

Service Minute for the post of Hospital Overseer
of Primary Level Skilled Category Service (PL-3)
Ministry of Health & IM, Northern Province

1. EFFECTIVE DATE:

This service minute shall come into force with effect from **08.04.2019** prejudice to any action taken in terms of the earlier Service Minute in this regard which is approved by Hon. Governor, Northern Province on 01.01.2013 and the Scheme of Recruitment of Ministry of Health, Colombo approved by Public Service Commission dated 27.07.2012 Reference No: PSC/EST/3/1/15/1/2012. This Service Minute is to be substituted in lieu of the previous Service Minute.

2. DEFINITIONS:

- 2.1. The term "**Service Minute**" shall mean the service minute of the employees in skilled post in Department of Health Services under the Ministry of Health, Northern Province.
- 2.2. The term "**Governor**" shall mean the Hon. Governor of Northern Province.
- 2.3. The term "**Commission**" shall mean the Provincial Public Service Commission of the Northern Provincial Council.
- 2.4. The term "**Chief Secretary**" shall mean the Chief Secretary of Northern Provincial Council.
- 2.5. The term "**Secretary**" shall mean the Secretary of the Ministry to which the subject of Department of Health Services is assigned in the Northern Provincial Council.
- 2.6. The term "**Head of Department**" shall mean the Head of Department of Health Services in the Northern Provincial Council.
- 2.7. The term "**Appointing Authority**" shall mean Authority to whom the powers have been delegated by the Hon. Governor of Northern Province.
- 2.8. The term "**Service**" shall mean the Management Assistant Non – Technical Segment II category of service posts under the Ministry of Health, Northern Province.
- 2.9. The term "**Period of Satisfactory Service**" means the period during which a public officer has earned all the salary increments due to him / her by efficient and diligent discharge of his / her duties, and by passing over the Efficiency bars due to him / her on the prescribed dates and by fulfilling the qualifications required for the confirmation and has not committed any punishable offences.
- 2.10. The term "**Active Service**" means a period of service during which an officer has actually engaged himself/herself in duties and receiving salaries pertaining to his /her post. All period of No – Pay leave other than the Government approved maternity leave will not be counted for the purpose of the period of Active Service.

2.11. The term "Due Date" means the date on which the respective efficiency bar is due to be passed over. In grade promotions, officers who pass over their efficiency bars on or before the due date are entitled to have promotions as set out in the schemes of recruitment. The date of promotion of officers who do not pass over their efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars

3. APPOINTING AUTHORITY:

Authority to whom the powers have been delegated by the Hon. Governor of Northern Province as per the Governor's Memorandum – 2013/01 dated 2013/08/07 and subsequent amendments thereto.

4. PARTICULARS ON THE CATEGORY OF SERVICE:

4.1. Category of Service: Primary Level Skilled

4.2. Grades: Grade III, II, I and Special Grade

4.3. General Definition on the role assigned: This category of service is assigned with the duties like attendants' service, performing labourers' administration activities in the institutions belongs to Ministry of Health. The duties especially the appointing authority shows for each post, among these duties, will be assigned to the posts.

4.4. Assignment of Duties: Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to the category of service to any officer in any grade on the exigencies of the service based on the seniority and skill.

5. NATURE OF THE POST: Permanent and Pensionable

6. SALARY

6.1. Salary code: PL - 3 - 2016

6.2. Salary Scale: 25,790 – 10 x 270 – 10 x 300 – 10 x 330 – 12 x 350 - 38,990

6.3. Initial Salary Step pertaining to grade system:

Grade	Initial Salary Step	Initial Salary Point (Rs)
III	Step 01	Rs. 25,790
II	Step 12	Rs. 28,790
I	Step 23	Rs. 31,820
Special	Step 32	Rs. 35,140

6.4. This "Service" shall comprise the officers recruited / appointed to Grade - III and appointed on promotion to Grade - II, Grade - I and Special Grade of Primary Level Skilled Employees Service.

7. POST ASSOCIATED WITH THE CATEGORY OF SERVICE

- 7.1. Cadre will be determined according to the approved cadre sanctioned by the Director, Department of Management Service.
- 7.2. Cadre will be revised from time to time according to the actual service needs.
- 7.3. The cadre will be detailed under the respective head / object in the annual estimate of the Northern Province.
- 7.4. Approved title of post, approved cadre and the duties assigned:

S. No	Approved title of post	Grade for which the post is approved	Approved Cadre (Nos)	Duties
1.	Hospital Overseer	III, II, I and Special	40	As Per Annexure - I

8. TERMS AND CONDITIONS OF THIS SERVICES:

- 8.1. The officer should contribute to the Widows' and Orphans' pensions fund or to the Widowers and Orphans' pension fund as the case may be.
- 8.2. The conditions prescribed in the Establishment code and general conditions for appointment as appearing in the gazette notification of the Democratic Socialist Republic of Sri Lanka are applicable.
- 8.3. The officer shall be subject to the Provincial Financial Regulations, the Establishment code, the departmental rules and regulations and any other rules or regulations that may be issued from time to time by the Government, the Provincial Council, Hon. Governor and the Chief Secretary of Northern Province.
- 8.4. The officer will have to tender security if the head of department directs him to furnish security for the due performance of his duties.
- 8.5. If a confirmed officer has been appointed on trial, he / she will be confirmed in his / her post at the end of such period of his / her work, conduct and attendance have been satisfactory.

9. METHOD OF RECRUITMENT:

- 9.1. Percentage of Recruitment:

Ser. No	Title of Approved Post	Stream/Range	Percentage
01	Hospital Overseer	Limited	100%

- 9.2. Open Recruitment: Not Applicable

9.3. Limited Recruitment:

9.3.1 Recruitment Grade: Grade III

9.3.2 Qualifications:

9.3.2.1 Educational Qualifications:

9.3.2.2 Professional Qualifications:

9.3.2.3 Experience:

9.3.2.4 Physical Qualifications:

9.3.2.5 Others:

See Annexure - II

9.3.3 Method of recruitment:

9.3.3.1 Written test : Details in Annexure - III

9.3.3.2 Professional test : Not Applicable

9.3.3.3 Structured Interview : Details in Annexure IV –

The candidates, who obtain the pass marks (40%) will be call for structured interview

9.3.4 Authority appointing the board of structured interview: Secretary, Ministry of Health, Northern Province.

9.3.5 Method of calling for applications: Through Departmental General Circular or Public notification.

9.3.6 Method of Selection: Recruitments shall be made on the results of written examinations and structured interview. A number of candidates equivalent to the number of vacancies expected to be made on the order of the merit determined on the aggregate of marks scored at the written exam and structured interview.

9.3.7 Recruitment on merit: Not Applicable

10. EFFICIENCY BAR

10.1 Details of Efficiency bar Examinations:

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 3 years in grade III	Written examination (Annexure V)
2 nd Efficiency Bar	Before completion of 3 years in grade II	Written examination (Annexure VI)
3 rd Efficiency Bar	Before completion of 5 years in grade I	Written examination (Annexure VII)

10.2 Efficiency bar will be conducted - Twice a year.

10.3 Authority conducting the examinations relevant to efficiency bar:
Secretary, Provincial Public Service Commission, Northern Province

11. LANGUAGE PROFICIENCY

Language	Proficiency to be obtained
01. Official Language	Officers, who have joined the service not in an official language, should obtain proficiency in one of the official language during the period of probation.
02. Other Official Language	Language proficiency in relevant level should be obtained according to Public Administration Circular No.01/2014 and the circulars consequent to same.

12. PROMOTION TO GRADES

12.1 Promotion from Grade III to Grade II

12.1.1 As per General performance

12.1.1.1 Qualifications to be fulfilled:

- I. Should have confirmed in appointment.
- II. Completion of Minimum of ten(10) years active and satisfactory service in grade III of Service and earned ten(10) salary increments
- III. Should have shown a satisfactory or higher level of performances during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Completion of five (5) years active and satisfactory period of service immediately prior to date of promotion.
- V. Having obtained the other official language proficiency in relevant level.
- VI. Having passed the relevant efficiency bar examination on due date.

12.1.1.2 Method of Promotion:

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointment Authority by using the prescribed specimen form (GP/G/1) of application along with the recommendation of the Head of Department and Secretary of the Ministry, the promotion to Grade II shall be made effective with effect from the date on which the officer become eligible for such promotion after verifying these qualifications by the Appointing Authority.

12.1.1.3 As per Exceptional Performance: Not applicable as per the PSC Circular No. 01/2013 dated 18.12.2013.

12.2 Promotion from Grade II to Grade I

12.2.1 As per general performance.

12.2.1.1 Qualifications to be fulfilled:

- I. Should have completed minimum of nine (09) years of active and satisfactory service in Grade II of the service and earned nine (09) salary increments.
- II. Should have completed five (05) years of active and satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performances during a period of nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the relevant efficiency bar examination on due date.

12.2.1.2 Method of promotion:

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointment Authority by using the prescribed specimen form (GP/G/1) of application along with the recommendation of the Head of Department and Secretary of the Ministry, the promotion to Grade I shall be made effective with effect from the date on which the officer become eligible for such promotion after verifying these qualifications by the Appointing Authority.

12.2.1.3. As per Exceptional Performance: Not applicable as per the PSC Circular No. 01/2013 dated 18.12.2013.

12.3 Promotion from Grade I to Special Grade

12.3.3 As per general performance.

12.3.3.2 Qualifications to be fulfilled:

- I. Should have completed minimum of nine (09) years of active and satisfactory service in Grade II of the service and earned nine (09) salary increments.
- II. Should have completed five (05) years of active and satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performances during a period of nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the relevant efficiency bar examination on due date

12.3.3.3 Method of Promotion:

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointment Authority by using the prescribed specimen form (GP/G/1) of application along with the recommendation of the Head of Department and Secretary of the Ministry, the promotion to Special Grade shall be made effective with effect from the date on which the officer become eligible for such promotion after verifying these qualifications by the Appointing Authority.

12.3.1.3. As per exceptional Performance: Not applicable as per the PSC Circular No. 01/2013 dated 18.12.2013.

13. CONFIRMATION:

An officer who has been placed on probation will be confirmed in his / her post at the end of the period of probation if his / her work, conduct and attendance have been satisfactory and if he / she has passed the first efficiency bar examination in terms of section - II in chapter - II of Establishment code. The same criteria will apply in the case of officers who have been placed on trial.

14. ABSORPTION

The absorption into the Primary Level Skilled Category of the officers in the post of Hospital Overseer, who are in service as at the date this scheme of promotion was approved and who draw salary in the salary scale PL-3 - 2016 according to public administration circular No 03/2016, will be effected as below under the provisions in section 4 of chapter VII of the establishment code.

There should not be any change in the date of increment or on seniority of the officer due to the reason of absorption and in the salary conversion; placement on next higher salary step.

- I. Officers in Grade III in the service into Grade III in this service minute
- II. Officers in Grade II in the service into Grade II in this service minute
- III. Officers in Grade I in the service into Grade I in this service minute
- IV. Officers in Special Grade in the service into Special Grade in this service minute

15. THE CONDITIONS OUTSIDE THE GENERAL CONDITIONS SHOWN IN PROCEDURAL RULES OF PUBLIC SERVICE COMMISSION


- I. All appointments / recruitments, which are made to this service group, should be strictly in accordance with the arrangements in this scheme of recruitment only.
- II. The conditions of Establishment code arrangements in Public Service Commission Procedural Rules volume-01 and the arrangements / imposed by Public Service Commission from time to time are applicable regarding recruitment, engagement in service disciplinary and other establishment activities. Further Provincial Financial Regulations and any other rules and regulations that may be issued from time to time by the Provincial Council, Hon. Governor, The Chief Secretary and departmental rules and regulations are also applicable.

16. CONTROL

The Service shall be under the control of the Hon. Governor, Northern Province

17. MATTERS NOT PROVIDED:

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

Prepared by: 

Checked by: 

(Staff Officer in Charge of the Subject)

C. Prashanth
Administrative Officer
Ministry of Health, Indigenous
Medicine and Probation & Childcare Services
Northern Province

Reference No: N.P.104/01/SM/PL/PL-3

I recommend this proposed Service Minute for the Post of Hospital Overseer (PL-3 - 2016) of Primary Level Skilled Category of Service for the Hon.Governor's approval.

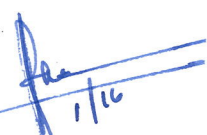
Date:


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

Reference No: ..NP/102/103/Ser. Min/Cen

I recommend this proposed Service Minute for the Post of Hospital Overseer (PL-3 - 2016) of Primary Level Skilled Category of Service for the Hon.Governor's approval.

Date: 16/01/2023



S.M. Saman Bandulasena Mr.S.M.Saman Bandulasena
Chief Secretary Chief Secretary,
Northern Province Northern Province.

Reference No: ..NP/07/MN/He1/11/I

Hon. Governor,
Northern Province

Provincial Public Service Commission has recommended this Service Minute for the post of Hospital Overseer (PL-3- 2016) of Primary Level Skilled Category of Service and submitted to your Honor's approval please.

Date: 15/2/23


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

Approved

Date: 27/02/2023


Mr.Jeevan Thiagarajah
Hon. Governor,
Northern Province.

Jeevan Thiagarajah
Governor
Northern Province

Approved Title of the posts and the duties assigned.

No	Approved Name of Post	Duties
01	Hospital Overseer	<ul style="list-style-type: none"> • Maintaining daily the attendance registers of Lift operator, Cook, Male/Female Attendant, Health Service Assistant (Substitute), Health Service Assistant (Junior) and Health Service Assistant (Ordinary). • Recommending the employees' leave applications and submitting same to the administration branch. • Preparing the service shift of substitute male/Female employees and internal service work arrangements for leave of employees. • Reporting regarding those coming late for service defaulting the duty, and other misconducts to the administrative officers. • When detailing the male /female employees in service, in respective sections, engaging the employees to the necessary section by giving priority to essential places like outpatient department section, operating theatre employees' room, wards where the surgery is done. • Going to all section daily and check the part of employees and their duties. • Engaging the above employees for duty, according to service shift, attaching them to necessary section as per instructions of Directors supervising the work of such employees. • Maintaining the sanitation activity of the institution / Hospital, systematically • Assisting in situations relevant to building maintenance activities. • After handing over the body of patients died in wards to mortuary, taking action to hand over the dead body to the guardians. • Handling and safeguarding the government articles with care. • Performing other duties assigned by Head of Department, as relevant to the post.

**Qualifications for Limited recruitments to posts relevant to Grade III of
Primary Level Skilled Employees service group (PL-03-2016)**

Posts	Educational and other qualification
Hospital Overseer	<p>I. Educational Qualifications: Having passed six subjects with at least two (02) credits in not more than two sittings, in General certificate of Education ordinary level examination and out of which 05 subjects should be in one sitting.</p> <p>II. Professional Qualifications: Not applicable</p> <p>III. Experience: Employees who are in the post of Attendant, Grade I with 05 years service or Special Grade and having passed the relevant efficiency bar examination.</p> <p>IV. Physical Qualifications: Every candidate should be physically and mentally fit enough to serve in any part of Northern Province and to discharge the duties of the post.</p> <p>V. Others:</p> <p>I. The applicant should be of good character.</p> <p>II. The necessary qualifications for recruitment to the post as mentioned that same should be fulfilled, in every manner should have been fulfilled as the date in the notification / gazette calling for applications.</p>

**Limited Competitive written examination for the posts of Hospital Overseer
Grade III (PL-3-2016) of Primary Level Skilled Employees Service Group**

01. Details regarding professional examination:

Subjects	Duration	Maximum Marks	Passable Marks
Procedural Rules of NP, Establishment Code and Subject Related Knowledge	02 hours	100	40%

02. Conducting Authority: Secretary Provincial Public Service Commission, NP

03. Syllabus for the examination:

Name of Question paper	Syllabus
Procedural Rules, NP and Establishment Code	Appointment, Probation Period, Confirmation, Efficiency Bar Exam, Promotion, Leaves, Seniority, Salary, Increment, Termination of service, OT & Holiday Pay, Travelling claim, Transfer, Uniform, General conduct, Preliminary inquiry, Charge Sheet, Disciplinary Order.
Subject Related Knowledge	This question paper will be prepared in association with matter regarding relevant duties.

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**Structured Interview for Limited Recruitment for the post of Hospital Overseer
Grade III of Primary Level Skilled Employees service group (PL-3-2016)
Ministry of Health & IM, Northern Province**

01. Title of the Interview:

Structured Interview for Recruitment (Limited) for the post of Hospital Overseer
Grade III of Primary Level Skilled Employees service group (PL-3-2016)

02. Matters relevant to conduct the structured Interview:

Fields to which marks are to be provided.

i. Seniority**40 Marks**

Maximum of 40 marks will be given as,

- 01. For each year in Grade I and Special Grade – 04 Marks
- 02. For more than 06 months and less than 12 months – 02 Marks
- 03. Marks for every year with satisfactory service period in which having not received other disciplinary punishment except warning and earned salary increments properly.

Note: Not eligible for marks for the year in which punishment was received and for the year in which salary increment has not been earned properly.

ii. Marks for additional Educational Qualification for more than the proposed Educational Qualification.**35 Marks**

- a. In addition to the basic qualifications obtained with 06 subjects at one sitting maximum marks for 06 subjects,
at the rate of 01 marks for one ordinary pass.
at the rate of 02 marks for credit pass.
at the rate of 03 marks for Distinction pass for the subjects in G.C.E. (O/L) /N.C.G.E Examination. - 18 marks
- b. For pass in English subject in the G.C.E. (O/L) / N.C.G.E Examination - 02 marks
- c. G.C.E. (A/L) Examination in one sitting
 - Pass in 03 subjects - 15 marks
 - Pass in 02 subjects - 10 marks
 - Pass in 01 subject - 05 marks

iii. Experience relevant to the post**20 Marks**

Knowledge relevant to the post in a government hospital. At the rate of 02 marks for each year for the experience for period of 01 year or more than that.

iv. For Interview**05 Marks****Total Marks****100 Marks**

**First Efficiency Bar Examination for the Post of Hospital Overseer Primary
Level Skilled Employees Service group (PL– 03 – 2016)**

01. Details Regarding the test for:

Subjects	Duration	Total marks	Pass marks
Procedural Rules of NP, Establishment Code and Financial Regulations	1 hour	100%	40%

02. Efficiency bar examinations conducting authority: Secretary, Provincial Public Service Commission, Northern Province

03. Efficiency bar examination will be conducted - Twice a year

04. Syllabus for the Examination.

Subjects	Syllabus
Procedural Rules, Establishment Code and Financial Regulations.	<p>Procedural Rules, Establishment Code Recruitment Procedure and Appointment, Acting Duty, Efficiency Bar Examination, Chapter III, XII & XIII of the E Code.</p> <p>Financial Regulations from 90, 101 to 105 (50 questions. It is multiple choice questions)</p>

ANNEXURE – VI

Second Efficiency Bar Examination for the Post of Hospital Overseer Primary Level Skilled Employees Service group (PL– 03 – 2016)

01.Details Regarding the test for:

Subjects	Duration	Total Marks	Pass Marks
Establishment Code and Financial Regulations	1 ½ hours	100%	40%

02.Efficiency bar examinations conducting authority: Secretary, Provincial Public Service Commission, Northern Province

03.Efficiency bar examination will be conducted - Twice a year

04.Syllabus for the Examination.

Subjects	Syllabus
Establishment Code and Financial Regulations.	In Establishment Code Chapter XXI Protective clothing and Uniform XXII Welfare Amenities XXIII Special concessions and conditions Regarding officers suffering from obtained types of illness. XXIV Salary Loans and advances XXV Concessions to members of Trade unions Financial Regulations from 124 to 134 (07 questions. It is necessary to write answers to 04 questions)

ANNEXURE – VII

Third Efficiency Bar Examination for the Post of Hospital Overseer Primary Level Skilled Employees Service group (PL– 03 – 2016)

01. Details Regarding the test for:

Subjects	Duration	Total Marks	Pass Marks
Subject Knowledge Related to the post	1 ½ hours	100%	40%

02 Efficiency bar examinations conducting authority: Secretary, Provincial Public Service Commission, Northern Province

03. Efficiency bar examination will be conducted - Twice a year.

04. Syllabus for the Examination.

Subjects	Syllabus
Subject Knowledge relevant to the post	Subject Knowledge relevant to the post, Subject Knowledge regarding hospital administration and activities. (06 Questions. It is necessary to write answers to 04 questions)

DMS approved cadre for the Post of Hospital Overseer

Department	Service	Grade	Salary Code	Service Level	DMS Approved Cadre
Base Hospital - Chavakachcheri (TypeB)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	2
Base Hospital - Chettikulam (Type B)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	2
Base Hospital - Kayts (Type B)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Base Hospital - Mallavi (Type B)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Base Hospital - Mangkulam (Type A)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Base Hospital - Mulankavil (Type B)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Base Hospital - Murunkan (Type B)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Base Hospital - Point Pedro (Type A)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	3
Base Hospital - Tellipalai (Type A)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	4
District General Hospital - Kilinochchi	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	5
District General Hospital - Mannar	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	5
District General Hospital - Mullaitivu	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	4
District General Hospital - Vavuniya	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	6
Divisional Hospital - Atchuveli (Type A)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Divisional Hospital - Chankanai (Type B)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Divisional Hospital - Chilawathurai (Type B)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Divisional Hospital - Kopay (Type A)	Dept.	III/II/I/Spl	PL3 - 2016	Primary Level	1
Total					40

