

**Duties of Textile Demonstrator**

1. Maintenance and Operation of Machinery, Equipment, etc.
2. Responsible for conducting six months textile weaving training in the weaving centre.
3. Responsible for producing quality weavers.
4. Designing work.
5. Providing the training and production environment in the weaving centre.
6. Ensuring the quality & marketability of the products.
7. Supporting skill Development.
8. Maintaining the necessary documents to run the training centre.

**Duties of Senior Textile Demonstrator.**

1. Ensuring the effective function of the Handloom Training Centres of the Handloom Trainings.
2. Monitoring the training activities at the textile training centres and the works carried out of the weavers who are attached with that centre.
3. Ensuring the effective usage of the raw material
4. supervising the store maintenance of the centres.
5. Giving proper instruction to the Textile Demonstrators in designing of Colour matching of the warps.
6. Quality control in the production of textile.
7. Monitoring the program of the production according to the approved estimates.
8. Checking the documents of the register maintain by the Weaving Centre.
9. Ensuring the proper usage of the assets given to that Handloom Centre.
10. Any other instruction given by that District Officer and Director from time to time

**First Efficiency Bar Examination of Grade III Textile Demonstrators (Non Technical – Segment 2) Category of Service in Department of Industries.**

## Written Examination

<b>Paper</b>	<b>Duration</b>	<b>Total Marks</b>	<b>Cut off Marks</b>
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

## 1.2 Trade Test

<b>Main areas for which marks are awarded</b>	<b>Duration</b>	<b>Maximum Marks</b>	<b>Passable Marks</b>
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)

## Establishment code and Administrative Procedure.

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

### 1. Syllabus for Subject Related Written Exam

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 Textile Demonstrators (Non Technical – Segment 2 Category of Service in Department of Industries.

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 1589/30 dated 20.02.2009

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). 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.
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**The Third Efficiency Bar Examination of Grade I Textile Demonstrators (Non Technical – Segment 2 Category of Service in Department of Industries.**

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.

**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)

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

2. Extra Ordinary Gazette no of 1589/30 dated 20.02.2009

And

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

### **4. Knowledge of subject**

(i)Handloom Production in Srilanka.

(ii)Handloom Textile History in Srilanka.

(iii) Handloom Textile in South Asia.

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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 & theatrical 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,



**Specimen Form of Application for promotion in Grade III of the Textile Demonstrator’s to Grade II 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 II 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 III of the service, that he has a period of satisfactory service, that all of the foregoing particulars are correct according to the personal file and that he/she has fulfilled all qualifications for promotion to Grade II of the Service.

Since the Officer has fulfilled all the requirements for Promotion to Grade II 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

**Application for Promotion in Grade II of the Textile Demonstrator'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 of entry into the Service:-
6. Number of the letter of Appointment to the Service:-
7. Date of Promotion to Grade II of this service:-
8. Date of passing the Efficiency Bar Examination and the index number:-

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  
Ministry of Woman's Affairs

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

- I. Date of completing the Efficiency Bar Examination and the Index number:
- II. If no pay / half pay leave has been taken, the period / the number of days (From the date of appointment / promotion to Grade II of the Textile Demonstrator's service)
- III. If any punishment / punishments (Other than warning) have been imposed, give a brief account.
- IV. Date of completion of 10 years in Grade II of the Textile Demonstrator's Service.

I endorse that as at ..... the officer has completed a period of ..... years of active service in Grade II of the service, that he/she 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.

Date:.....

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Head of the Department