


17 NOV 2022
ET/11

**Service Minute for post of Public Health Midwives Service- Para
Medical Ministry of Health ,Northern Province**

This Service minute shall be called the Minute for the Post Public Health Midwives- para medical Service of the Provincial Ministry of Health and Indigenous Medicine of the Northern Province. This Minute shall come in to effect without prejudice to any action taken in terms of the earlier Service Minute. This Minute to be substituted in lieu of the earlier Service Minute in this regard which is approved by Hon Governor, Northern Province.

1. Definitions:

- 1.1. The term '**Service Minute**' shall mean the service minute for the post of "Public Health Midwives- Para medical Service" of the Ministry of Health of the Northern Provincial Council.
- 1.2. The term "**Service**" shall mean the "Para Medical Service" of the Ministry of Health of the Northern Provincial Council.
- 1.3. The term "**Commission**" shall mean the Provincial Public Service Commission of the Northern Provincial Council.
- 1.4. The term "**Chief Secretary**" shall mean the Chief Secretary, Northern Provincial Council.
- 1.5. The term "**Secretary**" shall mean the Provincial Secretary of the Ministry of Health of the Northern Provincial Council.

2. Appointing Authority.

- 2.1. Ministry of Health, Northern Province to whom the powers have been delegated by the Hon. Governor, Northern Province.

2.2 Effective Date : 01.01.2016

3. Particulars on the Category of Service

- 3.1. Service group :- Para Medical Service - Segment 02
- 3.2. Title :- Public Health Midwives
- 3.3 Grades :- Grade III, II and I
- 3.4 General definition regarding assignment of duties :- As belongs to Para Medical Service group, supplying service qualitatively and compassionately within the theme of ante natal ,preservation, in the natal and best natal preservation providing health education basing and child health development.

3.5. Assignment of duties :-

Duties will not be assigned grade wise and any duty, among the duties assigned to this service group ,can be assigned by head of department, to any grade officer on necessary of Service, baring seniority, and merit.

04. Nature of the Post:- This post is permanent and pensionable.

(Note – shall be subject to the policy decision that will be taken by the government in future, regarding pension scheme)”

05. Salaries:-

5.1 *Salary Code number relevant to the Service group:-* MT-05- 2016

5.2 *Salary Scale:-* Rs. 31,635 – 10x445 – 11 x 660 –10 x 730 – 10x750– 58,145/=

5.3. *Grade system relevant to Service group and monthly salary step relevant to grade system.*

Grade	Initial salary Step	Initial Salary Step Rs.
III	Step 01	Rs.31,635/=
II	Step 12	Rs.36,745/=
I	Step 23	Rs.44, 075/=

06. Posts belong to service group.

6.1. Approved names of posts approved number of posts and the duties assigned to same - Annexure – 01

6.2 Approved Cadre

6.2.1. Public Health Midwives– 661

6.2.2. Supervising Public Health Midwives – 35

All grades such as III, II and I will be considered as they belongs to number of officers, for the duty of promotion from grade to grade.

(This number may differ from time as relevant to the necessities in state service)

07. Method of recruitment: Recruitment will be made by the Ministry of Health Colombo

08. Efficiency Bar

8:1

Efficiency Bar	Number of Years to pass over the Efficiency Bar	Nature of the Efficiency Bar written Examination /Trade Test/certificate course /other
1 st Efficiency Bar	Before completion of 03 years in Grade III	Written test
2 nd Efficiency Bar	Before completion of 03 years in Grade II	Written , oral and practical test
3 rd Efficiency Bar	Before completion of 05 years in Grade I	Written test

(Syllabuses for each efficiency bar are mentioned in annexures 02-I, 02-11, 02-III)

8.2. Efficiency bar will be conducted : Twice a year

8.3. authority conducting the examinations relevant to efficiency bar

1 st Efficiency Bar	} Secretary, Line Ministry of Health, Colombo
2 nd Efficiency Bar	
3 rd Efficiency Bar	

a. Efficiency bar examination Syllabus.

Subjects of Efficiency Bar examination corresponding under each scheme of recruitment.	
Earlier Syllabus	This Syllabus
<p>1. <u>1st Efficiency Bar Examination and Departmental Examination</u></p> <ul style="list-style-type: none"> • Relevant to subject field (written, oral, practical) • Establishment code and financial Regulations 	<p>1. <u>1st Efficiency Bar Examination</u></p> <ul style="list-style-type: none"> • Establishment code and procedural rules • Financial Regulations
<p>2. <u>2nd Efficiency Bar Examination</u></p> <ul style="list-style-type: none"> • Question paper relevant to subject field • Office administration establishment code and financial regulations 	<p>2. <u>2nd Efficiency Bar Examination</u></p> <ul style="list-style-type: none"> • Subject related (written, oral, practical) • Establishment code • Financial Regulations

	3. <u>3rd Efficiency Bar Examination</u> Subject related (structured essay)
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- a) The officers who have passed the subject of establishment code and financial regulations subject in first efficiency bar according to old scheme of recruitment, will be exempted from first efficiency bar according to this Service Minute.
- b) The officers who should pass second efficiency bar examination under the provisions of schemes of recruitment existed before the effective date of this scheme of recruitment, shall complete the second efficiency bar by passing the subjects of second efficiency bar examination conducted under the Service Minute, which are corresponding subject are shown in the above mentioned table .If have passed the corresponding subject in the second efficiency bar only such subject will be exempted from the requirement of passing same under this scheme of recruitment.
- c) The officers who have completed satisfactory service period of 05 years in grade I as at the effective date of this scheme of recruitment, will be exempted from the recruitment of passing the third efficiency bar.
- d) As mentioned in sub Para (b) have in, through the efficiency bar examination that should be passed is changed, there is no efficiency bar examination that should have been passed

09. Language proficiency

Language	Proficiency to be obtained
Official Language	Officers who joined the service not in an official language should obtain proficiency of an official language during period of probation
Other official language	Proficiency at prescribed level should be obtained according to P.A circular 1/2014 and the circulars incidental to same

10. Grade Promotions.

10.1 Promotion from grade III to grade II

10.1.1 According to general performance

10.1.1.1 Qualifications to be fulfilled

- I. Having confirmed in appointment.
- II. Having completed active and satisfactory period of service of ten (10) years minimum in grade III of the service group and having earned ten (10) salary increments due.

III. Having shown work performance at satisfactory level or higher than that, within ten (10) years prior to date of promotion, according to approved work performance evaluation procedure

IV. Having completed satisfactory period of service within 05 years immediately prior to date of promotion.

V. Having obtained other official language proficiency in relevant level.

VI. Having passed relevant efficiency bar examination on due date.

10.1.1.2 Method of promotion.

When the officers who completes the qualifications, makes request to the appointing authority for promotion to grade II, according to prescribed format, after checking the qualifications promotion will be effected by appointing authority as effective from the date of qualification.

10.2 Promotion from grade II to grade I

10.2.1 According to general performance.

10.2.1.1 Qualifications to be fulfilled

I. Having completed active and satisfactory service period of ten (10) years minimum in grade II of the service group and having earned ten (10) salary increments due.

II. Having shown work performance at satisfactory level or higher than that within ten (10) years prior to date of promotion, according to approved work performance evaluation procedure.

III. Having completed satisfactory period of service within five (05) years immediately prior to date of promotion.

IV. Having passed relevant efficiency bar examination on due date.

10.2.1.2 Method of promotion.

When the officers who completes the qualifications, makes request to the appointing authority for promotion to grade I according to prescribed format after checking the qualifications, promotion will be effected by appointing authority as effective from the date of qualification.

11. Appointment to Posts:

11.1. Qualifications

Post	Qualifications	Manner of selection
Supervising Public Health Midwives	<p>I. Should be an officer confirmed in the post of Public Health Midwives.</p> <p>II. Should be an officer belongs to grade I in the post of Public Health Midwives.</p> <p>III. Having completed satisfactorily the quarterly training course conducted through ministry of health, nutrition and indigenous medicine, relevant to the role of post of Public Health Midwives.</p> <p>IV. Having completed satisfactory service period of five (05) years immediately prior to the final date calling for applications.</p>	<p>Applications will be called by the Secretary, Ministry of Health, NP through internal circulars</p> <p>Qualified applicants be selected through structured interview, base under mentioned marking system.</p> <p>There will be no change in the salary or in the date of salary increment by the reason of appointment to the post.</p> <p><u>Marking System</u></p> <p>Service experience – (maximum marks 50)</p> <p>Highest educational qualification – (maximum marks 20)</p> <p>Special merits – (maximum marks 10)</p> <p>English language proficiency – (maximum marks 15)</p> <p>Merit shown in the interview – (maximum marks 05)</p> <p>Note-</p> <p>1) Detailed scheme of marks for each suitability structured interview, which includes maximum amount of marks allocated for the basis of providing marks shown in the above tables, will be approved by the secretary of Ministry of Health, at the time the notification calling for applications is approved.</p>

		<p>3) Applicants will be appointed to the post of supervising Family Health Service Officer, according to the order of merit of total marks obtained in the suitability evaluation interview and according to existing vacancies.</p>
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12. Conditions outside to the general conditions shown in the Provincial Public Service Commission procedural rules – Not applicable

13. Definition outside to the definitions shown in the Public Service Commission procedural rules – “Active service period means, the period of Service which do not include no pay leave period but includes the no pay leave period which is specially mentioned as policy by cabinet that same is to be treated as active service period and an officer was in service drawing salary relevant to this post.

14. Absorption to grade system (For those in-service as at the effective date of scheme of recruitment)

The Public Health Midwife service officers who draw the salaries in salary scale MT -05-2016 according to “Public Administration Circular 03/2016, as at the effective date of this scheme of recruitment, will be effected as below, under the provisions of section 4 or chapter VII of the establishment code.

However, there should not be any change in the salary or date of increment of the relevant officer due to the reason of absorption and such date should be implemented without change as the date of increment excited before the absorption. Similarly, in the salary conversion, placing the person concerned on next higher step, according to section 4.4 of chapter VII of establishment code as the salary step the relevant person was drawing last corresponds to the new salary step, should not also be done.

- S.M.
Chief Secretary
- Officers of grade II “B” in service, to grade III of new scheme of recruitment,
 - Officers of grade II “A” in service, to grade II of new scheme of recruitment,
 - Officers of grade I in service, to grade I of this scheme of recruitment, will be absorbed.
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15. Provisions in Establishment Code and conditions shown in Provincial Public Service Commission, procedural rules published by Gazette Extra ordinary No.1817/30 dated 03.07.2013 of Democratic Socialist Republic of Sri Lanka, are applicable, regarding all appointments.

16. Matters not provided

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

Prepared by: *V. Sultia*

Checked by: *[Signature]*
(Staff Officer in Charge of the Subject)

Reference No: *NP/04/01/SM/Gen*

I recommend that this proposed Service Minute for the Post of Public Health Midwife Para Medical Service – Segment 02 (MT 5-2016)

Date: *9.11.2022*

[Signature]
S. Mohanathan
Secretary,
Ministry of Health, Indigenous
Medicine and Probation & Child Care Services,
Northern Province

[Signature]
S. Mohanathan
Secretary,
Ministry of Health,
Northern Province

Reference No:

I recommend that this proposed Service Minute for the Post of Public Health Midwife Para Medical Service – Segment 02 (MT 5-2016).

Date: *15.11.2022*

[Signature]
S.M. Samanbandulasena
Chief Secretary,
Northern Province

S.M. Saman Bandulasena
Chief Secretary
Northern Province

Hon. Governor.
Northern Province

Provincial Public Service Commission has recommended this Service Minute for the post of Public Health Inspector Para Medical Service – Segment 02 (MT 5 - 2016), and submitted to your honor's approval please.

Date:.....

2/12/22

S.Thiruvakaran
Secretary
Provincial Public Service Commission
Northern Province


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S.Thiruvakaran
Secretary,
Provincial Public Service Commission,
Northern Province.

Date:.....

12/12/2022

Approved

.....
Hon. Jeevan Thiyagarajah,
Governor,
Northern Province.

Jeevan Thiagarajah
Governor
Northern Province

Annexure - 01

Posts belongs to service group

Approved name of designation approved number of posts and the duties assigned to same.

Approved name of designation	Approved number of posts	Approved number of posts	Duties
Public Health Midwife	661	Grade III, II	All duties regarding providing health education based on maternal and child health development, primary health promotion. Accordingly, identifying effective family, antenatal care maternity care, effecting child birth completely as in the manner of providing full care of mother and newly born in child birth, postnatal care, family planning, activities, taking action to prevent mal nutrition, child and infant immunization activities like providing infections disease vaccination and other relevant duties relevant to the post
		Grade I	In addition to the duties mentioned in (a) above, supervision activity of family health service officers, supervision of pupil family health service officers in field training and other relevant duties relevant to the post.
supervising family health service officer	35	Grade I	In addition to the duties mentioned in (a) (b) above, supervision of family health service officers and supervision of family health service in field training and other relevant duties relevant to the post

Annexure -02

Annexure 2.1

01. Name of examination - Efficiency Bar Examination of Grade III Para Medical Service

02. Details regarding the examination

Question Paper	The manner in which answer shall be supplied	Duration	Maximum Marks	Pass Marks
1. Establishment code and procedural rules	Consists of 8 essay questions and answers shall be supplied to 5 questions	03 hours	100	40%
2. Financial regulations	Consists of 8 essay questions and answers shall be supplied to 5 questions	03 hours	100	40%

03. Authority conducting the examination relevant to Efficiency Bar : Secretary ,Line Ministry of Health

04. Efficiency bar will be conducted : Twice a year

05. Syllabus for the examination

Name of question paper	Syllabus
Establishments Code and Procedural rules	This question paper will be prepared on the under mentioned chapters of the establishment code and on the procedural rules of the public service commission. Chapters of the establishment code: IV, XII, XIII, XIV, XIX, XLVII, XLVIII
Financial Regulation	This question paper will be prepared on the under mentioned financial regulations. 1 st chapter – Expenditure and revenue estimate, consolidated fund, annual estimates, variation of annual estimates (Financial Regulations from 1 to

	68) 3 rd chapter – Financial management and answerable chief accounting officer, official revenue accounting officer, providing powers, approval, certification for payment, assignment of duties, (Financial regulations from 124 to 147)
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Annexure 2.II

01. Name of examination - Efficiency Bar Examination of Grade II Para Medical Service

02. Details regarding the examination

a) Efficiency bar examination:

Question Paper	The manner in which answer shall be supplied	Duration	Maximum Marks	Pass Marks
1. Establishment code and procedural rules	Consists of 7 essay questions and answers shall be supplied to 4 questions	02 hours	100	40%
2. Financial regulations	Consists of 7 essay questions and answers shall be supplied to 4 questions	02 hours	100	40%

b) Departmental examination:

Question Paper	The manner in which answer shall be supplied	Duration	Maximum Marks	Pass Marks
1. Subject related written	Consists of 8 essay questions and answers shall be supplied to 5 questions	03 hours	100	40%
2. Subject related oral	The examination	15	100	40%

	done orally in association with subject field and the problems faced in duties	minutes		
3. Subject related practical	The examination done practically in association with subject field	According to the test	100	40%

03. Authority conducting the examination relevant to Efficiency Bar : Secretary ,Line Ministry of Health

04. Efficiency bar will be conducted : Twice a year

05. Syllabus for the examination

Name of question paper	Syllabus
Establishments Code	This question paper will be prepared on the under mentioned chapters of the establishment code Chapters of the establishment code: XV, XVI, XXIII, XXIV, XXV, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII
Financial Regulation	Will be prepared on the under mentioned chapters of the financial regulations. VI th chapter – Custody of government money etc. Imprest and bank account, government financial security, board of survey, overdraft bank account (Financial regulations from 315 to 396) XIII th chapter – Supply of goods and services – supplies or purchase process, stores verification, storage process, contracts, deviation from tender procedure (Financial regulations from 708 to 775)
Subject related examination written test	1) Mother protection 2) Child infant protection 3) Nutrition 4) Immunization

	5) Family planning 6) Health education 7) Children mental health 8) Dental health 9) Infections disease 10) Planning implementation and work assessment
Subject related examination practical test	Syllabus relevant to subject related written question paper is applicable for practical test also
Subject related examination oral test	An oral examination relevant to the syllabus of subject related written question paper and regarding problems which may arise while engaging in service

Annexure 2.III

01. Name of examination - Efficiency Bar Examination of Grade I Para Medical Service

02. Details regarding the examination

Question paper	Amount of questions to which answers to be supplied	Duration	Total Marks	Pass Marks
Subject related (Essay)	Answers shall be supplied for 5 on 8 questions	3hours	100%	40%

03. Authority conducting the examination relevant to Efficiency Bar : Secretary ,Line Ministry of Health

04. Efficiency bar will be conducted : Twice a year

05. Syllabus for the examination

Name of question paper	Syllabus
Subject related (structured essay)	1) Maternal Health 2) Child infant care 3) Immunization 4) Family planning 5) Health education 6) Planning Implementing and work assessment