

THE SCHEME OF RECRUITMENT FOR THE POST OF DISTRICT CO-OPERATIVE DEVELOPMENT OFFICER UNDER THE SPECIAL GRADE SUPERVISORY MANAGEMENT ASSISTANT TECHNICAL CATEGORY OF SERVICE UNDER MN-07-2006A SALARY CODE IN THE DEPARTMENT OF CO-OPERATIVE DEVELOPMENT, NORTHERN PROVINCE.

01. Related institutions.

- 2.1. Department Ref.No: NP/15/A2/SOR Date:
- 2.2. Ministry Ref.No: NP/06/01/05/001 Date:
- 2.3. Approval by the Director General
Of the Management Service Ref.No: DMS/D/Gen/11-2 Date: 2012.12.19
- 2.4. Recommendation of the National
Pay Commission Ref.No: NPC/10/P/GE/SR/6 Date: 2016.01.27
- 2.5. Approval by the Province Public
Service Commission Ref.No:NP/07/MN/Co-op/01 Date:
- 2.6. Recommendation of the Chief
Secretary Ref.No: Date:
- 2.7. Approved by the Hon. Governor
Ref.No: Date:

02. Effective Date:

This Scheme of Recruitment shall come into force with effect from 01.01.2013 without prejudice to any action or purported to be taken in terms of the Scheme of Recruitment approved by Hon. Governor of North Province on 06.05.2009 and subsequent amendments made thereto from time to time.

03. 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.

04. Particulars on the Category of Service:

4.1. Category of Service: District Co-operative Development Officers' Service under the Special Grade of the Supervisory Management Assistant Technical Category of Service.

4.2. Grade: Not Applicable

4.3. General definition including the role of this post:

This Category of officers would perform functions assigned by the Commissioner of Co-operative Development / Registrar of Co-operative Societies under the powers of Co-operative Societies Act, Co-operative Employees Commission Act, Co-operative Rules and Regulations, Extra- ordinary Gazette Notifications and other relevant acts.

05. Nature of the Posts: Permanent and Pensionable

6.1. Salary Code: MN-7-2006A

6.2. Salary Scale: Rs. 20,030 – 11 X365 – 18 X 500 – 33,045/=

6.3. Initial salary step pertaining to Grade System:

| Class / Grade | Initial Salary Step | Initial Salary Point (Rs.) |
|---|---------------------|----------------------------|
| Department Service – (District Co-operative Development Officer) | 04 | 21,125/- |

06. Posts falling under the category of service.

7.1. Name of Approved post and Number of the Cadre and duties assigned as approved by the Department of Management Service.

| Approved titles of Posts | Grade for which the Post is approved | Service Category | Duties |
|---|--------------------------------------|---------------------------------------|---|
| District Co-operative Development Officer | 9 | Department Service (MN-7-2006 – A) | i. Development Work of the Co-operative Societies. ii. Monitoring and Guide the Auditors. iii. Legal Activities. iv. Implementing Government policies Time to Time. v. Reporting to the ACCD vi. Any other duties ordered by Head of the Department. |

07. Method of Recruitment

| Stream | Percentage |
|---------------------|------------|
| Seniority and Merit | 100% |

8.1. Recruitment on Seniority and Merit

8.1.1. Qualifications to be satisfied:-

- i. Should have completed an active and satisfactory service of Five (05) years in Grade – I and earned due five (05) salary increments.
- ii. Shall have proved a performance at satisfactory level or above level during the period of five (05) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- iii. Should have passed the third efficiency bar examination on the due date.

8.1.1.2. Method of Recruitment:-

Promoted through an approved structured interview (Given in annex-01) to District Co-operative Development Officer on the basis of merit and in accordance with the vacancies within the approved Cadre. Interview will be conducted by Provincial Public Service Commission, Northern Province.

(Application Form for promotion to DCDO – Annexure – 02)

8.2. Age: Not Applicable

09. Matters not provided

Any matter which is not provided for in this Scheme of Recruitment will be determined by Hon. Governor of Northern Province.

Prepared by
Sgd. R.Priyatharshini

Checked by
Sgd. J.Balashanmuganathan
(Staff Officer in charge of the Subject)

Recommended and forwarded

Sgd.Mrs.M.Vasanthakumar
Commissioner,
Department of Co-operative Development,
Northern Province.

Reference No: NP/06/01/05/001

I recommend that this proposed Scheme of Recruitment for the post of District Co-operative Development Officers in the Department of Co-operative Development be approved.

Sgd. Mr.M.Patrick Diranjan
Secretary,
Ministry of Agriculture,
Northern Province.

Date: 25.05.2016

**Hon. Governor,
Northern Province.**

Provincial Public Service Commission has recommended this Scheme of Recruitment for the post of District Co-operative Development Officers in the Department of Co-operative Development, and Submitted for your Hon's approval please.

**Sgd. Mrs.R.Varathalingam
Secretary,
Provincial Public Service Commission,
Northern Province.**

Date: 29.07.2016

Approved

**Sgd. Mr.Reginald Coorey
Hon. Governor,
Northern Province.**

Date: 07.07.2016

Annexure: 01

FORMAT ON STRUCTURED INTERVIEW

01. Matter in relation to holding the interview: Promotion Exam of District Co-operative Development Officer

02. Areas for which marks to be assigned:

| 1. Seniority | | |
|---------------------------------|--|-----------------|
| 1.1 | Period of service in the Co-operative Development Officer Service Grade I @ 4 marks for the period of maximum of 15 years and part there of | 60Marks |
| 2. Performance | | |
| 2.1 | Performed as Inquiry Officer / Investigation Officer senior Auditor for large primary society and responsible for preparation of audit reports/ implemented @ 2 marks maximum of 5 reports | 10Marks |
| 2.2 | Performed as Co-operative Development Officer and responsible to find out fraud , misappropriation ,goods shortage@ 1 mark for the maximum of 5 reports | 5Marks |
| 2.3 | Performed as Arbitrator /Inquiry Officer /Inquiry finding @ 3 marks for the maximum of 3 reports | 9Marks |
| 2.4 | Functioned as liquidator and competed liquidation of Co-operative society @ 1/2 mark for the maximum of 08 societies | 4Marks |
| 3. Special Qualification | | |
| 3.1 | Higher Academic qualification in the field equivalent to a degree | 4Marks |
| 3.2 | Diploma Certificate related to the field @ 1 mark for maximum of 2 certificates | 2Marks |
| 3.3 | Diploma Certificate of more than 2 weeks duration participated officially in a foreign country @ 1 mark maximum of 2 certificates | 2Marks |
| 3.4 | Proficiency in language other than the mother tongue Sinhala / Tamil/English @ 1mark (Write and Speak) | 4Marks |
| Total | | 100Marks |

Prepared by: **Sgd. R.Priyatharshini**
(Junior Staff Officer in charge of the Subject)
Name: **R.Priyatharshini**
Designation: **Management Asst.**
Date: **19.05.2016**

Checked by: **Sgd. J.Balashanmuganathan**
(Senior Staff Officer in Charge of the Subject)
Name: **J.Balashanmuganathan**
Designation: **Management Asst.**
Date: **19.05.2016**

Sgd. Mrs.M.Vasanthakumar
(Head of Department)
Name: **Mrs.M.Vasanthakumar**

Designation: Commissioner of Co-operative Development &
Registrar of Co-operative Societies
Northern Province

Date: 19.05.2016

Model Application Form

| |
|--|
| |
|--|

(For Official use only)

Interview for Co-operative Development Officers Class I for providing Promotion for the Post of District Co-operative Development Officer - 20.....

01.

1.1. Name with Initials:

.....
(English Block Letters) E.g.: SELVAM A.B

1.2. Full Name (English Block Letters):

.....

1.3. Full Name (Tamil/Sinhala):

.....

1.4. National Identity Card Number:

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

02.

2.1. Official Address (English Block Letters):

.....

.....

2.2. Permanent Address (English Block Letters):

.....

.....

2.3 Permanent Address (Tamil / Sinhala):

.....

03. Date of Birth: Year

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

 Month

| | |
|--|--|
| | |
|--|--|

 Date

| | |
|--|--|
| | |
|--|--|

04. Telephone Number :

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

05. Sex (Female – 1 / Male – 0)

| |
|--|
| |
|--|

(Write the appropriate number into the box)

06. Marital Status (Married – 1 / Single – 2)

| |
|--|
| |
|--|

07. Date of appointment for the post of Co-operative Development Officer
Year

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

 Month

| | |
|--|--|
| | |
|--|--|

 Date

| | |
|--|--|
| | |
|--|--|

08. Date of Service Conformation in Co-operative Development Officer
Year

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

 Month

| | |
|--|--|
| | |
|--|--|

 Date

| | |
|--|--|
| | |
|--|--|

09. Date of promoted to Co-operative Development Officer Class II
Year

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

 Month

| | |
|--|--|
| | |
|--|--|

 Date

| | |
|--|--|
| | |
|--|--|

10. Date of promoted to Co-operative Development Officer Class I
Year

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

 Month

| | |
|--|--|
| | |
|--|--|

 Date

| | |
|--|--|
| | |
|--|--|

11. Date of Completed 5 years service period in Co-operative Development Officer Class I
Year

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

 Month

| | |
|--|--|
| | |
|--|--|

 Date

| | |
|--|--|
| | |
|--|--|

12. Declaration of the applicant

I do hereby certify that the particulars furnished by me in this application are true and correct. I also wish to undertake that if the particulars given herein are found to be false or incorrect before being promoted I am liable to be disqualified and if so found after promotion that my promotion is liable to be revoked. I request that I be promoted to District Co-operative Development Officer Service from

.....
Date

.....
Signature of Applicant

13. Certification of head of the Department

I, certify that Mr./Mrs./Miss serving in the post of in theoffice of this ministry/Department signed the above declaration in my presence at on thisday of The particulars mentioned by the officer in his/her application are true and correct according to his/her personal file.

.....
Signature of Head of the Department

Name :
Designation :
Date :