

***The Scheme of Recruitment for the post of***

***Small Industries Demonstrator's 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:** - The Provincial Secretary of the Ministry to which subject of Industries is assigned

**03. Particulars on the Category of Service**

3.1 *Category of Service:* Small Industries Demonstrators – Management Assistant Non Tech  
- Seg. 2

3.2 *Grades* : Grade – III, II and I.

3.3 *General definition on the role assigned:*

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 Officer 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.

3.4 *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.

**04. Nature of the Post/Posts:** Permanent and Pensionable

**05. Salary applicable**

5.1. Salary Code:- : MN 1 – 2006A

5.1.1 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)]

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

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

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

<b>Approved titles of posts</b>	<b>Grade for which the post is</b>	<b>Classification</b>	<b>Approved Cadre</b>	<b>Duties</b>
➤ Carpentry Demonstrator	III/II/I	05	} 17	Annexure I
➤ Coir Demonstrator	III/II/I	03		
➤ Pottery Demonstrator	III/II/I	01		
➤ Masonry Demonstrator	III/II/I	04		
➤ Wiring and Plumbing Demonstrator	III/II/I	04		
		04		

6.2 *Consolidated number of officers:* For the purpose of promotions Grade III, II and I will be treated as combined cadres.

**07. Method of Recruitment**

7.1 *Percentages of Recruitment:*

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

7.1.1 Number of vacancies of not more than 30% of total vacancies shall be filled by recruitment of the employees who are in primary grade with more than (05) five years of experience in Industries sector for this the Limited competitive examination.

If the number of persons eligible for appointment on the result of that examination is less than 30% of the vacancies, the difference between the 30% and the number of persons eligible for appointment will be met from the persons eligible at the Open Competitive Examination.

## *7.2 Open Recruitment:-*

*7.2.1 Grade at Recruitment: Grade III*

*7.2.2 Qualifications:*

*7.2.2.1 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)

*7.2.2.2 Vocational/Professional Qualifications: -*

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**

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**

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 three months training course conducted by the Department of Industries.

*7.2.2.3 Experience: - Not applicable*

*7.2.2.4 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.*

7.2.2.5 *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.

7.2.3. *Age*

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

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

7.2.4. *Method of Recruitment* : The vacancies in the post should be filled on the merit order of the results of an open Competitive Examination.

7.2.4.1 *Written Examination:*

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

<b>Subjects</b>	<b>Hours</b>	<b>Marks</b>
General Knowledge	01 Hour	100 Marks
General Aptitude	45 Min	100 Marks

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

7.2.4.1.1. *Authority conducting examination* : Northern Provincial Public Service Commission.

7.2.4.2 *Trade Test* : - Not Applicable

7.2.4.3 *General Interview Objectives to be achieved:* To check the eligibility and qualification of the candidate.

7.2.4.3.1 *Authority appointing the Board of General Interview:* Appointing Authority

7.2.4.4 *Structured Interview*: Not Applicable

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

7.3 *Limited Recruitment*:

7.3.1 *Grade at Recruitment*: Grade III

7.3.2 *Qualifications*:

7.3.2.1 *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)

7.3.2.2. 7.2.2.2 *Vocational/Professional Qualifications*: -

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**

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**

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 three months training course conducted by the Department of Industries.

7.3.2.3 *Experience*: - Should have completed at least five (05) years of continuous satisfactory service in a permanent appointment in the industries sector immediately prior to the respective date and the Head of the Department concerned should certify such fact.

7.3.2.4 *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.

7.3.2.5 *Other: Basic requirements for Recruitments*

7.3.3. *Age*: Not Applicable

7.3.4. *Method of Recruitment* : The vacancies in the post should be filled on the merit order of the results of the Limited Competitive Examination.

7.3.4.1 *Written Examination:*

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

<b>Subjects</b>	<b>Hours</b>	<b>Marks</b>
General Knowledge	01 Hour	100 Marks
General Aptitude(specially related to the post)	45 Min	100 Marks

One should obtain not less than 40% Marks in each Subject to pass the examination. But selection will be in order of merit of the Limited competitive examination and General Interview.

7.3.4.1.1. *Authority conducting examination* : Northern Provincial Public Service Commission.

7.3.4.2 *Trade Test* : - Not Applicable

7.3.4.3 *General Interview Objectives to be achieved:* To check the eligibility and qualification of the candidate.

7.3.4.3.1 *Authority appointing the Board of General Interview:* Appointing Authority

7.3.4.4 *Structured Interview:* Not Applicable

7.3.5 *Method of inviting applications:* Through an internal Circular.

7.4 *Recruitment on Merit:* Not Applicable

**08. Efficiency Bar Examinations:**

<b>Which of the Efficiency Bars</b>	<b>Before how many years the Efficiency Bar to be passed</b>	<b>Nature of the Efficiency Bars Written Examination/Trade Test/Certificate Course/Other</b>
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 II.	Annexure (II)
Third Efficiency Bar	Before Laps of 05 Years from the date of Promotion to Grade I.	Written and Practical Annexure (III)

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

8.2. *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.

**09. *Language Proficiency:***

<i>Language</i>	<i>Proficiency to be acquired</i>
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	Not Applicable

**10. *Promotion to Grades***

**10.1 *Promotion from Grade III to Grade II***

**10.1.1. *As per General Performance***

**10.1.1.1. *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 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 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.

*10.1.1.2 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.

*10.1.2 As per Exceptional Performance:* Not Applicable.

*10.2. Promotion from Grade II to Grade I*

*10.2.1. As per General Performance*

*10.2.1.1. 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 satisfactory service immediately preceding 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 relevant Efficiency Bar examination on the due date.

*10.2.1.2. 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 IV) 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.



10.2.2. *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 III
- II. Those employees who have been confirmed in service completed not less than 10 years of satisfactory service and fulfilled other service requirements as per approved scheme of recruitments will be absorbed into Grade II.
- III. Those employee who have been confirmed in service completed 10-20 years of satisfactory service and fulfilled other service requirements as per approved scheme of recruitments will be absorbed into Grade I
- IV. 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. Interim Provisions**

**1) Efficiency Bar Examination relevant to Grade III**

The Officers who have been not confirmed but in permanent past and having less than seven (7) years of service prescribed officers in Grade III in the service minutes implemented before the new service minutes will be allowed to complete the Efficiency Bar within the three (3) years from approved date.

**2) Efficiency Bar Examination relevant to Grade II**

The Officers who have completed ten (10) to twenty (20) 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.

**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.Mahathive

Checked by:Mrs.S .Tharmarasa

(Staff Officer in charge of the Subject)

Date:03.10.2016

Recommended and forwarded

Signature:.....

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

Date:.....

Official Stamp.....

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

I recommend that this proposed Scheme of Recruitment for the post of Small Industries Demonstrator's .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 Scheme of Recruitment for the post of Small Industries Demonstrator's .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:.....