

**The Scheme of Recruitment for the post of Sales Manager – Non Tech,
Department of Industries, Northern Province**

1. 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
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:.....

Appointing Authority:- The Provincial Secretary of the Ministry to which subject of Industries
is assigned

2 Particulars on the Category of Service

2.4 Category of Service: Sales Manager Management Assistant - Non Tech seg. II

2.5 Grades : Grade – III , II and I

2.6 General definition on the role assigned:

This Category of Service staff will be assigned Multi Functional duties in human resource management, financial responsibility, financial usage, monitoring and activities to support to the executive level of staff.

2.7 Assignment of Duties:

Functions will not be assigned on grade basis 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.

3 ***Nature of the Post / Posts:*** Permanent and Pensionable

4 ***Salary***

4.1. *Salary Code:* MN-1 – 2006 A

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

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

4.3. *Initial Salary Step pertaining to grade system:*

<i>Class/Grade</i>	<i>Initial Salary Step</i>	<i>Initial Salary Point (Rs.)</i>
Grade III	01	Rs.13120.00
Grade II	12	Rs.14740.00
Grade I	23	Rs.16680.00

5. ***Post / Posts falling under the Category of Service***

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

5.2. *Consolidated number of officers : 01*

Approved titles of posts	Grade for which the post is approved	Approved Cadre	Duties
Sales Manager	III/II/I	01	Annexure I

6. ***Method of Recruitment***

6.1 *Percentages of Recruitment:*

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

Open Recruitment:-

6.1.1. Grade at Recruitment: Grade III

6.1.2. Qualifications:

6.1.2.1. Educational Qualifications :

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)

6.1.2.2. Experience: - Not Applicable

6.1.2.3. 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.

6.1.2.4. Other:

Basic requirements for Recruitments

- (i) The Candidate shall be a Citizen of Sri Lanka.
- (ii) He / She shall be good character and sound physical health.
- (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 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.

6.1.3.Age

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

6.1.3.2.Maximum Limit : Shall be not more than 30 Years of age

6.1.4.Method of Recruitment: The vacancies in the post should be filled on the merit order of the Results of an open Competitive Examination and General Interview.

6.1.4.1. Written Examination:

Open Competitive Examination for the recruitment of the Sales Manager will include the following question papers.

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

One should obtain not less than 40% Marks in each Subjects to pass the examination. But selection will be in order of merit.

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

6.1.4.2.Trade Test : - Not Applicable

6.1.4.3. General Interview Objectives to be achieved: To check the eligibility and Qualification of the candidate.

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

6.1.4.4.Structured Interview: Not Applicable.

6.1.5.Method of inviting applications: Applications will be called by suitable advertisement in the Government Gazette or in the newspapers and the Northern Provincial Council web site made by the Commission.

6.2.Limited Recruitment: Not Applicable

6.3 Recruitment on Merit: Not Applicable

7. Efficiency Bar Examinations:

7.1

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) – (Written Exam)
Second Efficiency Bar	Before lapse of 03 years from the date of Promotion to Grade II	Annexure (II) – (Written Exam)
Third Efficiency Bar	Before Laps of 05 Years from the date of Promotion to Grade I.	Written and Practical Annexure (II)

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

7.2. Who are the authorities conducting Efficiency Bar Examinations:

First Efficiency Bar: Second Efficiency Bar: Third Efficiency Bar	}	Efficiency Bar examinations would be conducted by the Provincial Public Service Commission.
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8. Language Proficiency:

a.

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
03. Link Language	Not Applicable.

9. Promotion to Grades

a. Promotion from Grade III to Grade II

i. As per General Performance

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 III 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 active and satisfactory service immediately preceding the date of promotion.
- (v) Should have passed the relevant Efficiency Bar examination on the due date.
- (vi) Should have passed the other Official Language examination.

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.

ii. *As per Exceptional Performance:* Not Applicable

b. Promotion from Grade II to Grade I

i. As per General Performance

1. *Qualifications to be fulfilled:*

- (i) 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.
- (ii) Should have completed a five (05) years of active and satisfactory service immediately before the date of promotion.
- (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 passed the respective Efficiency Bar examination on the due date.

2. *Method of Promotion*

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

ii. *As per Exceptional Performance:* Not Applicable.

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

10. Appointments to Posts: Not Applicable

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

Establishment Code, Financial Regulations.

12. 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.

13. Absorption into grade system: - Not Applicable

14. 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. Mahatheve.

Checked by Mrs. S. Tharmarasa.

Date: 01.09.2016

(Staff Officer in charge of the Subject)

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/Ind/sm&sor/01

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

Signature:.....

Name:.V.Ketheewaran

Secretary

Chief Minister's Ministry

Northern Province

Date:..20.09.2016

Official Stamp:.....

Reference No:.....

Public Service Commission has recommended this Scheme of Recruitment for the post of Sales Manager in the Department of Industries

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:.....