

9. *Confirmation in the Post :*

- 9.1 An officer appointed to Class III of the Service will be subject to a period of probation of three (03) years. On passing the Efficiency Bar Examination conducted by the Commissioner General of Examinations and on fulfilling the requirements in Section 5.1, and the Head of the Department being satisfied that the officer's work, conduct and attendance are satisfactory, and provided, on a report made to the Secretary to that effect at the end of the three (03) years, the Secretary is satisfied, the officer will be confirmed in his post.

Note : Provisions in Chapter II of the Establishment Code will apply in respect of the period of probation.

- 9.2 All appointments will be made subject to the condition that the physical fitness of the appointee to serve in any part of the Island shall be proved by a medical examination.

10. *Training :* All Officers appointed to the Service shall undergo an initial training of not less than three (03) months.

11. *Promotion to Class II :*

11.1 *Officers in Class III of the Service will be appointed on promotion to Class II—*

- (a) On the results of an examination for promotion held for officers in Class III of the Service ; or
- (b) On completion of a prescribed period of service.

11.2 *Examination for Promotion :* Promotion to Class II will be made on the results of a written examination conducted by the Commissioner General of Examinations on behalf of the Secretary. (The regulations and the syllabus for the examinations for promotion to Class II are given in Appendix V).

11.2.1 *Eligibility :* Officers in Class III of the service confirmed in their appointments and having four years of active and satisfactory service are eligible to sit for this examination.

11.2.2 The examination for promotion to Class II will be held every year by the Commissioner General of Examinations on behalf of the Secretary. The date of passing the examination for promotion or the date of completion of five (05) years of satisfactory active service, whichever falls later, will be reckoned as the date a candidate who has passed the examination, qualified for promotion to Class II.

11.2.3 *Method of Application :* The method of application shall be as published in the *Gazette* or an Internal Circular.

11.3 Promotion on completion of the prescribed period of service.

11.3.1 Officers who have completed fifteen (15) years of active service and five (5) years of satisfactory service in Class III of the Service as at that date and confirmed in the service will be appointed on promotion to Class II. (Application should be made as per specimen in Appendix VI).

12. *Promotion to Class I:*

12.1 Officers in Class II will be appointed on promotion to Class I.

- (a) On the results of an examination held for officers in Class II of the Service ; or
- (b) On completion of a prescribed period of service.

12.2 *Examination for Promotion :* Promotion to Class I will be made on the results of a written examination conducted by the Commissioner General of Examinations on behalf of the 'Secretary. (The regulations and syllabus for the examinations for promotion to Class I are given in Appendix VI).

12.2.1 *Eligibility :* Officers who have completed Ten (10) years of active service and Five (5) years of satisfactory service in Class II as at that date and have passed the Efficiency Bar Examination in Class II will be eligible to sit for this examination. The date of the examination will be reckoned as the date a candidate who has passed the examination, qualified for promotion to Class I of the Service.

12.2.2 *The Method of Application* : The method of application shall be as published in the *Gazette* or Internal Circular.

12.3 *Promotion on completion of the prescribed period of service* : Officers who have completed fifteen (15) years of active service in Class II and five (05) years of satisfactory service as at that date and have passed the Efficiency Bar Examination in Class II will be appointed on promotion to Class I. (Applications should be made as per specimen form in Appendix VIII).

13. *Promotion to Supra Class* :

13.1 *Appointments to the Supra Class will be made—*

- (a) On the results of a Limited Competitive Examination conducted by the Commissioner General of Examinations, on behalf of the Commission ; or
- (b) By promotion on merit based on the results of a competitive examination as well as seniority in service and experience.

13.2 *Limited Competitive Examination* : Appointments to not more than 35% of the vacancies in the Supra Class will be made on the results of a Limited Competitive Examination. Appointments will be given to eligible candidates after their eligibility is checked by a Board of Interview appointed by the Commission.

13.2.1 *Eligibility* :

- (a) Officers in Class I of the Service;
- (b) Officers in Class II who have completed a minimum of 08 years period of active service ; and
- (c) Officers in Class I and Class II who are graduates.

who have completed the period of satisfaction service are eligible to sit for this examination.

13.2.2 *Method of Application.*— The method of application shall be as published in the *Gazette* or an Internal Circular (Particulars of the Examination are given in Appendix IX to the Minute).

13.3 *Promotion on Merit.*— Sixty Five percent (65%) of the vacancies in the Supra Class will be filled by promotion on merit. For this purpose the order of priority will be determined on the aggregate of marks secured by the candidate in an Aptitude Test conducted by the Commissioner General of Examinations on behalf of the Commission and the marks awarded by a Board appointed by the Commission on the basis of seniority and experience. The candidates will be required to appear for an interview by a board interview appointed by the commission to scrutinize their qualifications. No marks will be awarded at this interview.

13.3.1 *Eligibility.*— Officers who have completed a minimum of five (05) years period active and satisfactory service in Class I of the Service as at the prescribed date will be eligible for the purpose.

13.3.2 *Method of Application.*— An Internal Circular calling for applications will be issued by the Secretary on behalf of the Commission. (Particulars of the examination are given in Appendix X to the Minute).

13.3.3. Posts in the Supra Class of the Service are given in Appendix I.

14. Absorption of serving officers in the Services herein mentioned, into the Provincial Public Management Assistants' Service.

14.1 All serving officers who are in Class II B, Class II A, Class I and the Supra Class in the Western Provincial Public Shroffs' Service, Provincial Public Clerical Service, Provincial Public Typists' Service, Provincial Public Book-Keepers' Service, Provincial Public Store Keepers' Service and all officers who are in Grade II, Grade I and the Supra Grade of the Provincial Public Stenographers' Service will, on declaration of their option, be absorbed into the Provincial Public Management Assistants' Service from the date this Minute comes into effect. (Appendix XIII).

14.2 The absorption process will take effect as follows :

<i>Present Class/Grade</i>	<i>Proposed Class</i>
II 'B' of the Service	Class III
II 'A' / II of the Service	Class II
I of the Service	Class I
Supra Class	Supra Class

Note.— Officers who have completed seven (07) years in Class II 'B' as at the date of absorption into the Service will be promoted to Class II of the Service with effect from the date they complete ten (10) years in that Grade, provided they have satisfied the qualifications.

14.3 *Interim Provisions.*— In respect of serving officers a grace period of 03 years from the effective date of this Minute, will be granted for the application of the provisions of the Minute. During that period they should acquire the qualifications stipulated in the new Service Minute. Here qualifications consist in passing the Efficiency Bar Examination, the examination in the Second Language and the test in the use of the Computer. The officers who have already passed the Efficiency Bar Examination in Class II need not fulfill the requirement with regard to the Second Language.

14.4 Officers entitled to appointment to a pensionable post, who do not opt for absorption into the Western Provincial Public Management Assistants' Service will be entitled to the privileges under Sections 2 and 7 of the Minute on Pensions. If they do not opt to be absorbed into the new Service, they should furnish a declaration to that effect to the Appointing Authority through the Head of Department, before the lapse of 03 months from the date on which the new Minute is published. Accordingly the officer will be retired on the hypothetical salary, with all due increments he would have received, had he been in his former Service on the day he exercised his option or the last day he reported for work, whichever day comes later. This procedure will cease to operate from the date 03 months after the date that the new Minute is published. Any Officer who has failed to exercise his option within the 03 months will be subject to compulsory retirement.

14.5 Absorption and conversion of salaries shall be implemented as applicable from the effective date of this Minute. Salary conversion shall be made on a step by step basis.

15. Any right, privilege or entitlement enjoyed by an officer in his previous service will not be denied to him due to any change in the designation on absorption into the Service. However, this will be subject to the decisions taken with regard to the Provincial Public Service from time to time.

16. *Language Proficiency.*—Every officer shall comply with the rules and regulations now in force and that may be enacted in the future for the implementation of the Official Language Policy, as embodied in Chapter 4 of the constitution.

17. Matters not provided for in the Minute - Matters not provided for in this Minute shall be determined by the Commission in consultation with the Governor.

APPENDIX I

(Vide paragraph 13 of the Minute)

Schedule

Administrative Officer	-	Chief Secretary's Office
Administrative Officer	-	Provincial Governor's Secretariat

Administrative Officer	-	Western Provincial Public Service Commission
Administrative Officer	-	Offices of all Ministerial Secretaries of the Provincial Council
Administrative Officer	-	Municipal Councils
Administrative Officer	-	Urban Councils
Administrative Officer	-	Western Provincial Co-operative Employees Commission
Administrative Officer	-	All Pradeshiya Shabhas of the Western Province,

and the Posts of Administrative Officer given in approved cadre in all the Departments under the Western Provincial Council, belong to the Supra Class of the Western Provincial Public Management Assistants' Service.

APPENDIX II

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE (Vide paragraph 8:1:3 of the Minute)

1. Selection to the Service will be on the results of a competitive Examination, the subjects for the examination and the marks allocated for each subjects are given below. Marks will be deducted for illegible handwriting and spelling mistakes in every answer script :

2. The Examination will consist of two Question papers:

	Marks	Duration
1. Language Proficiency	100	1 1/2 hours
2. Aptitude	100	1 Hour

Language Proficiency.—This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude.—This paper will consist of questions to test the candidate's numerical ability power of reasoning and general intelligence.

(These papers will be designed to test the aptitude and ability of the candidate to perform his official duties).

Despite this being a Competitive Examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the Examination to be eligible for appointment. Appointment will be made strictly in the order of the marks secured, depending on the number of vacancies set apart to be filled on the results of the competitive Examination.

2. (a) Recruitment to the Service will be on a representative basis. A fixed number of vacancies will be set apart for each district in proportion to the population of each administrative district coming under the area of authority of the Western Provincial Council, in terms of Public Administrative Circular No. 15/90. Only the applicants from a particular district will be eligible to compete for the vacancies to be filled in that district :

- If the posts so allocated to a particular district are not absorbed by that district, that number of vacancies will be re-distributed among the adjoining districts within the province ;
- If the total number of posts to be filled is small and the districts population basis cannot be applied as a result, selection will be made in the order of merit ;
- Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for selection.