

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

අති විශේෂ

The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1.385/10 - 2005 මාර්තු 23 වැනි බදාදා - 2005.03.23

No. 1,385/10 - WEDNESDAY, MARCH 23, 2005

(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

Provincial Council Notifications

MINUTE OF THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE

IMPLEMENTATION of the following Minute on Western Provincial Public Management Assistants' Service in substitution for the orders for adaptation to the Western Provincial Public Service, of the Minutes on Government Shroffs' Service effective from 21st February, 1969 published in the Government *Gazette Extraordinary* No. 14842 of 21st February, 1969 and amended from time to time, General Clerical Service effective from 01st October, 1971 published in the *Gazette Extraordinary* No. 14977/9 of 29th September, 1971 and amended from time to time, Government Stenographers' Service effective from 19th May, 1972 published in the Government *Gazette Extraordinary* No. 15011 of 19th May, 1972 amended from time to time, Government Typists' Service effective from 20th May, 1972 published in the Government *Gazette Extraordinary* No. 15011/2 of 20th May, 1972 and amended from time to time, Government Book-Keepers' Service effective from 01st April, 1975 published in the *Gazette*, No. 65 of 30th November, 1979 of the Democratic Socialist Republic of Sri Lanka and amended from time to time and Store-Keepers' Service effective from 01st February, 1984 published in the *Gazette Extraordinary* No. 301/2 of 11th June, 1984 of the Democratic Socialist Republic of Sri Lanka and amended from time to time, is approved.

S. ALAVI MOULANA,
Governor,
Western Province.

Governors Secretariat,
04th Floor, Unity Plaza Building,
Colombo 04,
09th March, 2005.

Minute of the Western Provincial Public Management Assistants' Service

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

- 1.1 The Western Provincial Public Management Assistants' Service shall henceforth be effective in lieu of the Provincial Public Clerical Service, Provincial Public Typists' Service, Provincial Public Stenographers' Service, Provincial Public Book-Keepers' Service, Provincial Public Shroffs' Service and Provincial Public Store-Keepers' Service which presently belong to the Combined Service of the Western 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 following Service Minutes and Orders and any amendments to such Minutes made from time to time.

- (a) Orders for implementation of the Western Provincial Public Shroffs' Service in conformity with the Minute on the Government Shroffs' Service published in the Government *Gazette Extraordinary* No. 14842 of 21st February, 1969 effective from 21st February, 1969.
- (b) Orders for implementation of the Western Provincial Public Clerical Service in conformity with the Minute on the General Clerical Service published in the Government *Gazette Extraordinary* No. 14977/9 of 29th September, 1971 effective from 01st October, 1971.
- (c) Orders for implementation of the Western Provincial Public Stenographers' Service in conformity with the Minute on the Government Stenographers' Service published in the Government *Gazette Extraordinary* No. 15011 of 19th May, 1972 effective from 19th May, 1972.
- (d) Orders for implementation of the Western Provincial Public Typists' Service in conformity with the Minute on the Government Typists' Service published in the Government *Gazette Extraordinary* No. 15011/2 of 20th May, 1972 effective from 20th May, 1972.
- (e) Orders for implementation of the Western Provincial Public Book-Keepers' Service in conformity with the Minute on the Government Book-Keepers' Service published in the *Gazette* No. 65 of 30th November, 1979 of the Democratic Socialist Republic of Sri Lanka effective from 01st April, 1975.
- (f) Orders for implementation of the Western Provincial Public Store Keepers' Service in conformity with the Minute on the Government Store Keepers' Service published in the *Gazette Extraordinary* No. 301/2 of 11th June, 1984 of the Democratic Socialist Republic of Sri Lanka effective from 01st February, 1984.

1.3 This Minute shall come into force from 01.01.2004.

2. Definitions :-

- 2.1 The term "Minute" shall mean the Minute on the Western Provincial Public Management Assistants' Service.
- 2.2 "Governor" shall mean the Governor of the Western Province.
- 2.3 "Secretary" shall mean the Secretary of the Western Provincial Public Service Commission.
- 2.4 "Chief Secretary" shall mean the the Chief Secretary of the Western Provincial Council.
- 2.5 "Secretary to the Ministry/Head of Department" shall mean the Secretary in charge of a Ministry in the Provincial Council/Head of a Department. Chief Secretary shall also fall under the term Secretary to the Ministry in respect of the sections of work functioning under the Chief Secretary of the Provincial Council.
- 2.6 "Service" shall mean the Western Provincial Public Management Assistants' Service.
- 2.7 "Commission" shall mean the Western 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 Requirements and / or matters of public policy.
- 2.10 "*Gazette*" shall mean the *Gazette* published by the Democratic Socialist Republic of Sri Lanka.
- 2.11 "Public Notices" shall mean the notices published in the news papers by the Secretary of the Western Provincial Public Service Commission on the orders of the said Commission.
- 2.12 "Date of declaration" shall mean the date on which the Service Minute is approved by the Governor of the Province.

3. *Structure* :- This service shall comprise 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* :-

(a) The new salary scales effective from 01.01.2004 corresponding to the salary scales existing up to that date shall be as follows :

Supra Class	—	TA 3—8—2 —	Rs. 105,120 - 16 x 2,460 - 144,480
Class I	—	TA 3—6—1 —	Rs. 87,300 - 6 x 1,560 - 13 x 2,460 - 128,640
Class II	—		Rs. 78,720 - 3 x 1,320 - 15 x 1,560 - 106,080
Class III	—		Rs. 64,480 - 15 x 1,320 - 4 x 1,560 - 95,520

5. *Efficiency Bar* :-

5.1 Officers in Class III should pass an Efficiency Bar Examination before the expiry of 03 years from the date of appointment to the Class. An officer on passing a written examination testing the use of Computer (Appendix IV) and an Efficiency Bar Examination (Appendix XI) conducted by the Commissioner General of Examinations on behalf of the Secretary of the Provincial Public Service Commission 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 Chief Secretary (Appendix IV). This provision however shall apply only for 03 years from the effective date of the Minute.

5.1.2 The officers who hold the Computer Operators' Licence issued by the National Apprenticeship and Industrial Training Authority and 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 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 the Efficiency Bar Examination conducted by the Commissioner General of Examinations on behalf of the Secretary of the Provincial Public Service Commission (Appendix XII) and should have satisfied the requirement 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* :- The Cadre shall be as shown under the respective Heads and Programmes in the Annual Estimates.

7. *Control* :- Subject to the general provisions, the Service shall be under the Control of the Governor of the Western Province and the Provincial Public Service 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 of the Western Provincial Public Service Commission and an interview to check eligibility.

8.1.2 Eligibility—

- (a) Should be a citizen of Sri Lanka, with permanent residence within the area of authority of the Western Provincial Council ;
- (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 have satisfied the following educational qualifications :

(i) 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

(ii) 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 the General Certificate of Education (Advanced Level) Examination at one sitting would be sufficient.

8.1.3 *Method of Application* : The method of application and particulars of the examination shall be as published in the *Gazette* or by a Public Notice. (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 Western 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 thirty percent (30%) of the vacancies, the difference between the thirty percent (30%) and the number eligible for appointment shall be filled from the persons eligible in the Open Competitive Examination.

8.2.3 *Eligibility* : Minor Employees in the Western Provincial Public Service as specified in Appendix III to 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 an Internal Circular. (Appendix III).