

**Service Minute of Primary Level Unskilled Category of Service  
(PL-1-2006-A) in the State home for Elders under 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 01.12.2009 for the posts of Sanitary Labourer ,Labourer and Watcher.

**2. Definition**

- 2.1 Service Minute:** The term “Service Minute” shall mean the service minute of primary level unskilled category of service in the state Home for Elders under Department of social Services, Northern Province
- 2.2 Governor:** The term “Governor” shall mean the Hon. Governor of the Northern Province.
- 2.3 Commission:** The term “Commission” Shall mean the Provincial Public Service Commission of the Northern Province.
- 2.4 Secretary:** The term “Secretary” shall mean, the Secretary of the Ministry to which the subject of the Social Services is assigned in the Northern Provincial council.
- 2.5 Appointing Authority:** the term “Appointing Authority” shall mean to whom the powers have been delegated by the Hon. Governor in respect of Appointment.
- 2.6 Head of the Department:** The term “Head of the Department” Shall mean the Head of the Department of Social Services in the Northern Provincial Council.
- 2.7 Service:** The term “Service” Shall mean the Primary Level Unskilled Employees Service in the State Home for Elders Under the Department of Social Services, Northern Province.
- 2.8 “Active Service Period”** means a period of Service during which an Employee has actually engaged himself /Herself in Service and receiving salaries connected to his /her post. Except the maternity leave approved by government, all other No Pay leave period will not be reckoned for active service period.
- 2.9 Period of Satisfactory Services:** 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 fulfilling the qualifications required for his/her confirmation and has not committed any punishable offence.

**3. Appointment 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. Particular on the Category of Service:**

- 4.1. Category of Service:** Primary Level Unskilled Category of Service.
- 4.2. Grade:** Grade III, Grade II, Grade I and Special Grade

#### 4.3 General definition on the role assigned to the post under the service.

The Category of service is considered as a multi tasked category of Service assigned with basic duties performable without any specific semi-skilled or skilled capabilities among the general preliminary requirements that are needed in the execution and maintenance of activities in the institutions. An employee coming under this category of service could be assigned with any duty out of this particular scope of tasks by the Head of the Department /Appointing Authority.

#### 4.4 Assignment of Duties:

Function 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 employee in any grade on the exigencies of the Service based on the seniority and skill.

5. The term “**Due Date**” means the date on which the respective efficiency bar is due to be passed over. In grade promotions, employees 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 employees 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.  
e.g.:- 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.

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

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

7.1. **Salary Code:** - PL-1-2006(A)

7.2. **Salary Scale:** - Rs.11,730 - 10x120 - 10x130 - 10x145 - 12x160 - 17,600

7.3. **Initial Salary Step Pertaining to Grade System**

Grade	Initial Salary Step	Initial Salary Point(Rs)
III	Step.01	11,730.00
II	Step.12	13,060.00
I	Step.22	14,375.00
Special	Step.32	15,840.00

The salary will be paid in accordance with the P.A. Circular No.06/2006(iv)

#### 8. Posts associated with the category of Service:

- 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. The Cadre will be detailed under the respective head/object in the annual estimate of the Northern Provincial Council under the relevant head and programme.
- 8.4. Approved title of posts, approved cadre and the duties assigned.

S.No	Approved title of Post	Approved		Duties
		Grades	Cadre (Nos)	
i	Watcher	III/II/I/Spl	03	The watcher's duties are to take care of all the movable and immovable properties available within the premises of the Home for Elders.
ii	Labourer (Male)	III/II/I/Spl	05	All the duties regarding health, cleaning and serving of food for the elders in the Elders home.
iii	Labourer (Female)	III/II/I/Spl	05	
iv	Sanitary Labourer	III/II/I/Spl	10	Duties connected with the maintenance of cleaning and sanitation of the premises of Home for Elders.
<b>Total</b>			23	

**8.5. Consolidated Number of Employees:** 23 (For the purpose of the graded promotion grade III, II, I and Special grade will be treated as combined cadre)

## 9. Control

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

## 10. Terms and conditions of services

**10.1.** He/ She should contribute to the Widows and Orphans Pension fund as the case maybe.

**10.2.** The Employee shall be subject to the establishment code, Financial Regulation, 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.

**10.3.** 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 employee 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.

**10.4.** The Employee will have to tender security if the head of the Department directs him to furnish security for the performance of this duties.

**10.5.** The other instructions regarding the recruitment contained in the Establishment Code and in the Procedural Rules of Public Service Commission should be taken into consideration.

**10.6.** The post is not Subjected to the Transfer.

## 11. Method of Recruitment

### 11.1. Percentages of Recruitment:

Stream/ Range	Percentage
Open	100%
Limited	Not Applicable
Merit	Not Applicable

## 11.2 Open Recruitment

### 11.2.1. Grade at Recruitment: Grade III

### 11.2.2. Qualifications.

#### 11.2.2.1 Educational Qualifications

The candidate should have passed G.C.E.O/L (Ordinary level) examination in six subjects with at least two credit passes in not more than two sitting, out of which five (05) Subjects should be passed in one attempt.

**Note:** - In Instances where there are no sufficient applications, the under qualified applications with minimum of Year Nine (09) from an approved school could be considered with the approval of Hon.Governor.

#### 11.2.2.2. Basic Requirements for Recruitments

11.2.2.2.1. The candidate should be a citizen of Sri Lanka.

11.2.2.2.2. He/She should possess an excellent moral character

11.2.2.2.3. Candidate should have had at least three (03) years of continues permanent residence in the Northern Province within Six (06) years immediately prior to the 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.)

**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.

#### 11.2.2.3. Other:

The candidate should have fulfilled all the way the qualification required for recruitment to the post, mentioned in para 11.2.2 and 11.2.3 on the prescribed date as per the gazette notification/ newspaper advertisement or website.

#### 11.2.3. Age:

11.2.3.1. **Minimum Limit:** Not less than 18 years of age

11.2.3.2 **Maximum Limit:** Not more than 40 years of age

## 11.3. Method of Recruitment

The vacancies in the posts under the service should be filled by taking into consideration the higher marks obtained in the structured Interview.

**11.3.1. Method of inviting applications:** Applications shall be invited through notification by Public newspapers and/ by Northern Provincial council web site.

**11.3.2. General Interview:** The General Interview is for checking whether the candidates possessed the qualification mentioned in para 11.2.2, and 11.2.3.

**11.3.3. Structured Interview:** The applicants who satisfy the qualifications set out in para 11.2.2 and 11.2.3 at the General Interview shall be invited to the structured Interview.

**11.3.3.1. Marking scheme for the Structured Interview**

<b>S.No</b>	<b>Marking Scheme (Subject)</b>	<b>Maximum Marks</b>	<b>Method of Selection</b>
01	Additional Educational Qualifications Old Syllabus                      New Syllabus D-04                                    A-04 C-02                                    B-03 S-01                                    C-02 S-01	40	Selection will be made based on the merit order of the marks obtained at the Structured interview.
02	Working Experience with related to the post (05 Marks Shall be given for each Year)	55	
03	Merit shown in the interview	05	
<b>Total Marks</b>		100	

11.3.4. Interview panel for General Interview & Structured Interview shall be appointed by the Appointing Authority. The commission has the power to conduct the structured interview combined with General Interview by the same Interview Panel.

11.3.5. Letter of Appointment shall be issued **by the Appointing Authority.**

**12. Period of Probation**

The Selected candidate will be placed on probation for a period of three years after permanent appointment. Provisions in the section II of chapter II of Establishment code will apply in respect of Probation. A confirmed employee if appointed to another post will be placed on trial for one year.

**13. Confirmation**

An employee 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 employees who have been placed on trial.

## 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 Bar 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

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

### 14.3. Authorities of conducting E.B. Examinations: Appointing Authority

#### 14.3.1. 1<sup>st</sup> Efficiency Bar:

- (a) To test whether the employee has gained sufficient knowledge on the tasks entrusted the Home for Elders he/she Serves in - 30 Marks.
- (b) To test the knowledge on General Office Systems and Institutional Administrative method in relation to his/her post - 30 Marks.
- (c) To test Whether the employee has achieved sufficient knowledge and competency regarding various tasks entrusted to the post - 40 Marks.

#### 14.3.2. 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(Marks will be allocated on the basis indicated in Section 14.3.1)

#### 14.3.3. 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(Marks will be allocated on the basis indicated in Section 14.3.1)

## 15. Language Proficiency:

Language	Proficiency to be acquired
01. Official Language	Employees who have joined the service in a language other than official language should acquire proficiency in one of the official language during the period of probation.
02. Other Official Language (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 General Performance

##### 16.1.1.1. Requirements 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 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 the 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 before 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.

##### 16.1.1.2 Method of promotion.

When an Employee who has fulfilled the required qualification makes a request for promotion to the Appointing Authority by using the prescribed specimen from **Annexure I** 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 by the Appointing Authority with effect from the date on which the employee becomes eligible for such promotion after verifying these qualifications.

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

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

#### 16.2.1 As per General Performance

##### 16.2.1.1. 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 an active and satisfactory or higher level of performance during the period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- vi. Should have passed the relevant Efficiency Bar Examination on the due date.

#### **16.2.1.2 Method of promotion.**

When an Employee who has fulfilled the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen from **Annexure II** 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 by the Appointing Authority with effect from the date on which the employee becomes eligible for such promotion after verifying these qualifications.

**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 General Performance**

##### ***16.3.1.1. Requirements to be fulfilled***

- i Should have completed at least nine (09) years of active and satisfactory service in Grade I 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 an active and satisfactory or higher level of performance during the entire period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- vi. Should have passed the relevant Efficiency Bar Examination on the due date.

#### **16.3.1.2 Method of promotion.**

When an Employee who has fulfilled the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen from **Annexure III** 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 by the Appointing Authority with effect from the date on which the employee become eligible for such promotion after verifying these qualifications.

**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 under 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 matters, not provided for in this Service Minute, shall be determined by 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: 21/07/2017

**Reference Number:** - .....

I recommend that this proposed Service Minute for the Primary Level Unskilled Category of Service (PL1-2006A) (Page 1-16 including annexures) in the State Home for Elders –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.

**Hon. Governor.**

Provincial Public Service Commission has recommended this Service Minute for the Primary Level Unskilled Category of Service (PL1-2006A) (Page 1-16 including annexures) in the State Home for Elders-Department of Social Services, Northern Province.

Submitted for your Hon’s 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-I***

Specimen Application for promotion to Grade II from Grade III 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 Combined Service:
8. Date on which the employee was confirmed:
9. Date of passing the Efficiency Bar Examination and the Index number:
10. Date on which the 10 years of service completed:
11. Office Serving at present:

I hereby request to grant me the promotion to Grade II of the post of .....

.....  
Applicant's Signature

Date: -

Director,  
Department of Social Services, NP

I hereby Certify that Mr/Mrs/Miss..... is serving at this office and

1. Has completed an active period of 10 years to the date of .....
2. Has earned 10 Salary increments
3. Has proved performance at the level of active and satisfactory or above during the service of 10 years as per the approved performance appraisal procedure immediately preceding the date of promotion.
4. The Number of haft pay or no pay leave of the employee is ..... he/she has not obtained haft pay or no pay leave for the period of 10 years.

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

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

**Annexure-II**

Specimen Application for promotion to Grade I from Grade II 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 Combined Service:
8. Date on which the employee was confirmed:
9. Date of passing the Efficiency Bar Examination and the Index number:
10. Date on which the 09 years of Service completed:
11. Office Serving at present:

I hereby request to grant me the promotion to Grade I of the post of .....

.....  
Applicant's Signature

Date: -

Director,  
Department of Social Services, NP

I hereby Certify that Mr/Mrs/Miss..... is serving at this office and

1. Has completed an active period of 09 years to the date of .....
2. Has earned 09 Salary increments
3. Has proved performance at the level of satisfactory or above during the service of 05 years as per the approved performance appraisal procedure immediately preceding the date of promotion.
4. The Number of haft pay or no pay leave of the employee is ..... he/she has not obtained haft pay or no pay leave for the period of 09 years.

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

I hereby recommend this employee to be promoted to Grade I 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 I 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

***Annexure-III***

Specimen Application for promotion to Special Grade from Grade I 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 Combined Service:
8. Date on which the employee was confirmed:
9. Date of passing the Efficiency Bar Examination and the Index number:
10. Date on which the 09 years of service completed:
11. Office serving at present:

I hereby request to grant me the promotion to Special Grade of the post of .....

.....  
Applicant's Signature

Date: -  
Director,  
Department of Social Services, NP

I hereby Certify that Mr/Mrs/Miss..... is serving at this office and

1. Has completed an active period of 09 years to the date of .....
2. Has earned 09 Salary increments
3. Has proved performance at the level of satisfactory or above during the service of 09 years as per the approved performance appraisal procedure immediately preceding the date of promotion.

4. The Number of haft pay or no pay level of the employee is ..... he/she has not obtained haft pay or no pay leave for the period of 09 years.
5. Has not been subjected to any punishment (except warnings) during the period concerned.
6. No disciplinary action is proceeding against the employee and do not intend to take any disciplinary action in the future.
7. Has confirmed in the post from .....
8. Has passed the Efficiency bar Examination of Grade I.

I hereby recommend this employee to be promoted to Special 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 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