant (Non Tech seg 2)category of service(MN1-2006A) in the Department of Industries be approved.

Signature:.....

Name:...V.Ketheeswaran...
Secretary
Chief Minister's Ministry
Northern Province

Date:...20.09.2016

Official Stamp:.....

Reference No:

Public Service Commission has recommended this Service minutes for the post of Management Assistant (Non Tech seg 2)category of service(MN1-2006A) in the Department of Industries be approved.

Signature:

Name: .R.Varathalingam

Secretary
Provincial Public Service Commission
Northern Province.

Date:..11.10.2016

Official Stamp:.....

Approved

Reginald cooray
Governor
Northern Province

Date: 28.10.2016

Official Stamp:.....