

***Scheme of Recruitment for the post of Textile Demonstrator -Non Tech
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 by the Provincial
Public Service Commission: | Ref. No. :..... | Date:..... |
| 1.5 Recommendation of the National
Salaries and Cadres Commission | Ref. No.:..... | Date:..... |
| 1.6 Recommendation of the
Secretary, Northern Province | Ref .No.:..... | Date:..... |
| 1.7 Approval by the Hon. Governor | Ref .No.:..... | Date:..... |

02. Particulars of the Appointing Authority:-

- 2.1 *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:* Textile Demonstrator - Management Assistant Non Tech - Seg. 2
- 3.2 *Grades* : Grades – 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. Payable to W & OP.

05. Salary

5.1.1 Salary Code: MN1 – 2006A

5.1.2 Salary Scale: 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)]

5.1.3 Initial Salary Step pertaining to grade system:

Class/Grade	Initial Salary Step MN-1-2006A	Initial Salary Point (Rs.)
Grade III	01	Rs.13120/-
Grade II	12	Rs.14740/-
Grade I	23	Rs.16680/-

06. Post / Posts falling under the Category of Service

6.1 Approved titles of posts, 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	Annexure I
Senior Textile Demonstrator	I	05	Annexure II

6.2 Consolidated number of officers: No of Approved Cadre by Department of Management Service.

For the purpose of granting promotions Grade III, II and I shall be treated as belonging to combined cadres.

07. Method of Recruitment

7.1 Percentages of Recruitment:

Stream	Percentage
Open	70 %
Limited	30%
Merit	Not applicable

7.1.1 Not more than 30% of total vacancies shall be filled by recruitment of employees with more than (05) five years of experience in the industries sector through 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: *Textile Demonstrator 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: -

1. Should have passed the Department of Textile Industry's Final Examination Certificate with credit pass in weaving accounts.

(One year course conducted by Department of Textile Industry)

Or

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

2. 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:

(i) Advanced level Certificate awarded by Government Fine Arts institution.

(ii) Certificate awarded by commercial weaving Institution/ Department of Industries.

(iii) Certificate awarded by the Department of Industries for one year experience in Handloom center working as a Weaver.

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 should 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 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 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.

- (iv) The Candidates should have satisfied each and every way the qualifications required for the recruitment for the post, on the prescribed date as per the public notification / Gazette / Website notices.

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 on the closing dates of applications. Maximum age limit shall not be applicable for those who already hold permanent and pensionable posts in public Service.

7.2.4. *Method of Recruitment:* Recruitment will be made on the merit order of the total marks obtained at the results of written Examination and the Trade Test.

7.2.4.1 *Written Examination:*

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

Paper	Duration	Total Marks	Passable Marks
(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
 - (iv) Reading the and counting Deniyar, tex, Cotton thread variety.
 - (v) Check the yarn grains, weight and others calculation.
 - (vi) Important material for handloom production.
 - (vii) To identify the common use of yarn.
 - (viii) To identify the operation system of pasting bleaching coloring dyeing system.
 - (ix) expending and marketing promotion of production of Textile items.
 - (x) 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.

7.2.4.1.1. *Authority conducting examination : The Secretary, Provincial Public Service Commission, Northern Province.*

7.2.4.2 *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. Setting of Pedal connection 2. Weaving practical	½ hour	50	
Total		100	

7.2.4.2.1. *Authority conducting the Trade Test: The Secretary, Provincial Public Service Commission, Northern Province.*

7.2.4.3 *General Interview Objectives to be achieved: To confirm the eligibility and Educational/ Professional qualification of the candidates.*

7.3.4.3.1 *Authority appointing the Board of General Interview:* Secretary, Provincial Public Service Commission Northern Province.

7.2.4.4 *Structured Interview:* Not Applicable

7.2.4.4.1 *Authority appointing Board of 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 Public Service 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. *Vocational/Professional Qualifications:* -

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)

Note: Any other under mentioned certificates relating to weaving in the following courses will be considered as an additional qualification in case the number of qualified candidates is greater than number of vacancies

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

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 service records.

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:

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

7.3.3.2 *Maximum Limit* : *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 to the post Demonstrator will include the following question papers.

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

(a). Handloom Mathematics and weaving General knowledge.

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

7.3.4.1.1. Authority conducting examination : The Secretary, Provincial Public Service Commission, Northern Province.

7.3.4.2 Trade Test : - Not Applicable

7.3.4.2.1. Authority conducting examination : Not Applicable.

7.3.4.3 Structured Interview: Not Applicable

7.3.4.3.1. Authority appointing the Structured Interview: Not Applicable

7.3.4.4. General Interview: An interview will be held to test the basis qualifications of the applicant on the basis of marks order of the written examination and trade test based on the number of existing vacancies in the Northern Province. No marks will be provided for the General Interview.

7.3.4.4.1. Authority appointing the Board of General Interview: The Secretary, Provincial Public Service Commission, Northern Province.

7.4 Recruitment on Merit: Not Applicable

08. Efficiency Bar Examinations:

8.1 Textile Demonstrators and Senior Textile Demonstrator

Which of the Efficiency Bars	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bars Written Examination/Trade
First Efficiency Bar to Textile Demonstrators	Before lapse of 03 years from the date of Appointment.	Written and Practical Annexure (III)
Second Efficiency Bar Textile Demonstrators	Before lapse of 03 years from the date of Promotion to Grade II.	Written and Practical Annexure (III)
Third Efficiency Bar Textile Demonstrators	Before Lapse of 05 Years from the date of Promotion to Grade I.	Written and Practical Annexure (III)

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

8.3 .Who are the authorities conducting Efficiency Bar Examinations:

First Efficiency Bar: }
Second Efficiency Bar: } First, Second & Third Efficiency Bar examinations would be
Third Efficiency Bar } conducted by the Secretary, Provincial Public Service
Commission Northern Province.

09. Language Proficiency:

9.1

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 Circulars.

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 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.

10.1.1.2. Method of Promotion:

When a request is made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion subsequent to the scrutiny of their qualification.

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 active and 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 qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form(Annexure VI) of application along with the recommendation of the Head of Department the promotion to Grade I shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

10.2.2. As per Exceptional Performance: Not Applicable

10.3.Promotion from Grade I to Special Grade Not Applicable

10.4. Promotion from Grade I Textile Demonstrator to Senior Textile Demonstrator

10.4.1. As per General Performance

10.4.1.1. Qualifications to be fulfilled

- (i) Should have been confirmed in the appointment
- (ii) 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.
- (iii) Should have proved a level of performance during the five (05) years immediately preceding as per the approved performance appraisal scheme.
- (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.

10.4.2. Method of Promotion

The vacancies in the Senior Textile Demonstrator's service would be filled from among the confirmed Textile Demonstrators who have completed not less than 5 years 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. Annexure IV

An interview would be held to check the eligibility of the candidates for such recruitment.

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.

- 14.1 Those employees who have not completed 10 years of service will be absorbed into Grade III
- 14.2 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.
- 14.3 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
- 14.4 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. Interim Provisions

1. Efficiency Bar Examination relevant to Grade III

The Officers who have been not confirmed and have less than seven (07) years of service in the post shall be given 3 years from the years 2016 to pass Efficiency Bar.

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 year of 2016

3. Efficiency Bar Examination relevant to Grade I

The Officers who have completed twenty (20) years of continuous service prescribed in this service Minutes implemented before the new service minutes shall be given 3 years time from the year 2016 to complete Efficiency bar Examination.

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 Textile 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... Textile 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:.....