



மாகாண பொதுச்சேவை ஆணைக்குழு, வடக்கு மாகாணம்.

පළාත් රාජ්‍ය සේවා කොමිෂන් සභාව, උතුරු පළාත.

PROVINCIAL PUBLIC SERVICE COMMISSION, NORTHERN PROVINCE.



මගේ අංකය

எனது இல.
My No

NP/07/MN/IRR

ඔබේ අංකය

உமது இல.
Your No

දිනය

திகதி
Date

27.08.2019

Secretary,
Ministry of Agriculture,
Northern Province.

Approval for Service Minute of the Primary Level Unskilled Category of Service

Hon.Governor Northern Province has granted his honour's approval to the following Service Minute.

- Service Minute of the Primary Level Un Skilled Employee Category of Service (PL-1-2006 A) for the Department of Agriculture, NP.
- Service Minute of the Primary Level Un Skilled Employee Category of Service (PL-1-2006 A) for the Department of Irrigation, NP.
- Service Minute of the Primary Level Un Skilled Employee Category of Service (PL-1-2006 A) for the Department of Animal Production, NP.

Certified copies of the same is attached for necessary action please.

A.Sivabalasundran,
Secretary,
P.P.S.C, NP.

A.Sivabalasundran
Secretary
Provincial Public Service Commission
Northern Province

Copy to: Department of Agriculture, N P.
Department of Irrigation, N P.
Department of Animal Production & Health, N P.

(mcsa:re lemhafi E udf.a thduq wdh thEug idreksi jkak/ தயவு செய்து எனது தொடர்பு இலக்கத்தை தங்களுக்கு பதில் கடிதத்தில் குறிப்பிடுவும்/ Please indicate my reference No. in your reply)

Secretary : 021-221 9980 Office : 021-221 9981 இல. 393/48, கோயில் வீதி, யாழ்ப்பாணம் web : www.np.gov.lk
Asst. Secretary : 021 205 4190 Exam Unit : 024-221-9939 அலுவலகம் 393/48, அகாதி வீதி, யாழ்ப்பாணம் e-mail : admppscnp@gmail.com
AO : 021-221-9938 Fax No : 021-221-9940 No. 393/48, Temple Road, Jaffna examppscnp@gmail.com
finppscnp@gmail.com



SERVICE MINUTES OF THE PRIMARY LEVEL UN - SKILLED EMPLOYEE
CATEGORY OF SERVICE (PL- 1 -2006A) FOR THE
DEPARTMENT OF AGRICULTURE NORTHERN PROVINCE

Effective Date :

This Service Minutes shall come into force with effect from the date of approval from Hon. Governor of Northern Province. Action is taken under this service minutes without prejudice to any action taken or purported to be taken in terms of the earlier four (4) Schemes of Recruitment in this regard to post of **Circuit Bungalow Keeper, Vehicle Cleaner, Department Labourer and Water Pump Operator** which were approved by Hon. Governor of Northern Province on 01.01.2013 and subsequent amendments made thereto from time to time.

1. Related institutions.

- | | | |
|---|---------------|------------|
| 1.1 Department : Department of Agriculture | Ref. No | Date |
| 1.2 Ministry : Relevant Ministry | Ref. No..... | Date..... |
| 1.3 Approval by the Director General of
the Management Service | Ref. No..... | Date..... |
| 1.4 Recommendation of the Director
Establishment | Ref. No..... | Date..... |
| 1.5 Recommendation of the National
Pay commission | Ref. No..... | Date..... |
| 1.6 Recommendation by the Provincial
Public Service Commission | Ref. No..... | Date..... |
| 1.7 Approval by the Hon. Governor,
Northern Province. | Ref. No..... | Date..... |

2. Terms of Definition.

- 2.1. The term "Minutes " shall mean the Service Minutes for Primary Level Un- Skilled Employee Category of Service (PL- 1 -2006A) for the Department of Agriculture - Northern Province
- 2.2. The term "Hon. Governor" shall mean the Governor of Northern Province.
- 2.3. The term "Commission" shall mean the Provincial Public Service Commission of the Northern Province.
- 2.4. The term "Appointing Authority" shall mean authority to whom the powers have been Delegated by the Hon. Governor of Northern Province
- 2.5. The term 'Secretary' shall mean the Secretary to the Relevant Ministry to which the subject of Agriculture is assigned in Northern Province.

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G. Prathiban
Administrative Officer
Provincial Public Service Commission
Northern Province

2.6. The term "Service" shall mean the Un-Skilled Employee Category of Service in the Provincial Department of Agriculture in Northern Province.

2.7. The term "Period of Satisfactory Service" means a period during which a public officer has earned all the salary increments due to him/her by efficient and diligent discharge of his/her duties, by passing over the efficiency bars due on him/her on the prescribed dates and by fulfilling the qualifications required for his confirmation and has not committed any punishable offence.

2.8. The term "Period of Active Service" means a period of service during which an officer has actually engaged himself/herself in duties receiving the salaries pertaining to his/her post. All periods of no pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.

2.9 "Due Date" means the date on which the respective efficiency bar is due to be passed over. In grade promotions, officers who pass over their efficiency bars on or before the due date are entitled to have promotions as set out in the Service Minutes. The date of promotion of officers who do not pass over their efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

3. Appointing Authority :

Secretary to the relevant Ministry to whom the powers have been delegated by the Hon. Governor of Northern Province.

4. Particulars on the category of Service :

4.1 Category of Service : Primary Level Un-Skilled (PL-1-2006A)

4.2 Title of Posts :
1. Circuit Bungalow Keeper
2. Vehicle Cleaner
3. Department Labourer
4. Water Pump Operator

4.3 Grades :
Recruitment Grade - III
Promotion Grade - II
Promotion Grade - I
Promotion Grade - Special Grade.

4.4 General definition on the role assigned:

This category of service is considered as a multi tasked category of service assigned with basic duties performable without any specific semi- skilled or skilled capabilities among the general preliminary requirement of field operational duties which are supporting the need in execution and maintenance of the activities in the institutions under the relevant Ministry

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Northern Province

(Signature)

4.5 Assignment of Duties :

Functions will not be assigned on grade basis and the Appointing Authority or Head of the Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill.

5. Nature of the Posts : Permanent & Pensionable

6. Salary :

6.1 This post shall comprise the Primary Level Un-Skilled Employee (PL-1-2006A) recruited /appointed to Grade -III, and appointed on promotion to Grade II, Grade I and Special Grade as Primary Level Un-Skilled Employee (PL-1-2006A) on the following monthly salary scale.

6.2 Salary Code: PL - 1

6.3 Salary Scale : Rs. 24,250 - 10 X 250 - 10 X 270 - 10 X 300 - 12 X 330 - Rs. 36,410/=

6.4 Initial salary step pertaining to grade system:

Grade	Initial Salary step	Initial Salary Point
Special Grade	32	Rs. 32,750/=
Grade I	22	Rs. 29,720/=
Grade II	12	Rs. 27,000/=
Grade III	01	Rs. 24,250/=

7. Posts associated with the category of service.

7.1 Approved titles of posts and approved Cadre by Management Service Department.

Approved titles of Posts	Grade for which the post is approved	Approved cadre	Duties
Circuit Bungalow Keeper	Grade III, II, I & Special	1	Annexure - I
Vehicle Cleaner	Grade III, II, I & Special	1	Annexure - II
Department Labourer	Grade III, II, I & Special	125	Annexure - III
Water Pump Operator	Grade III, II, I & Special	2	Annexure - IV

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7.2 Combined number of Cadre :

For the purpose of grade promotions Grade III, II, I and Special Grade shall be treated as combined cadre.

8. Method of Recruitment :

8.1 Percentage of Recruitment

Stream	Percentage
Open	100 %

8.2 Recruitment under Open stream:

8.2.1 Grade at Recruitment : Grade - III

8.2.2 Qualification

8.2.2.1 Educational Qualification

Should have passed G.C.E (Ordinary Level) Examination in six subjects with at least two credits passes in not more than two sittings and out of which 5 subjects should be in one sitting.

8.2.2.2 Experience :

Experience in relevant field of Government or Government recognized organization will be considered as an additional qualification

8.2.2.3 Basic requirement for recruitments

(i) The candidate should be Citizen of Sri Lanka.

(ii) He/she should possess good moral character and should be physically fit.

(iii) Physical fitness:

Applicant should be physically and mentally fit to serve in any part of the Northern Province and to perform duties of the posts.

(iv) Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within the six years immediately prior to the last date of closing of application. (Voter's list should be submitted to prove the permanent residence.)

or

Applicant or his/her parents should have been born in the Northern Province and should have had at least five (05) years of continuous permanent residence in Northern Province. (Permanent residency should be proved by the voters list.)

(v) Candidate shall be allowed to compete for vacancies in the particular district of Northern Province where he/she resides permanently.

(vi) Applicant should not have been convicted in a court of Law and should be with good moral character.

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Provincial Public Service Commission
Northern Province

8.2.4 Age:

8.2.4.1 Minimum limits : Not less than 18 years.

8.2.4.2 Maximum limit : Not more than 45 years

8.2.5 Other :

8.2.5.1 Only the male applicant can apply for the post of maintenance labourer

8.2.6 Method of Recruitment:

Recruitment will be made on the result of structured interview.

8.2.6.1 Written Examination : Not Applicable

8.2.6.2 Authority conducting Examination : Not Applicable

8.2.6.3 Professional Test : Not Applicable

8.2.6.4 Authority conducting Examination : Not Applicable

8.2.6.5 General Interview : Goals to be achieved

8.2.6.6 Authority for Appointing of the Board of General Interview:
Appointing Authority.

8.2.6.7 Structured Interview:

The marks schedule for the structured Interview is given below

Main Headings for which marks are awarded	Maximum Marks	Method of selection
Educational qualification	40	Selection will be made based on the merit order on District basis of the marks obtained at the structured interview.
Experience gained in the related field of service	25	
Test of knowledge and performance shown in interview	35	
Total	100	

8.2.6.7.1 Marks to be offered :

8.2.6.7.1.1 Educational Qualification:

(a) Marking System - GCE (O/L) -(New Syllabus)

Maximum Marks of 40 at the rate of 02 Marks for Ordinary (S) pass, 03 marks for Credit (C) pass, 04 marks for Very Good (B) pass and 05 marks for Distinction (A) pass

(b) Marking System - GCE (O/L) (Old Syllabus)

Maximum Marks of 40 at the rate of 02 Marks for Ordinary (S) pass, 03 marks for Credit (C) pass, and 05 marks for Distinction (D) pass

Note: No marks for basic qualification.

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Public Service Commission
Northern

8.2.6.7.1.2 Experience :

Maximum marks of 25 at the rate of 05 Marks for each year for the experience in the relevant field.

8.2.6.7.2 Minimum Marks for Qualified

Candidate should obtain at least 40 marks out of 100 qualified in structured interview

8.2.6.7.3 Authority for Appointing of the Board of Structured Interview:
Secretary to the relevant Ministry.

8.2.7 Method of calling applications:

Applications will be called through Government Gazette or Public News Paper and Northern Provincial Council Website Notice.

9. Efficiency Bar Examination :

9.1.

Which of the Efficiency Bars	Before how many years the Efficiency Bars to be passed.	Nature of the Efficiency Bar Exam.
1 st Efficiency Bar	Before the expiry of 03 years from appointment to Grade III	Oral Test and Practical Test Annexure - V - (a)
2 nd Efficiency Bar	Before the expiry of 03 years from Promotion to Grade II	Oral Test Annexure - V - (b)
3 rd Efficiency Bar	Before the expiry of 05 years from Promotion to Grade I	Oral Test Annexure - V - (c)

9.2. Frequency at which the E.B. Examination : It shall be conducted twice a year.

9.3. Authority for conducting Efficiency Bar Examinations:

Above Efficiency Bar Examinations should be conducted by the Appointing Authority.

9.4. Failure to obtain a pass in the Efficiency Bar Examination within the due date will result in deferment of salary increment and promotion of the officer.

Note 1: The officers who are being promoted to Grade I of Provincial Primary Level Un - Skilled employee (PL-1) as at the date in which this minutes shall be effective, shall be exempted from 3rd Efficiency Bar Examination.

Note 2: The officers who are in class one after 2016 shall have six times from the date of approving this service minutes.

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G. Prathiban
Administrative Officer
Provincial Public Service Commission
Northern Province
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8.2.6.7.1.2 Experience :

Maximum marks of 25 at the rate of 05 Marks for each year for the experience in the relevant field.

8.2.6.7.2 Minimum Marks for Qualified

Candidate should obtain at least 40 marks out of 100 qualified in structured interview

8.2.6.7.3 Authority for Appointing of the Board of Structured Interview:
Secretary to the relevant Ministry.

8.2.7 Method of calling applications:

Applications will be called through Government Gazette or Public News Paper and Northern Provincial Council Website Notice.

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Above Efficiency Bar Examinations should be conducted by the Appointing Authority.

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Note 1: The officers who are being promoted to Grade I of Provincial Primary Level Un - Skilled employee (PL-1) as at the date in which this minutes shall be effective, shall be exempted from 3rd Efficiency Bar Examination.

Note 2: The officers who are in class one after 2016 shall have six times from the date of approving this service minutes.

10. Language Proficiency:

Language	Proficiency to be acquired
01. Official Language	Employees who were recruited in a language of medium other than an official language shall acquire prescribed language proficiency in one of the language during the probation period.
02. Other Official Language	Shall acquire relevant proficiency at required level within 05 years from the date of joining to the service as per public Administration Circular No 01/2014 and any other circulars thereafter.

11. Grades Promotions:

11.1. Promotion from Grade III to Grade II.

11.1.1. Qualifications to be fulfilled :

- Officer in Grade III should have been confirmed in the post.
- Should have completed at least ten (10) years of active and satisfactory period of service in Grade III of the Category of Service and earned all the due ten (10) salary increments.
- Officer in Grade III should have proved a performance at satisfactory level or above during the period of ten (10) years immediately prior to the date of promotion as per the approved of procedure of performance appraisal.
- Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- Should have been passed the 1st Efficiency bar Examination on the due date.
- Should have been passed the official language proficiency in relevant level.

11.1.2. Method of Promotion:-

When an officer who has satisfied the required qualifications makes a request for promotion to the appointing Authority by using the prescribed specimen form GP/G-II/I of application along with the recommendation of the Head of Department the promotion to Class II shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

11.2. Promotion to Grade II to Grade I:

11.2.1. Qualifications to be fulfilled :

- Officer, who have completed nine (09) years of active and satisfactory period service in Grade II of the category of service and earned all the due nine (09) salary increments

(Signature)

- ii. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iii. Officer in Grade II should have proved performance at satisfactory level or above during the period of nine (9) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the 2nd Efficiency Bar examination on due date.

11.2.2. Method of Promotion :

When an officer who has satisfied the required qualifications makes a request for promotion to the appointing Authority by using the prescribed specimen form GP/G-II/I of application along with the recommendation of the Head of Department the promotion to Grade I shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

11.3. Promotion from Grade I to Special Grade:

11.3.1. Qualification to be fulfilled:

- i. Officer, who have completed nine (09) years of active and satisfactory period service in Grade I of the category of service and earned all the due nine (09) salary increments.
- ii. Should have completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iii. Officer in Grade I should have proved a performance at satisfactory level or above during the period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the 3rd Efficiency Bar Examination on due date.

11.3.2. Method of Promotion:

When an officer who has satisfied the required qualifications makes a request for promotion to the Appointing Authority by using the prescribed specimen form GP/S/I of application along with the recommendation of the Head of Department the promotion to special grade shall be made effective with effect from the date on which the officer satisfied qualifications after verifying these qualifications by the Appointing Authority.

12. Control :

This service shall be under the control of Hon. Governor, Northern Province.

(Signature)

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G. Prathiban
Administrative Officer
Provincial Public Service Commission
Northern Province

13. Absorption in to grade system :

All the officers who are serving in posts of Grade III, II, I and Special Grade of "Primary Level Un Skilled Employee Category of Service" (Four posts as indicated in Para 4.2 of this Service Minutes) on due date in the Scheme of Recruitment shall be absorbed into the corresponding grade under this new Service Minutes.

Note: Officers who are in service as Circuit Bungalow Care Taker as at the effective date of this Scheme of Recruitment will be absorbed into the Circuit bungalow Keeper and corresponding grade (as approved by MSD) under this New Service Minutes.

14. Interim Provision :

Educational qualification shall be considered Grade eight (8) / Year nine (9) pass, only for first recruitment under the implementation this service minutes.

15. Matters not provided:

Any matter which is not provided for in this Service Minutes will be determined by the Hon. Governor of Northern Province.

Prepared by: Signature: _____

Checked by: _____

Staff Officer in charge of the Subject
M. Santhaseelan
Administrative Officer

Ministry of Agriculture & Agrarian Services, Animal Husbandry,
Irrigation, Fisheries, Water Supply & Environment
Northern Province.

Recommended and forwarded.

Signature _____

Head of the Department

S. Sivakumar

Provincial Director of Agriculture
Northern Province

Date: _____

Reference No NP/MA/01/EA/SOR-Agr/19

I recommend that this proposed Service Minutes for the post of Primary Level Un-Skilled Category of Service (PL-1) (Pages 1 - 19 including annexure I- V) in the Department of Agriculture be approved.

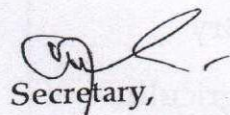
Secretary,
Relevant Ministry

K. Theivendram
Secretary
Ministry of Agriculture and Agrarian Services,
Animal Husbandry, Irrigation,
Fisheries, Water Supply & Environment
Northern Province.

Date: _____

Hon Governor.
Northern Province

The committee appointed by the Hon. Governor to study the service minutes has made necessary recommendations to amend this Service Minutes for the post of **Primary Level Un-Skilled Category of Service - PL-1** (Pages 1 - 19 including annexure I - V) in the Department of Agriculture and submitted to your Hon's approval please.


Secretary,

Provincial Public Service Commission,
Northern Province.

Date: 13/8/2019

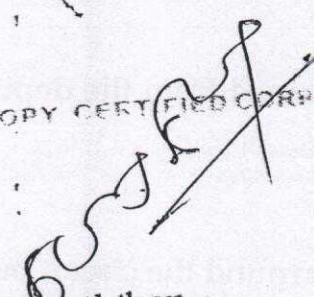
A. Sivabalasingam
Secretary
Provincial Public Service Commission
Northern Province


Approved
26/8
Governor,
Northern Province.

Date: 26.08.2019

Dr. Suren Raghavan
Governor
Northern Province

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G. Prathiban
Administrative Officer
Provincial Public Service Commission
Northern Province

1. ASSIGNING DUTIES FOR POST OF "CIRCUIT BUNGALOW KEEPER"

Duties

The Circuit bungalow Keeper service shall be under the control and Supervision of Department of Agriculture and Relevant Ministry

Duties of the Circuit bungalow Keeper in the department of agriculture of Northern Province will be s follows.

01. Keeping the circuit bungalow clean and having it ready for occupation at any time.

02. Ensuring sufficient water in the water tank.

03. Keeping the Electricity goods in order.

04. Providing necessary facilities to officers who are occupying the bungalow.

05. Conforming about the permission obtained from the deputy director of agriculture by the occupying officers.

06. Establishing home garden cultivation around the circuit bungalow.

07. Maintaining the goods and assets of the circuit bungalow and keep them in safe custody.

08. Performing all the duties assigned by Departmental Head, Deputy Director of Agriculture and Divisional heads.

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G. Prathiban
Administrative Officer
Provincial Public Service Commission
Northern Province

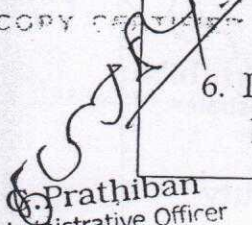
2. ASSIGNING DUTIES FOR POST OF "VEHICLE CLEANER"

Duties

The Vehicle Cleaner service shall be under the control and supervision of the Department of Agriculture and Relevant Ministry

Duties of the Vehicle Cleaner in the Department of Agriculture of Northern Province will be as follows.

1. Helping to the driver to clean and maintain the heavy vehicle accordingly.
2. Should be on full time duty during travelling.
3. Loading and unloading of goods transported by heavy vehicle and safe-guarding the goods which are loaded in to the vehicle.
4. Helping to the driver in a proper manner during reversing the vehicle, turning in junctions and parking.
5. Helping to the necessary running repairs of the vehicle when occurs, during travelling.
6. Performing all the duties assigned by Departmental Head, Deputy Director of Agriculture and Divisional heads.

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C. Prathiban
 Administrative Officer
 Provincial Public Service Commission
 Northern Province

3. ASSIGNING DUTIES FOR POST OF "DEPARTMENT LABOURER"

Duties
<p>This service will be under the control of Department of Agriculture and Relevant Ministry.</p> <p>Duties of the Department Labourer in the Department of Agriculture Northern Province will be as follows.</p> <ol style="list-style-type: none"> 1. Land Preparation, Construction of basins and channels, crop protection activities, Irrigation, Crop harvesting, Collection and storing. 2. Preparation of liquid fertilizer to supply nutrient to plots, preparation of natural pesticide, compost making from waste materials and applying to crops in proper time. 3. Maintenance of organic fertilizer, plots, preparation of earth worm, Liquid fertilizer, natural pesticide and making use of it. 4. Providing necessary helps to prepare food items during conducting training classes. 5. Animal Husbandry <ul style="list-style-type: none"> Live stock maintenance Collection of milk and distribution Collection of Eggs and marketing 6. Performing all the duties assigned by Departmental Head, Deputy Director of Agriculture and Divisional heads.

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G. Prathiban
Administrative Officer
Provincial Public

4. ASSIGNING DUTIES FOR POST OF "WATER PUMP OPERATOR"

Duties

The Water Pump Operator service shall be under the control and Supervision of Department of Agriculture and Relevant

Duties of the Water Pump Operator in the Department of Agriculture of Northern Province will be as follows.

1. Operating Water pumps in the prescribed way.
2. Knowledge about the oil level in water pumps, checking and mentioning it at the required level.
3. Should have knowledge related to spare parts of water pumps.
4. Attending to any running repairs of the water pumps, including repairs to foot valve.
5. Helping the functions related to micro irrigation.
6. Cleaning any calcium deposits in the drip irrigation and sprinkler irrigation.
7. Taking necessary actions for irrigation related to each and every crop

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G. Prathiban
Administrative Officer
Provincial Public Service
Northern Province

Annexure

EFFICIENCY BAR EXAMINATION FOR THE OFFICER IN GRADE - III

To test whether the employee has gained sufficient knowledge on the tasks entrusted to the Department of Agriculture he/she serves - 30 marks

To test the basic knowledge on General Office Systems. - 30 marks

To test the basic knowledge on the Salary, Overtime, Leave, Railway Warrant, Travelling Expenses under the provisions of Establishment Code. - 40 marks.

EFFICIENCY BAR EXAMINATION FOR THE OFFICER IN GRADE - II

To test the knowledge of Employee on the procedural and legal revisions etc., made within the field during the past period in relation to the subjects covered at the First Efficiency Bar Examination and the skills of the Employee on new changes relevant to his duties. - Marks 100

EFFICIENCY BAR EXAMINATION FOR THE OFFICER IN GRADE - I

To test the knowledge of employee on the procedural and legal revisions etc., made within the field during the period in relation to the subjects covered at the First and Second Efficiency Bar examination and the skills of the Employee on new changes relevant to his duties - Marks 100

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G. Prathiban
Administrative Officer
Provincial Public Service Commission
Northern Province

Application for Grade Promotions - Provincial Primary Level Unskilled
Category of Service (PL-1-2006A)

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 passed	Date passable	Date of passing
01.	1 st Efficiency bar Exam		
02.	2 nd Efficiency bar Exam		

- 2.4 Level of Language proficiency and the date of gaining such proficiency:

Language proficiency level gained	Date passable	Date of passing

1. Particulars relating to promotion

- 3.1 Grade due for promotion : Grade II/Grade I
- 3.2 Stream due for promotion : General
- 3.3 Date of completion of Ten years (10) of service in Grade III/ Nine (09) years of service in Grade II
- 3.4 Date of Promotion to Grade II/ Grade I:

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 Grade II/Grade I of the Provincial Primary Level Unskilled Category of service (PL-1-2006A) from.....

Date:..... TRUE COPY CERTIFIED

.....
Signature of Officer

MP/G-I

5. Recommendation of the Deputy Director of Agriculture

Provincial Director of Agriculture,
Northern Province.

The Officer:

- i. Has completed /Has not completed ten (10) years of active service in Grade -III or Nine (09) years of active and satisfactory service in Grade -II.
- ii. Has shown/Has not shown a performance of satisfactory of higher level during the period of ten (10) years in Grade III or Nine (09) years in Grade -II immediately preceding the promotion.
- iii. Has completed/Has not completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iv. Has not availed/Has availed half pay/no pay leave during the said period of ten years.
- v. Has not subjected/Has subjected to punishments other than warning during the said period.
- vi. No disciplinary action pending/ Disciplinary action pending against the officer.
- vii. All salary increments due for the period concerned have been earned/have not been earned.
- viii. Has been confirmed in the appointment from...../Has not been confirmed in the appointment.
- ix. Has passed/ Has not passed the 1st / 2nd Efficiency Bar Examination.
- x. 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 Primary Level Unskilled Category of Service. (PL-1-2006A) Accordingly the promotion of the aforesaid officer to Grade II/Grade I am recommended and forwarded for approval.

Date :.....

.....
Deputy Director of Agriculture

TRUE COPY CERTIFIED CORRECT

6. Recommendation of the Provincial Director of Agriculture

Secretary to the relevant Ministry
Northern Province.

G. Rathiban
Administrative Officer

I wish to inform that the above particulars furnished by the Deputy Director of Agriculture, District are correct/not correct and accordingly I agree/do not agree with the recommendations above and he/she can be promoted to Grade II/ Grade I of the Vehicle Cleaner service with effect from.....

Name

Signature

Date

Official Stamp:

**Application for Special Grade Promotions – Provincial Primary Level Unskilled
Category of Service (PL-1-2006A)**

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 :
- 3.3 Date of completion of Ten years (9) of service in Grade I : General 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 Primary Level Unskilled Category of Service (PL-1-2006A) from

Date:

TRUE COPY CERTIFIED CORRECT

Signature of Officer

: G

5. Recommendation of the Deputy Director of Agriculture

Provincial Director of Agriculture,
Northern Province.

The Officer:

- i. Has completed / Has not completed ten (09) years of active service.
- ii. Has shown/Has not shown a performance of satisfactory of higher level during the period of ten (09) years immediately preceding the promotion.
- iii. Has completed/Has not completed five (05) years of satisfactory service immediately preceding the date of promotion.
- iv. Has not availed/Has availed half pay/no pay leave during the said period of ten years.
- v. Has not subjected/Has subjected to punishments other than warning during the said period.
- vi. No disciplinary action pending/Disciplinary action pending against the officer.
- vii. All salary increments due for the period concerned have been earned/have not been earned.
- viii. Has been confirmed in the appointment from...../Has not been confirmed in the appointment.
- ix. Has passed/ Has not passed the 1st / 2nd / 3rd Efficiency Bar Examination.
- x. 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 Special Grade of the Provincial Primary Level Unskilled Category of (PL-1-2006 A) Service. Accordingly the promotion of the aforesaid officer to Special Grade is recommended and forwarded for approval.

Date :

.....
Deputy Director of Agriculture

6. Recommendation of the Provincial Director of Agriculture

TRUE COPY OF THE ORIGINAL

Secretary to the relevant Ministry
Northern Province.

G. Prabhakaran
Administrative Officer
Provincial Public Service Commission
Director of Agriculture
Cleaner Service with effect from.....

I wish to inform that the above particulars furnished by the Deputy Director of Agriculture district are correct/not correct and that I accordingly agree/do not agree with the recommendations above and he/she can be promoted to Special Grade of the Vehicle Cleaner Service with effect from.....

Name

Signature

Date

Official Stamp: