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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA LIVESTOCK DEVELOPMENT OFFICER'S SERVICE

THE Minute of the Sri Lanka Livestock Development Officer's Service is hereby published on the order of the Public Service Commission.

J. R. DE. S. GUNARATNA,

Secretary,

Ministry of Medium and Small Scale Plantation Industries,

Rural Human Resource Development and Livestock.

Ministry of Medium and Small Scale Plantation Industries, Rural Human Resource
Development and Livestock,

No. 27, Vauxhall Street,

Colombo 2,

14th September, 2005.

Minute of the Sri Lanka Livestock Development Officers Service

Minute on the Sri Lanka Livestock Development Officers Service is enumerated below :

1. This Minute shall come into force on 3rd July, 2001
2. The Director General of Department of Animal Production and Health shall deal with matters related to appointment, transfer, promotion and disciplinary conduct of the officers in grades II'B' and II'A' of the Sri Lanka Livestock Development Officers Service and in case of Class I and special class posts, the aforesaid functions have been delegated to the Public Service Commission.
3. Following terms referred to in this Minute shall be interpreted as follows :
 - (a) 'The Minute' means, the Minute of the Sri Lanka Livestock Development Officers' Service Minute
 - (b) 'The Commission' means the Public Service Commission
 - (c) 'Service' means the Sri Lanka Livestock Development Officers' Service

- (d) 'Secretary' means the Secretary to the Ministry in charge of the subject of Livestock
- (e) 'Director General' means the Director General of the Department of Animal Production and Health
- (f) 'Department' means the Department of Animal Production and Health
- (g) 'Period of Satisfactory Service' means a specific period during which, requirement of earning all salary increments on the due date not subject to any disciplinary punishment (other than warnings) have been fulfilled.
- (h) 'Due date' means the date of implementation of the Service Minute.

4. The Structure, Cadre and Salary Scale :

Sri Lanka Livestock Development Offices Service shall comprise classes and grades mentioned below . The cadre and salary scale indicated against each class and grade shall be applicable to such class and grade.

<i>Post, Class/Grade</i>	<i>No. of Posts</i>	<i>Annual Salary Scale</i>
Special Grade	08	Rs. 92,850-15x2,460-Rs. 129,480
Class I		Rs. 74,160-13x1,560-5x2,460-Rs. 106,740
Class II 'A' Combined Cadre	57	Rs. 58,440-1x1,320-15x1,560-Rs. 80,040
Class II 'B'		Rs. 51,840-7x1,320-10x1,560-Rs. 76,680

These salary scales are subjected to amends made by the government from time to time

Note 1 : According to the requirement of the government the number of positions in the above mention cadre may be altered with the approval of the treasury.

Note 2 : Officers in Class IIB should pass the first efficiency bar before reaching the IVth salary step of the relevant salary scale.

Note 3 : Officers in Segment IIA should pass the second efficiency bar before reaching the IVth salary step of the salary scale applicable to such grade.

5. Method of Recruitment :

- (i) A competitive examination will be conducted by the Director General of Animal Production and Health pm the specific date to be decided to fill the existing vacancies in Class II 'B' of the Livestock Development Officers' Service.
- (ii) The Director General of Animal Production and Health shall call for applications for the general competitive examination referred to in sub-paragraph (i) above by publication of a notification in the Gazette of the Democratic Socialist Republic of Sri Lanka and by advertisement in the public newspapers.
- (iii) Those candidates obtaining 50% of the marks or above for every prescribed question paper shall be called for an interview in order of merit. No marks will be given at the interview. Candidates satisfying the conditions of eligibility shall be recruited in the order of merit on the basis the total marks obtained at the examination.

Note i - The regulations and syllabus applicable to the general competitive examination appear in the first schedule.

6. General Qualifications :

- 6.1 All applicants should be citizens of Sri Lanka ;
- 6.2 Should be not less than 21 years of age on the closing date of applications and the maximum age limit should not exceed 35 years (The maximum age limit is not applicable to officers already in the State Service) ;
- 6.3 Should be physically sound.

7. Educational Qualifications :

Passed the General Certificate of Education (A/L) in 3 subjects including two of the following subjects, Pure Mathematics, Applied Mathematics, Physics, Chemistry, Combined Mathematics, Biology, Agriculture and possesses the two year Diploma Certificate awarded by the Schools of Animal Husbandry, Welisara/Anuradhapura.

Note.— Applicants should have obtained the pre-qualifications on or before the closing date of applications.

Applications submitted in anticipation of results shall not be valid.

8. Conditions applicable for appointment to Class II Grade IIB

8.1 The officer is appointed subject to the condition that he/she should serve in any part of the Island.

8.2 Officers appointed under open recruitment shall be subject to a period of 3 years probation. In case of an officer confirmed in a post in the public service such appointment will be subject to a trial period of one year. Officers appointed under open recruitment should pass the prescribed first efficiency bar examination before confirmation in such post.

8.3 Officers who have been admitted to the service in the English Medium should inter-alia acquire proficiency in one of the official language, i. e. Sinhala or Tamil during the probationary period, for confirmation in the post. In case of an officer seeking exemption from official language proficiency examinations should produce a certified copy of the result sheet or the original certificate issued by the Department of Examination, Sri Lanka to the effect that the officer concerned has obtained a pass in Sinhala/Tamil Language at the G. C. E. (O/L) Examination.

8.4 Officers appointed to such post shall be subject to directives of the provisions issued by the Public Service Commission of the Establishment Code, Financial Regulations since directives issued by the Government and regulations by the ministry and the Department.

9. Efficiency Bar Examinations :

9.1 Syllabus for the first efficiency bar is indicated in Schedule II ;

9.2 Syllabus for the second efficiency bar is indicated in Schedule III

Officers will not be exempted from efficiency bar examinations under any circumstances

10. Departmental Examinations :

10.1 First departmental examinations - Particulars and Syllabus - Schedule IV

10.2 Second Departmental examinations - Particulars and Syllabus - Schedule V

11. Promotions :

11.1 Promotion to Class II 'A'

(a) Officers with 5 years satisfactory service in Segment II 'B' who have passed the relevant efficiency bar examination and passed the first departmental examination will be promoted to Class II 'A'

(b) Officers with 12 years service in Class II 'B' who have passed the relevant efficiency bar examination and completed the satisfactory period of service will be promoted to Class II 'A'

11.2 Promotion to Class I

- (a) Officers in Class II segment 'A' with 4 years of service and passed the efficiency bar for officers II'A' will be promoted to Class I on passing the 2nd Departmental Examination.
- (b) Officers with 10 years of service in Class II Segment 'A' who have passed the efficiency bar for Class II'A' will be promoted to Class I on completion of the period of satisfactory service on the due date of promotion.

11.3 Promotion to Special Grade vide Letter (87)

Officers from among those who have served for six years or above such period in Class I will be promoted to the special grade based on seniority and merit on the availability of vacancies in such grade.

12. Absorption

Livestock Development Instructors in service on the due date will be absorbed into the Sri Lanka Livestock Development Officers Service on the basis indicated below :

- (a) Absorption of officers in Class II'B' of the Livestock Development Officers Service (period of service in Class II'B' of the Livestock Development Instructors service will be reckoned as service in Class II'B' of the Livestock Development Officers Service)
- (b) Absorption of officers in Class II'A' of the Livestock Development Officers service (period of service in Class II'A' of the Livestock Development Instructors Service will be reckoned as service in Class II'A' of the Livestock Development Officers Service)
- (c) Absorption of officers in Class I of the Livestock Development Instructors Service into Class I of the Livestock Development Officers Service (period of service in Class I of the Livestock Development Instructors Service will be reckoned as service in Class I of the Livestock Development Officers Service)
- (d) Absorption of Special Grade Officers in the Livestock Development Instructors Service into Special Grade of the Sri Lanka Livestock Development Officers' Service (period of service in special grade of the Livestock Development Instructors Service will be reckoned as service in Special Grade of the Sri Lanka Livestock Development Service)

- 13. Any matters not provided for by this Minute shall be dealt with by the Secretary as per decision of the Cabinet of Ministers.

Schedule I

Syllabus of the Open Competitive Examination for Recruitment to Class II Segment 'B' of the Sri Lanka Livestock Development Officers' Service

I. Examination Subjects : Examination comprises two question papers

1. Intelligence
2. Technology

II. Syllabus

i. Intelligence Test : Time - 1 hour, Total number of marks - 100

It will include questions on the ability of logical thinking analytical features of his thinking, power of decision making and judgement.

ii. Technology : Time - 1 hour Total number of marks - 100

- (a) The question paper comprises the following subject fields
Resources available in Sri Lanka for activities related to agriculture and animal husbandry.
- (b) Pattern of animal production in Sri Lanka quarantine production, market systems pattern of animal husbandry farming in Sri Lanka their location and dispersion.
- (c) Breeding systems of farm animals
- (d) Contagious animal diseases, control of animal diseases, collection and transportation of samples of sick animals
- (e) Integrated farming systems, and recycling systems.
- (f) Animal husbandry and related industries, milk processing, meat processing, production of animal feed.
- (g) Computation systems of income and expenditure related to the process of animal production, farm reports and analysis of accounts, animal farm planning
- (h) Application of systems related to dissemination of scientific information and their productivity

Schedule II

First Efficiency Bar Examination for Officers in Class II Segment 'B' of the Sri Lanka Livestock Development Officers Service

1. This examination will be conducted by the Department of Examinations
2. The examination will consist of two question papers :
 - (a) Office Administration and Establishment Code
Time - 2 hours
Total number of marks - 100
 - (b) Financial Regulations
Time - 2 hours
Total number of marks - 100
3. General Information on the 1st Efficiency Bar Examination :
 - (a) A candidate should obtain a minimum of 40% marks in each question paper to pass the examination.
 - (b) A candidate may sit the above subjects separately.

4. Syllabus :

(a) Office Administration and Establishment Code

This question paper will be based on the following chapters of the Establishment Code

Chapter II	-	Scheme of recruitment and appointment
Chapter III	-	Transfers
Chapter IV	-	Monthly pay, temporary status Permanency - pension rights
Chapter V	-	Release, re-employment and termination of service
Chapter VIII	-	Overtime, holiday pay and allowances
Chapter XII	-	Leave
Chapter XIII	-	Railway warrants
Chapter XIV	-	Official travelling in the Island
Chapter XIX	-	Government Quarters
Chapter XLVIII	-	General conduct and discipline

(b) Financial Regulations :

This question paper will be based on the following chapters of the Financial Regulations :

Chapter I	-	Expenditure and estimates of revenue consolidated fund variation of annual estimates (FR 1 to 68)
Chapter III	-	Financial management and answerability Delegation of authority for payment to chief accounting officers, accounting officers, revenue accounting officers, approval and certification (FR 124-147) In addition to this question paper will include matters coming under chapter 12 of the Tender Procedure.

Schedule III

Second Efficiency Bar Examination for Officers in Class II Segment 'B' of the Sri Lanka Livestock Development Officers Service

1. This examination will be conducted by the Department of Examinations

2. It will include two question papers :

(a) Office Administration and Establishment Code
Time - 2 hours Total number of marks - 100

3. General conditions applicable to first efficiency bar examination :

(a) A minimum of 40% marks should be obtained from each question paper

(b) Candidates may sit the above subjects separately

4. Syllabus :

1. Office Administration and the Establishment Code

The following chapters of the Establishment Code shall be applicable :

Chapter XV	-	Travel abroad for study, training, duty
Chapter XVI	-	Holiday Travel
Chapter XXIII	-	Special concessions and conditions regarding officers suffering from certain types of illness
Chapter XXIV	-	Salary Loans/advances
Chapter XXV	-	Concessions to member of Trade Unions
Chapter XXVII	-	Channels of communications
Chapter XXVIII	-	Administrative procedure and systems
Chapter XXX	-	Right of government over its officers
Chapter XLVII	-	General conduct and disciplines
Chapter XLVIII	-	Disciplinary procedure

Public administration circulars shall be applicable to performance appraisal of officers.

2. Financial Regulations :

Following chapters of Financial Regulations shall be applicable :

Chapter VI	-	Custody of Public Finance etc. imprest and bank accounts, security of public finance, verification boards, drafts, bank accounts (FR 315-396)
Chapter XIII	-	Supplies and services (FR 708-775) in addition matters under Chapter 12 of the New Tender Procedure Code shall be included in this question paper.

Schedule IV

Syllabus of the First Departmental Examination for promotion of officer in Class II Segment 'B' of the Sri Lanka Livestock Development Officers Service to Class II Segment 'A'

1. Two question papers each of 3 hours duration. This examination will be conducted by the Department of Examinations annually.
2. Quantum of marks - Total of 100 marks will be granted for each question paper. A minimum of 40% marks should be obtained in each question paper to pass the examination.
3. Syllabus - Administration, Departmental rules and regulations.
 - Part I - Maintenance of inventories, produce register, stock books and other records
Write off procedure - Departmental Structure, administration and activity at national and provincial level
 - Part II - Various animal husbandry development projects at national and provincial level
1. Rules and regulations relevant to animal diseases and activities of animal husbandry, supply of inputs relevant to animal husbandry, operational activities relevant to marketing and organisation.
2. Animal husbandry and development :
Farm planning activities, computation of profit and loss accounts, economic analysis, different methods of animal husbandry and their feasibility to each zone, different strategies to be adopted in the expansion of animal husbandry operations.

Schedule V

Second Departmental Examination for Promotion of Officer in Segment II 'A' of the Sri Lanka Livestock Development Officers to Class I - Examination Syllabus

1. Two written questions paper each of 3 hour duration

Question paper - 1

Animal husbandry and farm management :

Different methods of animal husbandry farm systems, their location and dispersion

Resources for animal husbandry

Characteristics of each zone, livestock management systems and modern methods of animal husbandry recommended for each zone.

Small scale projects of animal husbandry, planning evaluation, feasibility studies, computation of profit and loss account, production cost and computation of economic benefits.

Animal farm methods, personnel management, resource management, animal husbandry and environment conservation.

Environmental requirements.

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