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# The Gazette of the Democratic Socialist Republic of Sri Lanka

## EXTRAORDINARY

අංක 1928/24 - 2015 අගෝස්තු මස 21 වැනි සිකුරාදා - 2015.08.21

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## PART I : SECTION (I) — GENERAL

### Government Notifications

#### THE PRINTING SERVICE MINUTE OF THE DEPARTMENT OF EXAMINATIONS, SRI LANKA

THE Printing Service Minute of the Department of Examinations Sri Lanka published in the *Extraordinary Gazette* No 875/5 dated 14.06.1995 of the Democratic Socialist Republic of Sri Lanka is substituted by the following Printing Service Minute of the Department of Examinations Sri Lanka without prejudice to any measure taken or purported to be taken as per the amendments made to it from time to time.

By order of the Public Service Commission,

T.M.L.C.SENARATHNE,  
Secretary,  
Public Service Commission.

No. 177, Nawala Road,  
Narahenpita,  
Colombo – 05,  
17<sup>th</sup> April 2015.

01. Effective Date :  
This Minute shall come into force with effect from 09<sup>th</sup> July 2015

02. Appointing Authority :  
Officers of Executive Service Category : Public Service Commission

Officers of Supervisory Management Assistants  
Technological Category of Service

Officers of Management Assistants  
Technological Category of Service

Commissioner General of Examinations to  
whom the power has been vested by the  
Public Service Commission



3. Service Category :

- I. Executive
- II. Supervisory Management Assistant Technology
- III. Management Assistant Technological Segment -3

04. Role Entrusted :

Officers in the Printing Service shall carry out duties with regard to the printing of question papers, guide books, specimen forms, stationery, envelopes and other documents which are required for the exams conducted by the Department of Examinations as well as printing work pertaining to administrative purposes of the department and urgent documents requested by the Ministry of Education.

05. Salary :

5.1 Salary code Number

Class 1 - SL-1	2006
Class 2- MN-3	2006 A
Class 3 - MT-1	2006 A

5.2 Monthly Salary Scale

Class 1 -	Rs.22,935/- -10X 645 - 8X790- 17X1,050 - Rs.53,555/-
Class 2 -	Rs.15,005/- -4X180- 6X240-11X320-20X360 - Rs. 27,885/-
Class 3 -	Rs.14,425/- -10X145-11X170-6 X240-14X320 - Rs.23,665/-

5.3 Initial Salary Step applicable to Grading System

Class	Grade	Initial salary step	Initial salary point
Class 1	Grade III	Initial step	Rs.22,935/-
	Grade II	Step 12	Rs.30,175/-
	Grade I	Step 20	Rs.36,755/-
Class 2	Grade III	Initial step	Rs.15,005/-
	Grade II	Step 12	Rs.17,485/-
	Grade I	Step 23	Rs.21,045/-
Class 3	Grade III	Initial step	Rs.14,425/-
	Grade II	Step 12	Rs.16,045/-
	Grade I	Step 23	Rs.17,985/-

**06. Posts belonging to the Service :**

6.1

Approved names of posts	Approved cadre	Approved grades for posts	Tasks
Superintendent of Press	01	Grade III of Class 1	The overall responsibility of all confidential and non-confidential printings and administration of the press. Responsible for Commissioner General directly. As the staff officer in charge of the press, fulfilling the annual targets prescribed by the head of the department in connection with the economical utilization of the resources and efficiency.
Press Administrator	02	Grade I of Class 2	Supervision of all activities in confidential and non- confidential press and perfection of annual targets prescribed by the superintendent of press.
Forman	08	Grade II and III of Class 2	Check for the proper performance, maintenance, and safety of all printing machinery under his supervision.
Offset Litho Printing Machine Operator	27		Operation of Offset Machines at the confidential or non-confidential divisions in the press of the department.
Letter Press Machine Operator	05	Grade I, II and III of Class 3	Operation of Letter Press (moulded letters) machines at the confidential or non confidential divisions in the press of the department.
Preprinting Planner	07		Copying of the film reel from the camera on the printing plate and developing of the copied printing plate, combining moulded letters (compositing) to print a manuscript or printed document, and operation of process cameras at the confidential press in the department.
Computer Type Setter And Designer for Printing	10		As per the instructions received on printing style of all confidential and non-confidential documents, feeding data of typeface, font size, and number of copies to the computer, then pages are set up, subsequent to the typesetting.
Printing Finisher	10		Cutting the papers before and after printing to the desirous size, making up the printed pages as per the consecutive numbers and binding them as a book.
Printing Mechanic	02		Diagnosing mechanical errors in the printers of the press and fixing them.

Schedule 1 shows how the posts of the current officers in the Printing Service of the Department of Examinations, Sri Lanka are parallel with the new posts.

## 6.2 Number of Combined Officers :

Superintendent of Press	01
Press Administrator	02
Foreman	08
Offset Litho Printing Machine Operator	27
Letter Press Machine Operator	05
Pre-printing Planner	07
Computer Typesetter and Designer for Printing	10
Printing Finisher	10
Printing Mechanic	02

Grades III, II, and I are considered as grades belong to the number of combined officers for the process of grade to grade promotion.

- 6.3 Nature of the Posts: These posts are permanent and pensionable. All recruits are liable to contribute to widows' / widowers' and Orphans' Pension Scheme.

## 07. Method of Recruitment:

## 7.1 Method of recruitment to Grade III of Class 3

## 7.1.1 Percentages of Recruitment

Stream	Percentage
Open	100%
Limited	Not Applicable
Merit	Not Applicable

## 7.1.2 Open Stream Recruitment

## 7.1.2.1 Class of Recruitment : Grade III of Class 3

## 7.1.2.2 Qualifications

## 7.1.2.2.1 Educational Qualifications :

- I. Should have passed six (06) subject sat once at least with credit passes for Sinhala / Tamil / English , Mathematics and two (02) other subjects at the G.C.E. (O/L) Examination.
- II. The post Computer Typesetter and Designer for Printing requires a credit pass for English Language at G.C.E. (O/L) Examination, in addition to the above I qualification.

## 7.1.2.2.2 Professional Qualifications:

- I. Shall have obtained level (05) five of National Vocational Qualifications (NVQ) recognized by the Tertiary and Vocational Education Commission with regard to the fields of Printing Technology and / or Electrical Technology or an equivalent certificate of the above fields recognized by the Tertiary and Vocational Education Commission for the Post of Printing Mechanic of Grade III of Class 3.

- II. Shall have obtained level (05) five of National Vocational Qualification (NVQ) recognized by the Tertiary and Vocational Education Commission or an equivalent certificate with regard to the relevant fields recognized by the Tertiary and Vocational Education Commission for all other posts of Grade III of Class 3.

7.1.2.2.3 Experience : Not Applicable

7.1.2.2.4 Physical Fitness  
All candidates shall be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.

7.1.2.2.5 Other

(a) Shall be a citizen of Sri Lanka.

(b) Shall have an excellent character and shall be physically fit.

7.1.2.3 Age

7.1.2.3.1 Minimum age limit : Not less than 18 Years

7.1.2.3.2 Maximum age limit : Not more than 35 Years

7.1.2.4 Method of Recruitment

7.1.2.4.1 Written Test : Not Applicable

7.1.2.4.2 Professional Test : Not Applicable

7.1.2.4.3 General Interview : Not Applicable

7.1.2.4.4 Structured Interview :

Main areas for which marks are awarded	Maximum marks	Minimum marks reckoned for selection
a) Additional educational qualifications	30	Not Applicable
b) Additional professional qualifications	30	
c) Experience in the relevant field	35	
d) Skills displayed at the interview	05	
	<b>100</b>	

Note I. Appointing Authority will approve a detailed marking scheme for each structured interview within the boundary of maximum marks allocated for the main areas of awarding marks indicated in the above table.

7.1.2.4.4.1 Appointing Authority of the structured interview board : Commissioner General of Examinations

7.1.2.5 Method of calling applications :

Applications will be called through notification in the government gazette or by public and website notices.

7.1.3 Limited Stream Recruitment : Not Applicable

7.1.4 Recruitment on Merit stream : Not Applicable

7.2 Recruitment to Grade III of Class 2 of the Service.

## 7.2.1 Percentage of Recruitment

Stream	Percentage
Open	Not Applicable
Limited	100%
Merit	Not Applicable

7.2.2 Open Stream Recruitment: Not Applicable

7.2.3 Limited Stream Recruitment:

7.2.3.1 Grade of Recruitment: Grade III of Class 2 of the Service

7.2.3.2 Qualifications

- I. Shall be an officer of Grade II of Class 3 or a Grade above.
- II. Shall have passed or released from the relevant efficiency bar examination of Grade II of Class 3.
- III. Shall have completed a satisfactory period of service within the five (05) years immediately preceding on the final date of closing applications mentioned in the gazette.
- IV. Shall not be subjected to any disciplinary action within the period of five (05) years immediately preceding on the final date of closing applications mentioned in the gazette.

7.2.3.3. Age: Not Applicable

7.2.3.4. Method of Recruitment :  
 7.2.3.4.1. Written Test : Not Applicable  
 7.2.3.4.2. Professional Test : Not Applicable  
 7.2.3.4.3. General Interview : Not Applicable  
 7.2.3.4.4. Structured Interview :

Main areas for which marks are awarded	Maximum marks	Minimum marks reckoned for selection
Educational qualifications	20	Not Applicable
Professional qualifications	15	
Additional working experience	60	
Skills displayed at the interview	05	
<b>Total marks</b>	<b>100</b>	

Note (1) Appointing Authority will approve a detailed marking scheme for each structured interview within the boundary of maximum marks allocated for main areas of awarding marks indicated in the above table.

7.2.3.4.4.1. Appointing Authority of the structured interview board: Commissioner General of Examinations

7.2.3.5. Method of calling applications : Applications will be called through notification in the government gazette or by public and website notices.

7.2.4. Recruitment on Merit Stream :Not Applicable

7.3 Recruitment to Grade III of Class 1 of the Service.

7.3.1 Percentage of Recruitment

Stream	Percentage
Open	Not Applicable
Limited	100%
Merit	Not Applicable

Note Recruitment will be done in the open recruitment stream only if there are no applicants under the limited recruitment stream.

7.3.2 Open Recruitment

7.3.2.1. Grade of Recruitment : Grade III of Class 1

7.3.2.2. Qualifications

7.3.2.2.1. Educational Qualifications

- I. Shall have obtained a degree in Printing Technology or Chemistry / Computer Science (as a main subject) from a university / an institution recognized by the University Grants Commission.
- or
- II. Shall have obtained a degree in Printing Engineering or Engineering ( Mechanical / Telecommunication/ Electronic/ Manufacturing) from a university / an institution recognized by the University Grants Commission.

7.3.2.2.2. Professional Qualifications

Professional qualifications obtained in the relevant field will be considered as an added qualification.

7.3.2.2.3. Experience

Experience obtained in the relevant field will be considered as an added qualification.

7.3.2.2.4. Physical Fitness

All candidates shall be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

7.3.2.2.5. Other

- (a) Shall be a citizen of Sri Lanka.
- (b) Shall have an excellent character and shall be physically fit.
- (c) Ability to work at night apart from the day time as a requirement of the service is also expected.

## 7.3.2.3. Age

7.3.2.3.1. Minimum age limit : Not less than 22 years

7.3.2.3.2. Maximum age limit : Not more than 35 years

## 7.3.2.4. Method of recruitment :

## 7.3.2.4.1. Written Test

Subject area	Due duration	Marks awarded
(a) General Intelligence	01 hour	100
(b) Printing Technology	02 hours	100
(c) Knowledge on Information and Communication Technology	02 hours	100
<b>Total</b>		<b>300</b>

(Syllabus is given in the schedule 2.)

7.3.2.4.2 Professional Test : Not Applicable

7.3.2.4.3 General Interview : Not Applicable

7.3.2.4.4 Structured Interview:

Main areas which marks are awarded	Maximum marks	Minimum marks reckoned for selection
Additional educational qualifications	30	Not Applicable
Professional qualifications	20	
Professional experience in the printing field	45	
Skills displayed at the interview	05	
<b>Total</b>	<b>100</b>	

**Note:**

- Two times the number of candidates as the number of recruits to the post will be called for the structured interview considering the order of merit of the marks of those who passed the written test and fulfilled the relevant qualifications. Recruitment will be done as per the order of merit of the total marks, which is made by adding the marks obtained at the structured interview to the written test.
- Public Service Commission will approve a detailed marking scheme for each structured interview within the boundary of maximum marks allocated for main areas of awarding marks indicated in the above table.

7.3.2.4.1 Appointing Authority of the structured interview board:  
Public Service Commission.

## 7.3.2.5. Method of calling applications :

Applications will be called through notification in the government gazette or by public and website notices.

## 7.3.3. Limited Recruitment

7.3.3.1. Grade of Recruitment : Grade III of Class 1

7.3.3.2. Qualifications



- I. Shall be an officer in Grade I of Class 2 of the Service.
- II. Shall have passed the efficiency bar relevant to the Grade I of Class 2.
- III. Shall have completed a service period five (05) years in the Grade 1 of Class 2 of the Printing Service at the Department of Examinations Sri Lanka on the final date of closing applications mentioned in the notification in which applications are called.
- IV. Shall have 20 years experience in the Printing Service at the Department of Examinations Sri Lanka. (shall forward a certificate by the department head to confirm the trustworthiness and work efficiency)
- V. Shall not be subjected to any disciplinary action within the period of five (05) years immediately prior to the date on which applications are called in the gazette notification.

7.3.3.3. Age : Not Applicable

7.3.3.4. Method of Recruitment :

- 7.3.3.4.1. Write Test : Not Applicable
- 7.3.3.4.2. Professional Test : Not Applicable
- 7.3.3.4.3. General Interview : Not Applicable
- 7.3.3.4.4. Structured Interview

Main areas for which marks are awarded	Maximum marks	Minimum marks reckoned for selection
Educational qualifications	20	Not Applicable
Professional qualifications	15	
Additional Experience	60	
Skills displayed at the interview	05	
<b>Total marks</b>	<b>100</b>	

#### Note

- (I) Appointing Authority will approve a detailed marking scheme for each structured interview within the boundary of maximum marks allocated for main areas of awarding marks indicated in the above table.

7.3.3.4.4.1. Appointing Authority of the structured interview board: By Public Service Commission.

7.3.3.5. Method of calling applications :Applications will be called through notification in the government gazette or by public and website notices.

7.3.4. Recruitment on Merit Stream : Not Applicable

#### 08. Efficiency Bars

8.1 Written Efficiency Bar Examinations of Class 1, 2, and 3 of the Service

Type of the Efficiency Bar	Number of years prior to which the Efficiency Bar should be passed	Nature of the Efficiency Bar Written Test / Professional Test / Certificate course/ Other
1 <sup>st</sup> Efficiency Bar	Before the lapse of three (03) years from the date of recruitment to Grade III	Indicated in the schedule 3
2 <sup>nd</sup> Efficiency Bar	Before the lapse of three (03) years from the date of promotion to Grade II	
3 <sup>rd</sup> Efficiency Bar	Before the lapse five (05) years from the date of promotion to Grade I	

8.2 Frequency of conducting Efficiency Bars : Twice a year

8.3 The Authority that holds the examinations relevant to Efficiency Bar:

1<sup>st</sup> Efficiency Bar  
2<sup>nd</sup> Efficiency Bar  
3<sup>rd</sup> Efficiency Bar  
Commissioner General of Examinations

#### 09. Language Proficiency

Language	Proficiency to be acquired
Official Language	Officers who have joined the service in a language other than any official language shall acquire proficiency in one official language before the confirmation of the service.
Other Official Language	Proficiency at the relevant level shall be acquired as per the Public Administration Circular 01/2014 and circulars incidental thereto.

#### 10. Grade Promotion

10.1 Promotion to Grade II from Grade III of Class 3 of Management Assistant Technological Service Category.

10.1.1 Promotion under average performance.

10.1.1.1 Qualifications to be satisfied :

- I Shall have been confirmed in the post.
- II Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of Class 3 of the Service and earned (10) salary increments.
- III Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- IV Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- V Shall have acquired proficiency in other official language at the relevant level.
- VI Shall have passed the relevant efficiency bar examination on the due date.

10.1.1.2 Method of Promotion

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications for promotion to Grade II, the Appointing authority will grant such officers the promotion with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

## 10.2 Promotion to Grade I from Grade II of Class 3 of the Service

### 10.2.1 Promotion under average performance

#### 10.2.1.1 Qualifications to be satisfied :

- I Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade II of Class 3 of the Service and earned (10) salary increments.
- II Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- III Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- IV Shall have passed the relevant efficiency bar examination on the due date.

#### 10.2.1.2 Method of Promotion

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications for promotion to Grade I of Class 3, the Appointing authority will grant such officers the promotion with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

## 10.3 Promotion to Grade II from Grade III of Class 2 of the Service :

### 10.3.1. Promotion under average performance

#### 10.3.1.1. Qualifications to be satisfied:

- (I) Shall have passed the relevant efficiency bar examination on the due date and confirmed in the post of Grade III of Class 2.
- (II) Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of Class 2 of the Service and earned (10) salary increments.
- (III) Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- (IV) Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (V) Shall have acquired proficiency in other official language at the relevant level.

#### 10.3.1.2. Method of Promotion

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications for promotion to Grade II of Class 2, the Appointing Authority will grant such officers the promotion with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

10.4 Promotion to Grade I from Grade II of Class 2 of the Service

10.4.1. Promotion under average performance

10.4.1.1. Qualifications to be satisfied :

- I Shall have passed the relevant efficiency bar examination on the due date.
- II Shall have completed an active and satisfactory service period of at least ten (10) years in Grade II of Class 2 of the Service and earned ten (10) salary increments.
- III Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- IV Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.

10.4.1.2. Method of Promotion

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications for promotion to Grade I, the Appointing Authority will grant such officers the promotion with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

10.5 Promotion to Grade II of Class 1 from Grade III of Class 1

10.5.1 Promotion under average performance

10.5.1.1 Qualifications to be satisfied

- I Shall have been confirmed in the post of Grade III of Class 1.
- II Shall have passed the relevant efficiency bar examination of Grade III of Class 1 on the due date.
- III Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of Class 1 of the service and earned ten (10) salary increments.
- IV Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- V Shall have obtained a certificate after following a full time course not less than 1 year conducted by a university recognized by the University Grants Commission or a recognized Printing Institute or obtained the certificate of the Advanced Diploma in Printing Technology and Management at the Sri Lanka Institute of Printing.
- VI Shall have acquired the proficiency in other official language at the relevant level.
- VII Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.

10.5.1.2 Method of Promotion

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications for promotion to Grade II of Class 1, the Appointing Authority will grant such officers the promotion with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

10.6 Promotion to Grade I from Grade II of Class 1

10.6.1 Promotion under average performance

10.6.1.1 Qualifications to be satisfied :

- I) Shall have obtained a Postgraduate Degree in either field of Printing Technology or Chemistry / Computer Science (as a main subject) or in Printing Engineering or Engineering (mechanical / Tele communication / Electronic) from a university / institution recognized by the University Grants Commission.
- II) Shall have completed an active and satisfactory period of service for seven (07) years in Grade II of Class 1 of the Service and earned seven (07) salary increments.
- III) Shall have completed a satisfactory service period of five(05)years immediately prior to the date of promotion.
- IV) Shall have proved a performance at satisfactory level or above during the period of seven (07) years immediately prior to the date of promotion as per the approved performance appraisal procedure.
- V) Shall have passed the relevant efficiency bar examination on the due date.

10.6.2 Method of Promotion

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications for promotion to Grade I of Class 1, the Appointing Authority will grant such officers the promotion with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

10.7 Remarks

- I. When the promotions are made on average performance, the date of promotion of the officers who do not pass the efficiency bar examination on the due date, shall be delayed on equal period of time he/she delayed to pass the examination.

11. Appointment to the posts :When appointing to the post of Press Administrator, most senior officers who possess the relevant qualifications will be appointed to the existing number of vacancies.

12. Conditions relevant to the service

12.1 " Conditions on confirmation" :

This service is limited only to the Department of Examinations, Sri Lanka. Nevertheless, the officers in this service can be assigned to serve in any part of the island under the Department. Further work shifts at day time as well as night time will take place continuously as a service requirement, thus work accordingly is compulsory, subsequent to the assumption of the respective appointment. The recruits to the Grade III of Class 3 through the existing open competitive examination, shall be subjected to a probationary period of three years. Where the performance, attendance and behaviour are above the satisfactory level during that period and on fulfilling the requirements of the respective minute, such officers shall be confirmed in the relevant post. The officers who are promoted to Class 2 or 1 on completion of qualifications will be subjected to a testing period of one year. Where the performance, attendance and behavior are above the satisfactory level during that period and on perfecting the conditions of the respective Minute, such officers will be confirmed in the respective post.

12.2 "Training and Development":

The training and development of officers and employees will take place without obstructing the respective duties, based on the allocated amount of provisions for training and the available training opportunities in the public service.

- 12.3 The officers recruited under this service Minute are bound to act by the provisions in the Establishment Code and Financial Regulations of the Democratic Socialist Republic of Sri Lanka and the orders, regulations and procedural rules imposed by the Public Service Commission and departmental provisions and other provisions and orders imposed by the government from time to time.

The information in this Minute shall be defined by the Public Service Commission. The Public Service Commission shall have the sole power to decide matters not provided for in this Service Minute.

13. Interpretations and Definitions :

- i. "Service Minute" means the Printing Service Minute of the Department of Examinations, Sri Lanka.
- ii. "Service" means the Printing Service of the Department of Examinations, Sri Lanka.
- iii. "The Department" means the Department of Examinations Sri Lanka.
- iv. "Effective Date" means the date on which this Minute shall come into force.
- v. "Active Period of Service" means the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post. However all the periods on No Pay other than Maternity Leave approved by the Government shall not be counted for the period of active service.
- vi. "Secretary" means Secretary of the Ministry to which the Department of Examinations belongs.
- vii. "The Department Head" means the Commissioner General of Examinations.
- viii. "Recognized Institution" means institutions pertaining to the field or training of Printing and that are equally recognized by the government as qualified and capacitated institutions to issue certificates with regard to this.

14. Absorption in to Grade System.

When this Service Minute shall come into force, all officers of the Printing Service of the press of the Department of Examinations, Sri Lanka at present, who receive salaries under the salary scales of MN7 - 2006 A, MN 4-2006A, and MT 3-2006A as per the Public Administration Circular 06 / 2006 (iv) shall be absorbed to the following new grade system under the provisions stipulated in sentence 4 in chapter VII of the Establishment Code. However the date of salary increment will not be altered due to absorption and that date will remain in force as the same date of salary increment prior to the absorption. Further no one will be palced on the next salary step above, due to the fact of acquiring a parallel salary step.

I. Absorption into Grade III of Class 3

Book Binder and Machine Operator of Grade III / III drawing the salary under the salary scale of MT3-2006 A and not completed a satisfactory service period of ten (10) years will be absorbed to the Grade III of Class 3 in the new Minute of the Printing Service.

II. Absorption into Grade II of Class 3

Litho Printer and Machine Minder, Book Binder and Machine Operator, Camera Operator, Machine Minder, Compositor, and Plate Maker Operator of Grade III / II drawing the salary under the salary scale of MT3-2006 A and not completed a satisfactory service period of ten (10) years will be absorbed to the Grade II of Class 3 in the new Minute of the Printing Service.

III. Absorption into Grade I of Class 3

Computer Typesetter, Litho Printer and Machine Minder, Book Binder and Machine Operator, Camera Operator, Machine Minder, Foreman of Grade III / I drawing the salary under the salary scale of MT3-2006 A and not completed a satisfactory service period of ten (10) years will be absorbed to the Grade I of Class 3 in the new Minute of the Printing Service.

IV. Absorption into Grade III of Class 2

Computer Typesetter and Foreman of Grade III/I drawing the salary under the salary scale of MT3-2006 A and completed a satisfactory service period not less than ten (10) years and not more than twenty (20) years and Printing Technician of the Special Grade of recruitment drawing the salary scale of MN4-2006A will be absorbed to the Grade III of Class 2 in the new Minute of the Printing Service.

V. Absorption into Grade II of Class 2

Press Administrator of Grade II / II drawing the salary under the salary scale of MN7-2006 A and completed a satisfactory service period of ten (10) years will be absorbed to the Grade II of Class 2 of the new Minute of the Printing Service.

15. Interim Provisions :

A relief period until 30.06.2018 will be granted enabling the officers of grade III / II and III / III at present to receive promotions to Grade III / I and III / II as per the respective sections of 16 and 18 of the Printing Service Minute of the Department of Examinations Sri Lanka, Published in the Extraordinary Gazette on 875/5 dated 14.06.1995 of the Democratic Socialist Republic of Sri Lanka.

15.1. Recruitment to Grade III of Class I of the Service.

15.1.1. Necessary actions will be taken to recruit officers from the Printing Service of the Department of Examinations, Sri Lanka with the following qualifications when recruitments are made at first.

15.1.2. Shall be an officer holding the post of Press Administrator of Grade II of Class 2 in the Printing Service of the Department of Examinations, Sri Lanka.

- I. Shall have completed at least five (05) years period of service in the post of Press Administrator.
- II. Shall have passed the relevant efficiency bar examination of the post of Press Administrator.
- III. Shall have completed a total service period of twenty (20) years in the Printing Service of the Department of Examinations, Sri Lanka.
- IV. Shall be an officer drawing the salary under the salary scale of MN-7-2006 A as per the Public Administrations Circular 6/2006 (IV).
- V. Shall have completed an active and satisfactory service period of five (05) years immediately preceding.

**Schedule 1**

**The way of the posts of the current officers in the Printing Service of the Department of Examinations, Sri Lanka are paralleled with the new posts.**

Consecutive No	Approved		Post names of the current officers serving at the press that will be absorbed in to new posts	Present salary codes of the officers whom are due to be absorbed	No. of officers at present
	New Post	Salary Code			
01.	Superintendent of Press	SL-1-2006A	-	-	-
02.	Press Administrator	MN3-2006A	Press Administrator	MN7-2006A	01
03.	Forman	MN3-2006A	Printer	MN4-2006A	01
			Forman	MT3-2006A	03
04.	Offset Litho Printing Machine Operator	MT1-2006A	Litho Printer and Machine Minder	MT3-2006A	17
05.	Letter Press Machine Operator	MT1-2006A	Machine Minder	MT3-2006A	03
06.	Preprinting Planner	MT1-2006A	Plate Maker Operator	MT3-2006A	02
			Compositor	MT3-2006A	02
			Camera Operator	MT3-2006A	02
07.	Computer Typesetter and Printing Designer	MT1-2006A	Computer Typesetter	MT3-2006A	03
08.	Printing Finisher	MT1-2006A	Book Binder and Machine Operator	MT3-2006A	08
09.	Printing Mechanic	MT1-2006A	-	-	-



## Schedule 2

Open competitive exam and structured interview to recruit to Grade III of Class I of the Printing Service of the Department of Examinations, Sri Lanka. (Refer paragraph 7.3.2 in this Minute.)

1. The Commissioner General of Examinations will conduct the competitive examination and the structured interview for this purpose on behalf of the Appointing Authority, the Public Service Commission.
2. Method of Examination
  - 2.1 Written Examination

Subject area	Due duration	Marks awarded
(d) General Intelligence	01 hour	100
(e) Printing Technology	02 hours	100
(f) Knowledge on Information and Communication Technology	02 hours	100
<b>Total</b>		300

All candidates shall answer all question papers mentioned above and obtain at least forty (40%) marks for each respective subject to qualify for the structured interview.

### 2.2. Written test

#### 2.2.1 Syllabus

- (a) General Intelligence  
It is expected to assess the logical comprehension and the level of intelligence of the candidates through the testing of conclusions and responses made by them in connection with problems presented in lingual, numerical and figurative contexts.
- (b) Printing Technology
  - (i) **Preprinting**  
Typesetting  
Lay outing papers  
Creating computer designs  
Work in process cameras  
Planning and lay-outing by using film reels  
Ripping  
Setting images  
Forming plates  
Forming polymer plates
  - (ii) **Printing**  
Printing Offset Litho papers  
Printing Offset Litho web  
Printing Letter Press forms  
Printing Letter Press Rotatary

**(iii) Post Printing**

Cutting  
 Folding, Gathering and Inserting  
 Wiring, sewing sections and perfect binding  
 Forming case covers  
 Making ledgers  
 Foiling  
 Re – binding and special binding work

**(iv) Other**

Cutting using dye, Blind embossing  
 Foil Laminating, Creasing and Perforating  
 Costing and Estimation  
 Security printing

**(v) Future Requirements**

Setting plates  
 Printing continuous stationery  
 Digital Printing

**(vi) Compiling**

Pre-editing  
 Proof reading  
 Examining machine proofs

- (vii)** Maintaining and repairing machines and machine parts in the equipments,  
 Maintaining and repairing machines and electric parts in the equipments.  
 Maintaining and repairing electronic parts in computer units.  
 Maintaining and repairing buildings (including electric parts).

**(c) Knowledge on Information and Communication Technology**

The competence of the candidate in imaginative skills in Information and Communication Technology Management, Problem solving skills in Information Technology, Project Management skills in Information Technology, System Analysis for prescribed topics / themes, planning and development of software will be tested.

### Schedule 3

(Refer paragraph 8 of this Minute)

#### Efficiency Bar Examinations

- (a) The Commissioner General of Examinations will conduct the Efficiency Bar Examinations on behalf of the Appointing Authority.
- (b) An officer may appear at once or separately at different occasions for each prescribed subject.
- (c) Shall obtain at least forty percent (40%) marks to pass each question paper.

#### 1. Efficiency Bar Examination for officers of Class 3 in the Service

##### 1.1 First Efficiency Bar Examination -

###### 1.1.1 This examination consists of the following subjects.

- (1) General Administration I - 2 hours - 100 marks
- (2) Practical knowledge on the area of printing - 1 hour-100 marks

###### 1.1.2 Syllabus and Examination Procedure :

- (1) General Administration  
Knowledge on the IV,V,VII,VIII,XII,XIII,XXIV,XLIV,XLVIII chapters of the Establishment Code and the provisions included in the Procedural Rules of the Public Service Commission will be tested.
- (2) Practical knowledge on the area of printing  
Officers' knowledge and comprehension on the area of printing will be tested by a committee appointed by the Commissioner General of Examinations.

##### 1.2. Second Efficiency Bar Examination -

###### 1.2.1 This examination consists of the following subjects.

- (1) English Language - 02 hours - 100 marks
- (2) Printing Technology - 02 hours - 100 marks

###### 1.2.2 Syllabus and Examination Procedure :

- (1) English Language  
Comprehensibility and knowledge on general grammar of English Language will be tested by this examination.
- (2) Printing Technology  
Shall have passed and obtained a certificate on Printing Technology by following a course, not less than 06 months , conducted by the Sri Lanka Institute of Printing to pass this subject.

##### 1.3 Third Efficiency Bar Examination -

###### 1.3.1 This examination consists of the following subjects.

- (1) General Administration II - 02 hours - 100 marks
- (2) Financial Regulations - 02 hours - 100 marks

## 1.3.2 Syllabus and Examination Procedure :

## (1) General Administration

Special Knowledge on the provisions of the chapters in the Establishment Code prescribed for Efficiency Bar Examination I under General Administration and special knowledge on the provisions in the Procedural Rules of the Public Service Commission will be tested.

## (2) Financial Regulations

Special Knowledge on the facts of the following chapters in the Financial Regulations will be tested.

F.R 124 - 128 Chief Accounting officer, Accounting officer

F.R 133 - 134 Internal Audit

F.R 135 - 137 Authorization, Approval, Certification, and Payment

F.R 165 - 189 Receipts

F.R 200 - 298 Payments

## 2. Efficiency Bar Examination for the officers of Class 2 in the Service

## 2.1 First Efficiency Bar Examination -

## 2.1.1 This Examination consists of the following subjects.

1. Technical skills - 01 hour - 100 marks
2. Principles of Management - 02 hours - 100 marks

## 2.1.2 Syllabus and Examination Procedure :

## 1. Technical Skills

Knowledge with regard to the Printing Technology under the main areas of preprinting, printing, and finishing used in the department will be tested by this examination.

## 2. Principles of Management

Knowledge will be tested on the facts as functions of Management such as planning, decision making, organizing, staffing, directing, motivating, and Participatory Management.

## 2.2 Second Efficiency Bar Examination -

## 2.2.1 This examination consists of the following subjects.

1. English Language - 02 hours - 100 marks
2. Printing Technology - Shall have obtained the certificate in level 106 of National Vocational Qualification (NVQ) in Printing Technology - 100 marks.

## 2.2.2 Syllabus and Examination procedure :

## 1. English Language

Grammatical usage, comprehensibility and the ability of expression in language will be tested.

1. Printing Technology

Shall have obtained the certificate by following the course given below.

Shall have obtained a certificate in the respective field of occupation one is engaged, in level 06 of National Vocational Qualification (NVQ) to pass this subject.

2.3 Third Efficiency Bar Examination -

2.3.1 This examination consists of the following subjects.

- (1) Financial Regulations - 02 hours - 100 marks
- (2) Printing Technology - 100 marks

2.3.2 Syllabus and Examinations Procedure :

(1) Financial Regulations

Knowledge and comprehension of the following chapters in the Financial Regulations will be tested.

F.R 6 - 79 Annual estimates of expenditure.

F.R 82 - 85 Annual estimates of revenue.

F.R 101 - 113 Losses and waivers.

Accounting officers.

Custody of public money and bank accounts.

Government procurement procedure.

Procurement of goods, services and works.

Composition of procurement boards and technical evaluation committees.

Powers of appointment and functions.

Procurement evaluation procedure.

Management of donor funded projects.

(2) Printing Technology

Shall have obtained a certificate on Printing Technology by following a course, not less than 12 months, conducted by the Sri Lanka Institute of Printing to pass this subject.

3. Efficiency Bar Examination for the officers of Class 1 in the Service :

3.1 First Efficiency Bar Examination -

3.1.1 This examination consists of four question papers on the following subjects.

1. Establishment Code and General Administration-03 hours - 100 marks
2. Financial Regulations and Public Financial Management -03 hours-100 marks

3.1.2 Syllabus and Examination Procedure :

(2) Establishment Code and General Administration -

Knowledge on the Procedural Rules of the Public Service Commission and following chapters of the Establishment Code will be expected. IV, V, VII, IX, XI, XII, XIII, XV, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII.

## (2) Financial Regulations and Public Sector Financial Management -

## (a) Fiscal Governance in Sri Lanka

Constitutional provisions relating to public financial management.

Parliamentary control over public finance.

Meaning of fund.

Consolidated fund and its operation.

Objectives and methods of appropriation.

Contingencies Fund.

Other Funds and their operation.

Government revenue.

Powers and functions of the Minister of Finance.

Powers and functions of the Treasury.

Warrants and Imprest authority.

Auditor General, his powers and functions.

Committee on public expenditure.

Committee on public enterprises.

## (b) Appointment of Accounting officers, Chief Accounting Officers &amp; Revenue Accounting Officers and their powers and functions.

## (c) Internal Audit.

## (d) Public expenditure planning and management.

Identification of organizational objectives and functions.

Identification of government policies, goals, targets and the work programmes.

Planning and appraisal of development projects and programs and prioritization of them.

Formulation and finalization of annual estimates of revenue and expenditure.

## (e) Variations of Approved estimates of expenditure.

Application of Virement procedure.

Management of public sector cadre and salaries.

Total cost estimates and revisions.

Supplementary estimates.

## (f) Losses and waivers of government properties.

## (g) Miscellaneous accounting matters.

## (h) Delegation of functions for financial management.

## (i) Custody of public money and bank accounts procedure.

## (j) Government procurement procedure.

Procurement of goods, services and works.

Composition of procurement boards and technical evaluation committees.

Powers of appointment and functions.  
Procurement evaluation procedure.  
Management of donor funded projects.

3.2 Second Efficiency Bar Examination -

3.2.1 This examination consists of the following subjects.

- (1) English Language - 03 hours – 100 marks
- (2) Shall have obtained the certificate on Management in level 7 of National Vocational Qualification (NVQ) or an equivalent certificate recognized by Tertiary and Vocational Education Commission to pass this subject – 100 marks.

3.2.2 Syllabus and Examination Procedure :

- (1) English Language
  - (i) English Grammar
  - (ii) Comprehension (Answer the questions by referring to given paragraphs)
  - (iii) Interpretation skills (write an essay by referring to any one of the given topics)
- (2) Management

Shall have obtained the certificate by following the course given below.

Shall have obtained a certificate on the specific subject in level 7 of National Vocational Qualification (NVQ) or an equivalent certificate recognized by Tertiary and Vocational Education Commission to pass this subject.

3.3 Third Efficiency Bar Examination -

3.3.1 This Examination consists of the following subjects.

- I. Printing Technology and Case Study - 03 hours - 100 marks
- II. Trends in Printing Technology - 03 hours - 100 marks

3.3.2 Printing Technology and Case Study

Questions on more than 01 complex case study will be furnished to answer in order to test the comprehensibility of the practical utilization of the candidate's logical reasoning, creativity, problem analysis, capability of providing technological solutions of printing, and theoretical knowledge as a staff officer in charge of a branch and to check his/her adopted methodology in staff management.

3.3.3 Trends in Printing Technology

Questions pertaining to international development with regard to Printing Technology and contribution of Computer & Information Technology on it, thus how such trends can be utilized productively in the fields of printing in countries like Sri Lanka will be included. Candidates' wide range of practical as well as theoretical knowledge on these subjects will be tested.