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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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## PART IV (A) — PROVINCIAL COUNCILS

### Provincial Council Notifications

#### MINUTE ON THE CENTRAL PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE

ON the order of the Central Provincial Public Service Commission following Minute on Central Provincial Public Management Assistants' Service is published in substitution for the Minutes on the General Clerical Service, the Shroffs' Service, the Stenographers' Service, the Typists Service, the Book-Keepers' Service and the Store-Keepers Service in Central Provincial Public Service that were effective from 01.01.1990 with amendments from time to time.

WIJERATNE SAKALASOORIYA,  
Secretary,  
Central Provincial Public Service,  
Commission.

Central Provincial Public Service Commission,  
P.O. Box : 114,  
Katugastota Road,  
Kandy.  
21st February, 2005.

#### Minutes on the Central Provincial Public Management Assistants' Service

1. *Title of the Minute* : This Minute shall be known as the Minute on the Central Provincial Public Management Assistants' Service.,

- 1.1 The Central Provincial Public Management Assistants' Service shall henceforth be effective in lieu of General Clerical Service, Typists Service, Stenographers' Service, Book-Keepers' Service, Shroffs' Service and Store-Keepers Service which presently belong to the combined service in Central Provincial Public Service.
- 1.2 This Minute shall come in to effect without prejudice to any action taken or purported to be taken in terms of the Service Minute approved by Hon. Governor of Central Province and his instructions thereon, and any amendments to such Minutes and Instructions made from time to time in respect of the following services, details of which are appended.

- (a) Minute on Shroffs' Service in Central Provincial Public Service, in accordance with the Minute on the Government shroffs' Service.
- (b) Minute on the General Clerical Service in Central Provincial Public Service,
- (c) Minute on the Stenographers' Service in Central Provincial Public Service, in accordance with the Minute on the Government Stenographers' Service.
- (d) Minute on the Typists' Service in Central Provincial Public Service.
- (e) Minute on the Book-keepers' Service in Central Provincial Public Service, in accordance with the Minute on the Government Book-Keepers' Service.
- (f) Minute on the Store-Keepers' Service in Central Provincial Public Service approved by Hon. Governor of Central Province.

1.3 The Minute shall come in to force from 01.01.2004.

## 2. Definition :-

- 2.1 The term "Minute" shall mean the Minute on the Central Provincial Public Management Assistants' Service.
- 2.2 "Governor" shall mean Governor of Central Province.
- 2.3 "Secretary" shall mean Secretary of Central Provincial Public Service Commission.
- 2.4 "Chief Secretary" shall mean Chief Secretary of Central Provincial Council.
- 2.5 "Secretary to Ministry/head of Department" shall mean Secretary in charge of a Ministry in Central Provincial Council/the Chief Officer in charge of a department. For the units that come under the chief Secretary of Provincial Council, Chief Secretary is treated as Secretary to Ministry.
- 2.6 "Service" shall mean Central Provincial Public Management Assistants' Service.
- 2.7 "Commission" shall mean Central Provincial Public Service Commission.
- 2.8 "Period of satisfactory Service" shall mean the period of service immediately preceding the date of application for promotion during which all increments falling within the period have been earned and no punishment suffered for any offence committed during such period (other than warning or severe warning).
- 2.9 "Period of active Service" shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post, subject to Public Managements or/and matters of public policy.
- 2.10 The "Gazette" shall mean the *Gazette* published by the Democratic Socialist Republic of Sri Lanka.
- 2.11 "Internal Circular" shall mean circulars issued by the Secretary. Central Provincial Public Service Commission, as circular letters of Public Service Commission with numbers addressed to all Ministers, heads of Departments and institutions, under the instructions of Central Provincial Public Service Commission.
- 2.12 "Public Notice" shall mean publications in News Papers published by the Secretary-Central provincial Public Service commission under the instructions of this Commission.

3. *Structure* :- This service shall comprise of officers appointed to Class III and appointed on promotion to class II, Class I and the Supra Class on the following salary scales.

4. *Annual Consolidated Salary Scale* :- The new salary scale effective from 01.01.2004 corresponding to the salary scales prevailing as at that date shall be as follows.

Supra Class	—	TA 3:8:2 — Rs. 105,120-16x2460-144,480
Class I	—	TA 3:6:1 — Rs. 87,300-06x1,560-13x2460-128,640
Class II	—	Rs. 78,720-3x1320-15x1560-106,080
Class III	—	Rs. 69,480-15x1320-4x1560-95,920

5. *Efficiency Bar :-*

5.1 Officers in Class II should pass an Efficiency Bar Examination before the expiry of 03 years from the date of appointment to that Class. An officer on passing a practical test in the use of the computer (Appendix iv) and an Efficiency Bar examination (Appendix xi) conducted by the Commissioner General of Examinations on behalf of the Secretary, will be considered to have completed the Efficiency Bar Examination.

5.1.1 Where computer facilities cannot be readily provided, an officer should pass a test in typewriting as determined by the Secretary (Appendix iv). This provision however shall apply only for three years from the effective date of the Minute.

5.1.2 The officers who hold the Computer Operators' Licence issued by the National Apprentice and Industrial Training Authority as well as the officers who hold certificates on computer based practical and theoretical knowledge issued by accredited institutes of the Tertiary Education and Vocational education Commission qualitatively similar or higher than the computer Operators' Licence will be exempted from this examination. The courses so recognized and a list of the institutions conducting such courses will be published in the *Gazette* Notification/Internal Circular calling applications for the Efficiency Bar Examination.

5.2 The officers in Class ii should before the expiry of 06 years from the date of appointment, pass an efficiency Bar Examination conducted by the Commissioner General of Examinations on behalf of the Secretary (Appendix XII) and should have satisfied the requirements of the second language as prescribed in Section 5.2.1

5.2.1. The second language means an official language other than the medium in which the officer entered the service. A pass in the Sinhala/Tamil Language as an optional subject at the General Certificate of Education (Ordinary Level) Examination or the Certificate in the Advanced Language Training Programme for Public Servants conducted by the Department of Official Languages under the all Island Language Training Programme will be sufficient for exemption from the second language test.

6. *Cadre :-* This is equivalent to the approved cadre for Central Provincial Service. All classes except Supra Class come under a combined cadre. Number of posts in Supra Class consist of number of posts approved for Supra Class officers in Central Provincial Council.

7. *Control :-* Subject to the general provisions, this service shall be under the control of the Secretary, based on the instructions of the Commission.

8. *Recruitment to Class III :-*

8.1 *Open Competitive Examination :*

8.1.1 Seventy percent (70%) of the vacancies in Class III of the Service shall be filled by appointment on the results of an Open Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Secretary and an interview to check eligibility.

8.1.2 *Eligibility—*

- (a) Should be a citizen of Sri Lanka, with permanent residence within Central Provincial Council area of authority.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c) Should be of good character.
- (d) Should fulfill the following educational qualifications.
  1. Should have passed the General Certificate of Education (Ordinary Level) Examination in Six (06) subjects at one sitting with credit passes in :-

- (i) Sinhala/Tamil/English Language ;
- (ii) Mathematics and
- (iii) Two other subjects and

2. A Pass in all subjects at the General Certificate of Education (Advanced Level) Examination (other than the common General Paper) at one sitting.

A pass in 3 subjects under the old syllabus at one sitting would be sufficient.

- 8.1.3 *Method of Application* : The method of application and particulars of the examination shall be published in the Gazette/Public Notice. (Subjects for the examination in Appendix ii)

#### 8.2 *Limited Competitive Examination* :

- 8.2.1 Not more than thirty percent (30%) of the vacancies in Class iii of the Service shall be filled by promotion of Minor Employees in the Central Provincial Public Service through a competitive Examination conducted by the Commissioner General of Examinations on behalf of the Secretary and an interview to check eligibility.
- 8.2.2. If the number of persons eligible for appointment on the results of that examination is less than 30% of the vacancies, the difference between the 30% and the number eligible for appointment will be met from the persons eligible in the Open competitive Examination.
- 8.2.3 *Eligibility* : Minor employees in the Central Provincial Public Service as specified in appendix iii of this Minute are eligible to apply.
- 8.2.4 *Method of Application* : The method of application for the limited competitive examination and the particulars of the syllabus shall be as published in the Gazette or by an Internal Circular. (Appendix iii).

#### 9. *Confirmation in the Post* :

- 9.1 An officer appointed to Class iii of the Service will be subject to probation for a period of 3 years. On passing the Efficiency Bar Examination conducted by the Commissioner General of Examinations and on fulfilling the requirements in 5.1, provided the head of the Department is 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 the 3 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 is 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 to class II—*

- (a) On the results of an examination for promotion of 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 examination for promotion to class II are given in Appendix V)