

**Service Minute for the Posts under Primary level Semi-Skilled Category of Service (PL.2-2006 - A) in the State Home for Elders and Support Accommodation for Mentally Affected Persons under the Department of Social Services Northern Province**

**1. Effective Date**

This Service Minute shall come into force with effect from 01.01.2013 without prejudice however to any action taken or purported to be taken in terms of the provisions of the earlier Service Minutes approved by the Hon. Governor on 17.11.2009 for the posts of Attendant, Cook and Electrician.

**2. 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.

**3. Role Assigned**

Functions will not be assigned on grade basis and the Head of the Department and Superintendent of Elders Home 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.

**4. Nature of the Post: -Permanent and Pensionable.**

**5. Terms of Definition**

**5.1.** The term "**Service Minute**" shall mean the Service Minute for the Primary level semi- skilled category of service in the State Home for Elders under the Department of Social Services of the Northern Province.

**5.2.** The term "**Governor**" shall mean the Hon. Governor of the Northern Province.

**5.3.** The term "**Commission**" shall mean the Provincial Public Service Commission of the Northern Province.

**5.4.** The term "**Secretary**" shall mean, the Secretary of the Ministry to which the subject of Social Services is assigned.

**5.5.** The term "**Appointing Authority**" shall mean to whom the powers have been delegated by the Hon. Governor of Northern Province.

**5.6.** The term "**Head of the Department**" shall mean the Head of the Department of Social Services in the Northern Provincial Council

**5.7.** The term "**Superintendent**" shall mean the superintendent of State Home for Elders.

**5.8.** The term "**Service**" shall mean the Primary level Semi-skilled Service in the State Home for Elders under the Department of Social Services of the Northern Province.

**5.9.** The term "**Period of Active Service**" means a period of service during which an officer has actually engaged himself / herself in duties receiving salaries pertaining to his/her 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.

**5.10.** The term "**Period of Satisfactory Service**" means a 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 Bar Examination due to him/her on the prescribed dates and by fulfilling the qualifications required for his/her confirmation and has not committed any punishable offence.

**6.** 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 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

eg: Where an efficiency bar passable within three years is met with success in four years, the promotion due in 10 years will take effect only after 11 years.

**7. Salary** (According to the P.A. Cir. No. 06/2006 - IV)

**7.1. Salary Code:** PL 2 - 2006 (A)

**7.2. Salary Scale:** Rs.12,210 – 10 x 130 – 10 x 145 – 10 x 160 – 12 x 170 – 18,600

**7.3. Initial Salary Step pertaining to grade system:**

<b>Grade</b>	<b>Initial Salary step</b>	<b>Initial Salary Point (Rs)</b>
III	Step. 01	12,210/=
II	Step. 12	13,655/=
I	Step. 22	15,120/=
Special	Step. 32	16,730/=

The salary will be paid according to P.A. Cir No. 06/2006(iv)

**7.4. Structure**

This "Service" shall comprise Grade III, Grade II, Grade I and Special grade.

**8. Cadre**

**8.1.** Cadre will be determined according to the approved cadre sanctioned by the Director of Department of Management Service

**8.2.** Cadre will be revised from time to time according to actual service needs.

**8.3.** Approved titles of Posts, Grades, approved cadre and the duties assigned.

**8.4. Consolidated number of Employees: 18** (For the purpose of the graded promotion Grade III, Grade II, Grade I and Special grade will be treated as combined cadre in respect of each post).

Approved Titles of Posts	Grade for which the post is approved	Approve Cadre			Duties
		State Home for Elders	Support Accommodation for Mentally Affected Persons	Total	
Attendant (Male)	III/II/I/ Spl.	04	02	06	Providing elders care services and ensure betterment wellbeing & survival of the elders and making them feel the home environment. Performing other functions assigned by the Superintendent.
Attendant (Female)	III/II/I/ Spl.	03	04	07	
Cook	III/II/I/ Spl.	04	Nil	04	<ol style="list-style-type: none"> <li>1. Preparation/ Cooking of meals for breakfast, lunch and dinner, both vegetarian and non-vegetarian to serve Elders in time</li> <li>2. Prepare &amp; supply tea and refreshment with variety of short eats for morning &amp; evening</li> <li>3. Ensure cleanness of kitchen utensil and cutleries &amp; other cuisine related machineries and kitchen furniture and equipment.</li> </ol>
Electrician	III/II/I/ Spl.	01	Nil	01	<ol style="list-style-type: none"> <li>1. Fitting and repairing electrical appliances in the institution, identifying defects in electricity units/ machines and taking action.</li> <li>2. Electrical wiring, extending planning repairing electricity in buildings.</li> <li>3. Performing other functions assigned by the Superintendent.</li> </ol>
<b>TOTAL</b>		12	06	<b>18</b>	

## 9. Control

The services shall be under the control of the Hon. Governor, Northern Provinces, Secretary to the relevant Ministry, the head of the Department and, the Superintendent.

## 10. Basic Requirements for Recruitments

**10.1.** The candidate should be a citizen of Sri Lanka.

**10.2.** He / She should possess an excellent moral character and should be physically fit to serve in any part of Northern Province and to perform the duties of the posts.

**10.3.** Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within six (06) years immediately prior to the last date of closing of applications. (Voters 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 (05) years of continuous permanent residence in the Northern Province. (Voters list should be submitted to prove the permanent residence.)

**Note:**

No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.

**11. Terms and conditions of services**

**11.1.** He/ She should contribute to the Widows and Orphans Pension fund.

**11.2.** The employee shall be subject to the Establishment code, Financial Regulations, the procedural rules of the Public Service commission, departmental rules & regulations and any other rules or regulations that may be issued from time to time by the Government.

**11.3.** An employee appointed to Grade III of service by open competitive examination shall be subjected to a probation period of three (03) years. If the Head of the Department is satisfied himself to the effect that the officer has passed the first efficiency bar examination conducted by the Commission and that work, conduct and attendance of the employee are satisfactory, it shall be informed to the Appointing Authority by the end of the three years and thereafter the appointment to the employee shall be confirmed if the Appointing Authority is satisfied in this regard.

**11.4.** The employee will have to tender security if the head of the department directs him to furnish security for the performance of his duties.

**11.5.** The post is not subjected to the transfer.

**12. Method of Calling Applications**

Applications shall be invited through notification by public newspapers, and/or by Northern Provincial web site.

**13. Method of Recruitment**

**13.1. Percentages of recruitment to the post of Attendant , Cook and Electrician**

<b>Stream / Range</b>	<b>Percentage</b>
Open	70%
Limited	30%
Merit	Not Applicable

**13.2. Open Recruitment**

**13.2.1. Grade at Recruitment: Grade III**

**13.2.2. Qualifications**

**13.2.2.1. Educational Qualification:**

The candidate should have passed G.C.E (Ordinary Level) examination in six (06) subjects with at least two (02) credit passes in not more than two sitting, Out of which five (05) subjects should be passed in one sitting.

**AND**

**13.2.2.2. Vocational / Professional Qualifications:**

**13.2.2.2.1. For Attendant**

One year working experience regarding caring of patient in a Government Hospital or private Hospitals as approved by the Government.

**Note:** - For the instance where is no applicant with the qualification as in 13.2.2.2.1, the Appointing Authority has the rights to recruit the candidate with the educational qualification on the length of period of experience in a field related to the Attendant.

**13.2.2.2.2. For Cook**

The candidate should have successfully completed a six months certificate course in cooking which was conducted by Government Institute/ Government approved Institute.

**OR**

The candidate should have been a three years (03) working experience as a cook in a Government approved hostel or institute.

**Note:** - For the instance where is no applicant with the qualification as in 13.2.2.2.2, the Appointing Authority has the rights to recruit the candidate with the educational qualification on the length of period of experience in a field related to the cook.

**13.2.2.2.3. For Electrician**

The candidate should have successfully completed at least three months certificate course related Electrical conducted by Government approved institute.

**OR**

- Having 03 years experience regarding duties relevant to the post in government or in an institution affiliated to government (should be confirmed by certificate)
- Should have understanding regarding planning of electrical supply and wiring.
- Having ability to do repairs in buildings in relation to electricity supply.

**13.2.2.3. Others:**

The candidate should have satisfied all this way the qualification, required for recruitment to the post, mentioned in 13.2.2 and 13.2.3 on the prescribed date as per the notification/ Gazette.

**13.2.3. Age:**

**13.2.3.1. Minimum Limit:** 18 years of age

**13.2.3.2. Maximum Limit:** 40 years of age.

**13.2.4. Method of Recruitment:** The vacancies in the post should be filled taking into consideration the higher marks obtained in a structured interview. The allocation of marks for structured interview is given below and the candidate's qualifications mentioned in paragraph 13.2.2 will be checked at the structured interview.



### 13.3.3.3. For Electrician

The candidate should have successfully completed at least three months certificate course related Electrical conducted by Government approved institute.

### 13.3.4. Age: Not Applicable

#### Marking Scheme for structured interview (Limited)

S.N	Subjects	Maximum Marks	Method of selection
1	Seniority: Has completed active and satisfactory service in the previous service. (Four marks shall be given for each year)	60	Selection will be made based on the merit order of the marks obtained at the structured interview.
2	Working Experience: working experience in the State Home for Elders in related to field to his/ her post shall be taken into consideration in the following basis. 5 Marks – For each year 3 Marks – For the period of 06 months	25	
3	Skills & performance at the interview	15	
	<b>Total Marks</b>	<b>100</b>	

13.3.5. The recruitment will be made by a structured interview. The interview board will be nominated **by the Appointing Authority (Open & Limited)**

13.3.6. Letter of Appointment shall be issued by the Appointing Authority (Open & Limited)

## 14. Efficiency Bar Examinations

### 14.1. Details of Efficiency Bar Examinations

Which of the Efficiency Bars	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bars written Examination / Trade Test/ Certificate Course/ Other	Pass Marks (%)
1 <sup>st</sup> Efficiency Bar	Before the lapse of three (03) years from the date of Appointment to Grade III	Oral Test	40
2 <sup>nd</sup> Efficiency Bar	Before the lapse of three (03) years from the date of promotion to Grade II	Oral Test	40
3 <sup>rd</sup> Efficiency Bar	Before the lapse of five (05) years from the date of promotion to Grade I	Oral Test	40

### 14.1.1. 1<sup>st</sup> Efficiency Bar:

- (a) To test whether the employee has gained sufficient knowledge on the tasks entrusted to the Home for Elders he/she serves - 30 marks
- (b) To test the basic knowledge on General Office Systems- 30 marks
- (c) To test the basic knowledge on the Salary, Overtime, Leave, Railway warrant, Travelling Expenses under the provisions of Establishment Code .- 40 marks.

### 14.1.2. 2<sup>nd</sup> Efficiency Bar:

- (a) To test the knowledge of Employee on the procedural and legal revisions etc., made within the field during the past period in relation to the subjects covered at the First Efficiency Bar Examination and the skills of the Employee on new changes relevant to his duties. - Marks 100

### 14.1.3. 3<sup>rd</sup> Efficiency Bar

- (a) To test to knowledge of employee on the procedural and legal revisions etc., made within the field during the period in relation to the subjects covered at the First and Second Efficiency Bar examination and the skills of the Employee on new changes relevant to his duties. - Marks 100

**14.2.Frequency at which the E.B. Examination occurs:** Twice a Year

### 14.3. Authorities conducting the E.B. Examination

1<sup>st</sup> Efficiency Bar: }  
2<sup>nd</sup> Efficiency Bar: } Appointing Authority  
3<sup>rd</sup> Efficiency Bar: }

### 15. Language Proficiency:

Language	Proficiency to be acquired
01. Official Language	Officers who have joined the service in a language other than official languages should acquire proficiency in one of the official language during the period of probation.
02. Second Language	Should acquire proficiency at the relevant levels as per the public Administration Circular No 01/2014 and subsequent circulars.

### 16. Promotion to Grades

#### 16.1. Promotion from Grade III to Grade II

##### 16.1.1. As per the General Performance.



### **16.1.2. Requirements to be fulfilled**

- i. Should have been confirmed in the appointment.
- ii. Should have completed a minimum of **ten (10)** years of active and satisfactory period of service in Grade III of the service and earned all the due **ten (10)** salary increments falling within the above period.
- iii. Should have shown a satisfactory or higher 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 prior to the date of promotion.
- v. Shall have obtained proficiency in Second Language at the relevant level
- vi. Should have passed the relevant Efficiency Bar Examination on the due date.

#### **16.1.2.1. Method of promotion**

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form Annexure -I of application along with the recommendation of the Head of Department and the promotion to Grade II shall be made effective from the date on which the officer becomes eligible for such promotion after verifying these qualifications by the Appointing Authority.

**16.1.2.2.** As per Exceptional Performance: Not Applicable- as per the PSC circular No. 01/2013of 18.12.2013.

## **16.2. Promotion from Grade II to Grade I**

### **16.2.1. As per the General Performance.**

#### **16.2.2. Requirements to be fulfilled**

- i. Should have completed at least nine (09) years of active and satisfactory service in Grade II of the service and earned all the due nine (09) salary increments falling within the above period.
- ii. Should have completed a 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 performance during a period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal
- iv. Should have passed the respective Efficiency Bar Examination on the due date, should have completed a five (05) years of active and satisfactory service immediately prior to the date of promotion.

#### **16.2.2.1. Method of promotion**

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form **Annexure I** of application along with the recommendation of the Head of Department, the promotion to Grade I shall be made effective from the date on which the officer becomes eligible for such promotion after verifying these qualifications by the Appointing Authority.

**16.2.2.2. As per Exceptional Performance:** Not Applicable as per the PSC circular No 01/2013 Dated 18.12.2013

### **16.3. Promotion from Grade I to Special Grade.**

#### **16.3.1. As per the General Performance.**

#### **16.3.2. Requirements to be fulfilled**

- i. Should have completed at least nine (09) years of active and satisfactory service in Grade I of the category of service and earned all the due nine (09) salary increments falling within the above period.
- ii. Should have completed a 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 performance during a entire period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal
- iv. Should have passed the respective Efficiency Bar Examination on the due date.

#### **16.3.2.1. Method of promotion**

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form **Annexure I** of application along with the recommendation of the Head of Department the promotion to Special Grade shall be made effective from the date on which the officer becomes eligible for Such promotion after verifying these qualifications by the Appointing Authority

**As per Exceptional Performance:** Not Applicable as per the PSC circular No. 01/2013 Dated 18.12.2013

### **17. Absorption into grade system**

This is applicable for the employees who were already recruited in terms of the previous Services Minutes.

All the employees who were serving in Class III, Class II and Class I of the posts on due date shall be absorbed into the new Service Minute in the following manner,

- a) Employees who were in Class III of the post shall be absorbed in to Grade III under the new Service Minute
- b) Employees who were in Class II of the post shall be absorbed in to Grade II under the new Service Minute
- c) Employees who were in Class I of the post shall be absorbed in to Grade I under the new Service Minute
- d) Employees who were in Supra Grade of the post shall be absorbed in to Special Grade under the new Service Minute.
- e) The present salary of the employees or the increment date remain unchanged due to this absorption.

**18. 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)

**Recommended and Forwarded**

Signed: Vanajaa Selvaratnam  
Director  
Provincial Department of Social Services, NP  
Date.....

Reference Number:

I recommend that this proposed Service Minute for the primary Level Semiskilled Category of Service (PL 2- 2006A) (Page 1-14 including annexure) in State Home for Elders under the Department of Social Services, Northern Province be approved.

Signed: R.Varatheeswaran  
Secretary  
Ministry of women's Affairs, Rehabilitation,  
Social Services, Cooperatives, Food Supply &  
Distribution, Industries and Enterprise promotion.  
Northern Province

Date:- 2017.09.13

Hon. Governor.

Provincial Public Service Commission has recommended this Service Minute for the primary Level semi-Skilled Category of Service (PL 2-2006A) (Page 1- 14 including annexure) in State Home for Elders under the Department of Social Services, Northern Province

Submitted for your Hon. Approval please

Signed:C.A.Mohanras  
Secretary  
Provincial public Service Commission,  
Northern Province  
Date: 20.09.2017

Approved

Signed  
Reginald Cooray  
Hon. Governor, Northern Province  
Date: 06.10.2017

Annexure 1

Specimen Application for promotion to Grade ..... from Grade..... of the post of

.....

1. Name with initials: Mr./Mrs./Miss
2. Names denoted by the initials-
3. Present post (With Grade):
4. Date of Birth:
5. National Identity Card No:
6. Date of entry to the service:
7. Number of the appointment letter of the Post:
8. Date of Confirmation :
9. Date of passing the Efficiency Bar Examination and the index number:
10. Date on which the ..... years of service completed:

I hereby request to grant me the promotion to (Indicate the grade) ..... of the post of

.....

.....

Applicant's Signature

Date:-

Director,  
Department of Social Service

I hereby certify that Mr/Mrs/Miss.....  
Is serving at this office and

1. Has completed an active period of..... years to the date of .....
2. Has earned ..... salary increments
3. Has proved performance at the level of satisfactory or above during the service of.....years as per the approved performance appraisal procedure immediately preceding the date of promotion.
4. The number of half pay or no pay leave of the officer is ...../ he/she has not obtained half pay or no pay leave for the period of... years.

5. Has not been subjected to any punishment (except warnings) during the period concerned.
6. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action in the future.
7. Has been confirmed in the post from (Date) .....
8. Has passed the Efficiency Bar Examination of Grade III/ Grade II/ Grade I.

I hereby recommend this employee to be promoted to (Grade) .....  
 with effect from ..... since he/she has completed all the  
 requirement for promotion

Superintendent  
 State Home for Elders

Date .....

Note:- In case the employee has not satisfied the qualification from 1 – 8, please mention them.

Secretary,

.....

I recommend that Mr. /Mrs. /Miss: ..... be promoted to Grade  
 II/ Grade I/ Special Grade of the post with effect from ..... since he/she has  
 completed all the requirement for the promotion on due date.

Date: .....

Director  
 Department of social Service, NP