

SCHEME OF RECRUITMENT

**AGRICULTURE INSTRUCTOR
(SPECIAL GRADE)**

**MINISTRY OF AGRICULTURE
NORTHERN PROVINCE**

மாகாண பொதுச்சேவை ஆணைக்குழு, வடக்கு மாகாணம்.
 ಆಣ್ ರಾಜ್ಯ ಸೇವಾ ಆಯ್ಕை ಆಲಯ, ಲಕ್ಷ್ಮಿ ಆಲಯ.
 PROVINCIAL PUBLIC SERVICE COMMISSION, NORTHERN PROVINCE.



Ministry of Agriculture & Agrarian Services
 Animal Husbandry, Irrigation, Water Supply,
 Food Supply and Distribution,
 Environment and Co-operative Development
 17 FEB 2016
 Northern Province

NP/07/MN/AGR/10

12.02.2016

Director,
 Department of Agriculture,
 Northern Province.

Scheme of Recruitment of the Agricultural Instructor Service

This has Reference to your letter No. NP/25/01/02/Ser.M dated 14.09.2015 on the above subject.

2. The Scheme of Recruitment of the Agricultural Instructor Service (Page 1-10) has been recommended by P.P.S.C on 29.12.2015 and later got it approved by Hon. Governor on 10.02.2016.

3. Certified copy of the same is attached for necessary action please.

R.Varathalingam
 Secretary,
 P.P.S.C, NP.

R.Varathalingam
 Secretary
 Provincial Public Service Commission
 Northern Province

Copy to: Ministry of Agriculture, N P.

Secretary : 021-221 9980
 021-221 9981
 393/48, கோயில் வீதி, யாழ்ப்பாணம்
 393/48, அகாலி சாட், யாழ்ப்பாணம்
 No. 393/48. Temple Road. Jaffna
 web : www.np.gov.lk
 e-mail : admppscnp@gmail.com
 examppscnp@gmail.com
 finppscnp@gmail.com

7.2 Approved titles of Posts:-Agricultural Instructor Special Grade

7.3 Approved cadre: - 18

TRUE COPY CERTIFIED CORRECT

R. Varathalingam
 Secretary

Provincial Public Service Commission
 Northern Province

S. Sivakumar
 Provincial Director of Agriculture
 Northern Province

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Scheme of Recruitment for the post of Agricultural Instructor - Special Grade of the Supervisory Management Assistant Technical Service under MN-07-2006A Salary Code in the Provincial Department of Agriculture - Northern Province.

01. Related institutions:-

- | | | |
|--|----------------------------------|-----------------------------|
| 1.1. Department | Ref.No: NP/25/01/02/Ser.M | Date 22.05.2014 |
| 1.2. Ministry | Ref.No:NP/06/01/01/25 | Date 07.12.2015 |
| 1.3. Approval by the Director
General of the Management Service | Ref.No..... | Date..... |
| 1.4. Recommendation of the National
Pay Commission | Ref.No. <i>NPC/10/1/4/1/2014</i> | Date..... <i>30.07.2015</i> |
| 1.5. Recommendation by the Province
Public Service Commission | Ref.No. <i>NP/07/MNS/AN/10</i> | Date..... <i>29/12/2015</i> |
| 1.6 Recommendation of the
Chief Secretary | Ref. No: | Date: |
| 1.7. Approval by the Hon. Governor | Ref.No..... | Date..... |

02. Effective Date: - The Scheme of Recruitment shall be effective form 01.01.2013

03. Appointing Authority:-

Secretary, Provincial Public Service Commission, Northern Province.

04. Particulars on the category of Service:-

- 4.1. Category of Service - Agricultural Instructor - Special Grade of the Supervisory Management Assistant Technical Service under MN-07-2006A Salary Code
- 4.2. Grade - Special Grade
- 4.3. General definition including the role of this post:
This Category of Service into which the recruitments are made by way of an internal recruiting process within the limits of its approved cadre is specifically assigned with duties involving administration/ personnel management of the Senior Executives and Executives in a manner that supplements/complements/assists the functions of such officers.

05. Nature of the Posts:- Permanent & Pensionable

06. Salary :-

- 6.1 Salary Code: - MN-7 2006 (A)
- 6.2 Salary Scale: - Rs.20, 030 – 11x365 – 18x500 – 33,045/=
- 6.3 Initial salary step pertaining to Grade System: -

Grade	Initial Salary Step	Initial Salary Point (Rs.)
Special Grade	04	21,125.00

07. Posts belonging of the service:-

- 7.1 Name of Approved post and Number of the Cadre and duties assigned as approved by the Department of Management Service.
- 7.2 Approved titles of Posts:-Agricultural Instructor Special Grade
- 7.3 Approved cadre: - 18

R. Varatharaj
R. Varatharaj
Secretary

Provincial Public Service Commission
Northern Province

S. Sivakumar
S. Sivakumar
Provincial Director of Agriculture
Northern Province

7.4 Combined number of officers: Agricultural Instructor - Special Grade - 18

08. Method of Recruitment

Stream	Percentage
Limited Competitive Examination	40%
Service Experience and merit	60%

Note: - When recruitments are made to special grade, the vacancies shall be calculated as at 31st December of the previous year.

- i. At the instances where the approved number of posts is 04, the percentage of recruitment under Limited competitive examination shall be 25% and the percentage of recruitment under Seniority and Merit shall be 75%. At the instances where the approved number of posts are 3, the percentage of recruitment under the above Limited competitive examination shall be 33.33%, and the percentage of recruitment under Seniority and Merit shall be 66.66%
- ii. At the instances where the approved number of posts is below 3, filling of vacancies in the posts shall be made on Service Experience and Merit of the officer.

9.1. Recruitment under Limited Competitive Examination:

9.1.1 Qualifications to be satisfied:

- (a) 40% of the vacancies in Special Grade shall be filled from Agriculture Instructors who have completed an active and satisfactory period of service for five (5) years in Grade - I of the Agricultural Instructors service and earned due five (5) salary increments.
- (b) Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- (c) Shall have passed the third efficiency bar examination on due date.

9.2 Age: Not Applicable

9.3 Method of Recruitment:

Promotions to special grade shall be made by the Provincial Public Service Commission on the order of merit of the examination and the number of vacancies after verifying that the other qualification have also been fulfilled by those who have passed on results of the examination for promotion to special grade conducted by a interview board appointed by Provincial Public Service Commission. (Examination for promotion to special grade Schedule -01)

Note:-

- i. The result of the Limited Competitive Examination for recruitment to special grade shall strictly be made applicable to fill the number of vacancies existing in the year which is relevant for the examination)
- ii. If the examination could not be held annually, the results of the examination held in later year shall be applied for the filling of vacancies existed in each year. For this purpose the officers, who have become qualified as at the dates on which the posts have fallen vacant in each year, shall be selected on the order of the marks and the date of promotion for special grades shall be the date of the examination.

9.4 Authority Conducting Recruitment Examination: -

Provincial Public Service Commission of the Northern Province

TRUE COPY CERTIFIED CORRECT

R. Varathalingam
12/2/2016
Secretary

S. Sivakumar

9.5 Recruitment on Seniority and Merit:-**9.5.1 Qualifications to be Satisfied:-**

- i. Shall have completed an active and satisfactory period for Six (06) years in Grade I of the Agriculture Instructor and earned due Six (06) salary increments.
- ii. Shall have completed an active service of five (05) years immediately preceding the date of promotion.
- iii. Shall have proved a performance at satisfactory level or above level during the period of six (06) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- iv. Shall have passed the third efficiency bar examination on due date.

9.5.2 Method of Recruitment:-

Promotions to special grade shall be made by the Provincial Public Service Commission after verifying by an examination for verification of qualifications, which is conducted by the Secretary, Provincial Public Service Commission, that the officer has satisfied all other requirements and on the order of the merits obtained at the structured interview, for which marks are allocated for seniority and merit, which is conducted by an interview board appointed by Provincial Public Service Commission and on the number of vacancies.

(Structured interview for promotion to special grade – schedule – (02)

10. Conditions extraneous to general conditions set out in the procedural Rules of the Public Service Commission:

The provision of the Establishment Code, Financial Regulations, Rules and Regulation of the Northern Provincial Council imposed from time to time by the Government and the Northern Provincial Council shall be applicable for each appointment.

11. Officers who are in Special Grade on the effective date of this S.O.R will be absorbed into same grade under this SOR without any change of salary and date of increment**12. Matters not provided:**

Any matter not provided for in this service Minute will be determined by the Hon. Governor of Northern Province.

Prepared by: R. M. H. H.

Checked by: V. Poplogaratnam

(Staff Officer in charge of the Subject)

Recommended and forwarded.

Provincial Director of Agriculture,
Northern Province.


Date 2016/01/20

TRUE COPY CERTIFIED CORRECT

R. V. N.
12/2/2016.
R. V. N. Lingam
Secretary
Provincial Public Service Commission
Northern Province

Reference No NP/06/01/01/025

I recommend that this proposed Scheme of Recruitment for the post of Agriculture Instructor Special Grade (Page 1- 10 including annexures) in the Department of Agriculture be approved.

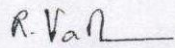

Secretary
Ministry of Agriculture
Northern Province.

M. Patrick Dhanraj
Secretary
Ministry of Agriculture & Agrarian Services,
Animal Husbandry, Irrigation, Water Supply,
Food Supply and Distribution,
Environment and Co-operative Development
Northern Province

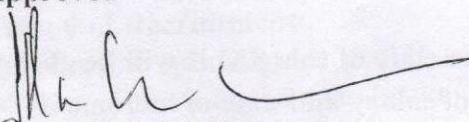
Date: 2016/01/25

Hon. Governor,
Northern Province.

Provincial Public Service Commission has recommended this Scheme of Recruitment for the post of Agriculture Instructor Special Grade (Page 1- 10 including annexures) in the Department of Agriculture Northern Province and submitted for your Hon's approval please.


Secretary,
Provincial Public Service Commission,
Northern Province.
Date: 27/01/2016

Approved


H.M.G.S. Palihakkara,
Governor,
Northern Province.

Date: 10/02/2016

H.M.G.S. Palihakkara
Governor
Northern Province

TRUE COPY CERTIFIED CORRECT


12/02/2016.
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

Schedule -01

1. Name of the Examination:-

Limited Competitive Examination for promotion of officers in Grade I of Agriculture Instructor Service

2. Particulars of the Examination :

The examination will consist of two papers as shown bellows.


S.No	Question paper	Duration (Time)	Maximum Marks	Passable Marks
(i).	Aptitude test	01 hour	100	40 %
(ii).	Management	03 hour	100	40 %

3. Time frame of the Examination:

The examination shall be held once a year as per requirement

4. Syllabus of the Examination :

Name of the Question paper	Syllabus
Aptitude test	A test designed to assess to whether the officer has acquired knowledge skills and attitudes required for the fulfillment of tasks entrusted to him/her with efficiency beyond the performance at average level and whether the officer displays competency to the application of the above.
Management	(i). Principles of Management (ii). Management Function Planning Decision making Process of decision making Staffing Directing Motivation process Leadership Control Process of controlling policies (iii). Participatory Management (iv). Management Environment (v). Case Study


 S. Sivakumar
 Director of Agriculture
 Northern Province

TRUE COPY CERTIFIED CORRECT


 12/02/2016
 R. Varathalingam
 Secretary
 Provincial Public Service Commission
 Northern Province

Application for Grade Promotions - Agricultural Instructor Special Grade (Seniority and Merit)

1. Particulars of the officer

- 1.1 Full name of the applicant :
- 1.2 National Identity Card Number :
- 1.3 Duty Station and the Address :
- 1.4 Service to which the applicant belongs and the Post :
- 1.5 Category of Service to which the applicant belongs and the Grade:.....

2. Particulars relating to appointment.

- 2.1 Date of appointment :
- 2.2 Date of confirmation in appointment :
- 2.3 Efficiency Bar Examination passed and the date on which it was passed:

S.No	Name of Efficiency Bar Examination	Date passable	Date of passing
01.	1 st Efficiency bar Exam		
02.	2 nd Efficiency bar Exam		
03.	3 rd Efficiency bar Exam		

2.4 Level of Language proficiency and the date of gaining such proficiency: Not Applicable

Language proficiency level gained	Date passable	Date of passing

3. Particulars relating to promotion

- 3.1 Grade due for promotion :
- 3.2 Stream due for promotion : General
- 3.3 Date of completion of Ten years (5/6) of service in Grade I:
- 3.4 Date of Promotion to Special Grade:

4 Declaration of the applicant

I do hereby certify that the particulars furnished by me in this application are true and correct. I also wish to undertake that if the particulars given herein are found to be false or incorrect before being promoted I am liable to be disqualified and if so found after promotion that my promotion is liable to be revoked. I request that I be promoted to Special Grade of the Provincial Special Grade of the Supervisory Management Assistant Technical Service Under MN-07-2006A) from

Date:

Signature of Officer



S. Sivakumari
Provincial Director of Agriculture
Northern Province

TRUE COPY CERTIFIED CORRECT

R. V. N.
12/02/2016
R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

5. Recommendation of the Deputy Director of Agriculture

**Provincial Director of Agriculture,
Northern Province.**

The Officer:-

- i. Has completed /Has not completed an active and satisfactory period for Six (06) years in Grade I of the Agriculture Instructor and earned due Six (06) salary increments.
- i. Has shown/Has not shown a performance of satisfactory of higher level during the period of six (06) years immediately preceding the promotion.
- ii. Has completed/Has not completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iii. Has not availed/Has availed half pay/no pay leave during the said period of ten years.
- iv. Has not subjected/Has subjected to punishments other than warning during the said period.
- v. No disciplinary action pending/Disciplinary action pending against the officer.
- vi. All salary increments due for the period concerned have been earned/have not been earned.
- vii. Has been confirmed in the appointment from...../Has not been confirmed in the appointment.
- viii. Has passed/ Has not passed the 1st / 2nd /3rd Efficiency Bar Examination.
- ix. Has completed / Has not completed the requirement of securing a pass in the other official language.

I am satisfied that all the above particulars are true and accurate and that the above named officer Mr./Ms./Mrs.....has fulfilled all the requirements for Promotion under General Performance to Grade II/Grade I of the Provincial Agriculture Instructor Service. Accordingly the promotion of the aforesaid officer to Special Grade is recommended and forwarded for approval.

Date :

.....
Deputy Director of Agriculture

1. Recommendation of the Provincial Director of Agriculture

**Provincial Secretary of the Ministry of Agriculture,
Northern Province.**

I wish to inform that the above particulars furnished by the Deputy Director of Agriculture ... district are correct/not correct and I accordingly agree/do not agree with the above recommendations

Name :

Signature :

Date :

Official Stamp:



S. Srinivasan
Provincial Director of Agriculture
Northern Province

TRUE COPY CERTIFIED CORRECT

R. Varadalingam

12/02/2016

R. Varadalingam
Secretary

Provincial Public Service Commission
Northern Province

Application for Grade Promotions - Agricultural Instructor Special Grade (Competitive Examination)

1. Particulars of the officer

- 1.1 Full name of the applicant :
- 1.2 National Identity Card Number :
- 1.3 Duty Station and the Address :
- 1.4 Service to which the applicant belongs and the Post :
- 1.5 Category of Service to which the applicant belongs and the Grade:.....

2. Particulars relating to appointment.

- 2.1 Date of appointment :
- 2.2 Date of confirmation in appointment :
- 2.3 Efficiency Bar Examination passed and the date on which it was passed:

S.No	Name of Efficiency Bar Examination	Date passable	Date of passing
01.	1 st Efficiency bar Exam		
02.	2 nd Efficiency bar Exam		
03.	3 rd Efficiency bar Exam		

- 2.4 Level of Language proficiency and the date of gaining such proficiency: Not Applicable

Language proficiency level gained	Date passable	Date of passing

4. Particulars relating to promotion

- 3.1 Grade due for promotion :
- 3.2 Stream due for promotion : General
- 3.3 Date of completion of Ten years (5/6) of service in Grade I:
- 3.4 Date of Promotion to Special Grade:

4 Declaration of the applicant

I do hereby certify that the particulars furnished by me in this application are true and correct. I also wish to undertake that if the particulars given herein are found to be false or incorrect before being promoted I am liable to be disqualified and if so found after promotion that my promotion is liable to be revoked. I request that I be promoted to Special Grade of the Provincial Special Grade of the Supervisory Management Assistant Technical Service Under MN-07-2006A) from

Date:

TRUE COPY CERTIFIED CORRECT

Signature of Officer

R. V. N.
12/02/2010
R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

S.S. Sankumar
Provincial Director of Agriculture
Northern Province

5. Recommendation of the Deputy Director of Agriculture

**Provincial Director of Agriculture,
Northern Province.**

The Officer:-

- i. Has completed /Has not completed an active and satisfactory period for five (05) years in Grade I of the Agriculture Instructor and earned due five (05) salary increments.
- x. Has shown/Has not shown a performance of satisfactory of higher level during the period of six (05) years immediately preceding the promotion.
- xi. Has completed/Has not completed five (05) years of satisfactory service immediately preceding the date of promotion.
- xii. Has not availed/Has availed half pay/no pay leave during the said period of ten years.
- xiii. Has not subjected/Has subjected to punishments other than warning during the said period.
- xiv. No disciplinary action pending/Disciplinary action pending against the officer.
- xv. All salary increments due for the period concerned have been earned/have not been earned.
- xvi. Has been confirmed in the appointment from...../Has not been confirmed in the appointment.
- xvii. Has passed/ Has not passed the 1st / 2nd /3rd Efficiency Bar Examination.
- xviii. Has completed / Has not completed the requirement of securing a pass in the other official language.

I am satisfied that all the above particulars are true and accurate and that the above named officer Mr./Ms./Mrs.....has fulfilled all the requirements for Promotion under General Performance to Grade II/Grade I of the Provincial Agriculture Instructor Service. Accordingly the promotion of the aforesaid officer to Special Grade is recommended and forwarded for approval.

Date :.....

.....
Deputy Director of Agriculture

2. Recommendation of the Provincial Director of Agriculture

**Provincial Secretary of the Ministry of Agriculture,
Northern Province.**

I wish to inform that the above particulars furnished by the Deputy Director of Agriculture ...
..... district are correct/not correct and I accordingly agree/do not agree with the
above recommendations

Name :.....

Signature :.....

Date :.....

Official Stamp:

TRUE COPY CERTIFIED CORRECT

R. Varathalingam
12/02/2016

R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

Provincial Director of Agriculture
Northern Province