

SERVICE MINUTE

COOKS' SERVICE

**DEPARTMENT OF AGRICULTURE
NORTHERN PROVINCE**

**PROVINCIAL PUBLIC SERVICE COMMISSION
NORTHERN PROVINCE**



NORTHERN PROVINCIAL COUNCIL

SERVICE MINUTE

COOKS' SERVICE

**DEPARTMENT OF
AGRICULTURE, NP.**

**PROVINCIAL PUBLIC SERVICE COMMISSION,
NORTHERN PROVINCE.**

**MINUTE FOR THE POST OF COOK
DEPARTMENT OF AGRICULTURE - NORTHERN PROVINCIAL COUNCIL**

This Minute shall be called the Minute for the post of **Cook** of the department of Agriculture, Northern Provincial Council.

1. Effective Date: This Minute will take effect from the date of approval by the Hon. Governor of the Northern Province.

2. Definition: -

1. The term "Minute" shall mean the Minute of the Cook Service in the Department of Agriculture, Northern Province.
2. The term "Service" shall mean Cook Service in the Department of Agriculture, Northern Province.
3. The term "Commission" shall mean the Public Service Commission, Northern Provincial Council.
4. The term "Secretary" shall mean the Secretary to the Ministry to which the subject of Agriculture Department is assigned.
5. The term "satisfactory Service" shall mean a period immediately preceding the date of promotion during which no punishment has been imposed

3. Structure and Salary Scale:

3.1 Structure: The service shall comprise employees appointed to Grade III and those who are appointed on promotion to Grade II, Grade I and Special Grade.

3.2 Salary Scale: The monthly consolidated salary scales effective from 01.06.2007 corresponding to the salary scales prevailing as at that date shall be as follows:

Salary code	: PL2 - 2006 A
Special Grade	: Rs.16,730-11x170-18,600/-
Grade I	: Rs.15,120-9x160-16,560/-
Grade II	: Rs.13,665-9x145-14,960/-
	(Efficiency Bar before reaching 3 rd increment Rs.14,090/=)
Grade III	: Rs. 12,210-10x130-13,510/-
	(Efficiency Bar before reaching 3 rd increment Rs.12,600/=)

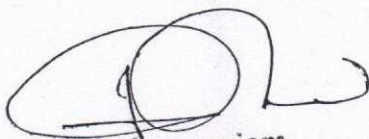
These salary scales are subject to revision by the Government from time to time.

4. Cadre :

The total cadre will be determined by the salaries and cadre committee. There will be no cadre ratio from the Grade III up to Gr. I.
The cadre in special Grade will be on the ratio 1:4 between special grade and the other grades (Grade. III, II & I combined)

5. Age Limit :

Should not be less than 18 years and not more than 45 years of age at the closing date of applications. The upper age limit is not applicable to those who are already employed in Provincial Council or in Government Service.



K. Subramaniam
Director of Agriculture
Northern Province
Trincomalee

6. Efficiency Bar :

- 6.1. Employees in Class III must pass the Efficiency Bar Examination of class III conducted by the Director of Agriculture, before reaching the 3rd increment. The Efficiency Bar Examination will consist of an Oral test and Practical test. The basic knowledge about their duties will be tested through this Examination.
- 6.2. Employees in Class II must pass the Efficiency Bar examination of class II conducted by the Director of Agriculture, before reaching the 3rd increment. The Efficiency Bar Examination will consist of Written Examination and Practical test. The knowledge and their technical know how about their responsibilities related to their duties will be tested through this Examination.
- 6.3. Every employee appointed from 01.07.2007 onwards, should attain the proficiency in the second official language (Proficiency level in category 3 Sinhala or Tamil) to this post within 5 years of the appointment to the service / post. Salary increments of the employees who fail to attain the level of proficiency within the prescribed period will be deferred.

7. Educational Qualifications & Eligibility :


- a) Should have passed Grade 08th /year 9th standard in an approved school
- b) Should be a Citizen of Sri Lanka
- c) Should be physically and mentally sound
- d) Should be a permanent resident of the Northern Province for at least 3 years.
- e) Experience :
Should have three years experience as a cook in an approved Hostel under the Government or approved institute.

8. Control:-

Subject to the General provisions, the service shall be under the control of the Commission.

9. General Duties of the Post:

1. Cooking of meals for lunch, Dinner, breakfast to serve trainees in time.
2. Prepare & supply tea and refreshment with variety of short-eats for morning & evening
3. Keep cleaning of kitchen utensil and cutleries & other cuisine related machineries and kitchen furniture and equipments.



K. Subramaniam
Director of Agriculture
Northern Province
Trincomalee

10. Method of recruitment:

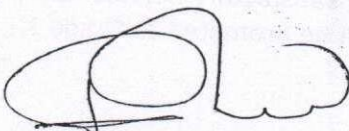
- i. Applications will be called from eligible persons working in the department of Agriculture Northern Province on seasonal/ casual / Contract basis. The selection shall be through a structured interview
- ii. If sufficient applicants are not available in the department, applications for the remaining vacancies will be called by a notification published in the Government Gazette recognized local / News paper. The selection shall be on the basis of Para 6 of Public Administration Circular 24/95 by the interview.
- iii. In case of person working in the Agriculture Department selected with qualification prescribed in Para 7 His/her service period of the previous post will be considered to the promotion Class II present post.

11. Terms of Engagement:

- i. The post is permanent and Pensionable.
- ii. Contributions to the Widows' and Orphans' Pension Fund or Widowers' and Orphans' Pension Fund will be on the basis of circulars issued from time to time by the Ministry of Public Administration.

12. Conditions of Service and confirmation:

- i. An employee appointed to grade 111 of the service on the results of the open competitive examination shall be on probation for a period of three years. He /she shall be confirmed at the end of probation period by the Secretary provided that he / she has passed the first Efficiency Bar Examination and if his / her service and conduct have been satisfactory during the said period. The necessary recommendation will be made by the Head of the Department for confirmation.
- ii. A confirmed employee if selected will be subjected to a trial period of one year. He /she shall be confirmed at the end of the year as an employee in the service if his / her service and conduct have been satisfactory during the said period. However, these employees are required to pass the first Efficiency Bar Examination before reaching the third salary increment.
- iii. The conditions prescribed in Section 10:6 to 10:6:4 and section 12 of Chapter II of Establishment Code and General Conditions of appointments in the Public Service advertised in the Gazette of the Democratic Socialist Republic of Sri Lanka are applicable.
- iv. Every employee will be subject to the Provincial Financial Regulations, the Establishment Code, Departmental Orders or Regulations and any other Orders or Regulations that may be made from time to time.
- v. The employee may be required to furnish security in terms of the Public Officers' Security Ordinance in such manner as the Secretary / Head of Department may decide.
- vi. The officer is transferable and is liable to serve in any part of the Northern Province.



K. Subramaniam
Director of Agriculture
Northern Province
Trincomalee

13. Promotions :

13.1. Promotion to Grade II:-

13.1.1 Fast Track for Exceptional Performer:

The confirmed employee in Grade III with 06 years satisfactory service and who have earned all increments for five years preceding the date of promotion and having the following qualification shall be promoted to Grade II.

- 1). The performance judged to be "excellent" at least for 03 years in the process of performance appraisal carried out through a structured and objective appraisal procedure with an appropriate degree of transparency.

AND,

- (a) Non-Vocational Qualification appropriate to the service obtained from the relevant Government institution / equivalent qualification.

OR,

- (b) At least 03 commendations related to performance of their general duties described in Para - 9 from the officer in charge of unit Farm Manager / Agricultural Instructor with endorsement by Deputy Director of Agriculture (Extension).

13.1.2. Average Performer

- (c) The confirmed employee in Grade III with 10 years satisfactory service and who have earned all increments for five years preceding the date of promotion shall be promoted to Grade II.

13.2 Promotion to Grade I

13.2.1 Fast Track for Exceptional Performer:

Employees in Grade II with 08 years satisfactory service and who have earned all increments for five years preceding the date of promotion and having the following qualification shall be promoted to Grade I

- a). A minimum of 40 % marks in prescribed written examination to become eligible for promotion. The basic knowledge in office procedure and Labourer service will be tested through this examination.

AND,

- b). The performance judged to be "excellent" at least for 04 years in the process of performance appraisal carried out through a structured and objective appraisal procedure with an appropriate degree of transparency.

13.2.2 Average Performer

Employees in Grade II with Ten (10) years satisfactory service and passed the Efficiency Bar Examination of Grade 11 shall be promoted to Grade I.

13.3. Promotion to Special Grade

Employees who have completed a minimum of five years active and satisfactory service in Grade I at the prescribed date will be eligible for promotion to the Special Grade. Such promotions will be based on the results of a competitive examination.

When selections are made for promotion, an employee's seniority and experience will be duly considered along with the rank obtained in the competitive examination.

Method of Application: The notice calling for applications will be issued by the Director of Agriculture after getting approval from the secretary.

Particulars of examinations are given below:

Subjects	Time	Marks
1. Basic knowledge in office procedure	01 hour	100
2. Cooking of meals preparation of different type of snacks & cookies.		
3. Good knowledge of Home Science		

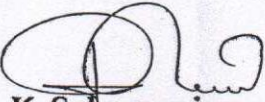
Scheme of the Examination

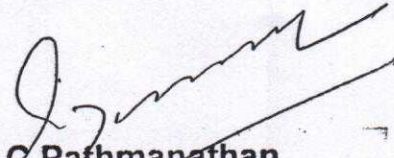
Written exam	- 50 marks
Seniority and experience	- 40 marks
Interview	- 10 marks
Total	<u>100 marks</u>


A minimum of 40 % marks in written exam is compulsory for appearing for the interview for promotion and a minimum of 50 % total marks is necessary to become eligible for promotion.

14. **Matters not provided:**

Any interpretation in respect of the Provisions in this Scheme and any matter not provided herein will be determined by the Provincial Public Service Commission Northern Province in consultation with the Honorable Governor.

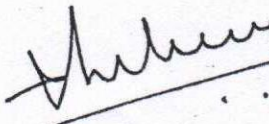

K. Subramaniam
Director of Agriculture
Northern Province
Trincomalee


C. Pathmanathan
Secretary
Ministry of Agriculture, Livestock Development,
Land, Irrigation & Fisheries
Northern Province.


Secretary
Provincial Public Service Commission,
Northern Province



APPROVED


GA Chandrasiri
Governor
Northern Province