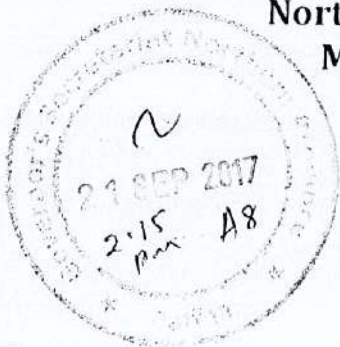




**Provincial Public Service Commission  
Northern Province  
Minute Sheet**



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File No - NP/07/MN/NPC/02

Hon. Governor,  
Northern Province.

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C.A. Mohanras  
Secretary  
Provincial Public Service Commission  
Northern Province

Through

Secretary to the Governor,  
Northern Province.

**Service Minute of the Post of Provincial Public Management Assistant's Service**

**Amendment No – 01**

1. The above service minute has been approved by Hon. Governor on 05.01.2015.
2. The effective date of this amendment to the service minute is 01.01.2013
3. Amendments are indicated in the table below.

S. No	Sections	Existing parts to be amended	Proposed Amendments	Reason for the Amendment
01	7.3.2.3 Experience	Shall have completed at least a continuous and satisfactory service of 05 years immediately preceding the prescribed date, which fact shall be certified by the Head of the Department.  (A training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the five (05) years period for satisfying above qualifications. Further the period of service under casual/ temporary basis completed by a	Shall have completed active and satisfactory service of at least 05 years in a permanent post in the public service as at the prescribed date, which fact shall be certified by the Head of the Department.  (A training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the five (05) years period for satisfying above qualifications. Further the period of service under casual/ temporary basis completed by a candidate before his appointment	The Section 7.3.2.3, 7.3.2.5, 8.3, 10.3.1.1 (a) (iii), 10.3.1.2, 10.3.2.2 and Note under the Annexure 04 have been amended as per Government Gazette/Public Notifications (2032/26).


Northern Province  
Secretary  
C.A. Mohanras

		candidate before his appointment to a certain post on permanent basis shall not be considered for the five (05) years period for satisfying above qualifications.)	to a certain post on permanent basis shall not be considered for the five (05) years period for satisfying above qualifications.)
02.	7.3.2.5 Other (iv)	-	Shall have completed a satisfactory service period of five (05) years immediately preceding the prescribed date.
03.	8.3	Authority for conducting Examination: The Commissioner General of Examinations	Authority for conducting Examination: The Commissioner General of Examinations or an institution authorized by the Appointing Authority.
04.	10.3.1.1. (a) (iii)	Shall be an officer in Grade II of the service who has obtained a degree from a University recognized by the University Grants Commission.	Shall be an officer who has obtained a degree from a university recognized by the University Grants Commission and has completed an active and satisfactory service period of five years in the service.
05.	10.3.1.2 Method of Promotion	<b>Method of Promotion</b> Appointments to a number of vacancies of not more than 35% of the total vacancies in Supra Grade shall be made on the results of a limited competitive examination. The candidates who have satisfied the qualifications shall be appointed after verifying their qualifications by an interview board appointed by the Northern Provincial Public Service Commission. The interview shall strictly be for examination of the certificates by which the qualifications of the candidates are proved and no marks shall be allocated in this regard. (Syllabus and the marking scheme is given in Annexure 09)	<b>Method of Promotion</b> Appointments equivalent to 50% of the total vacancies in Supra Grade shall be made on the results of a limited competitive examination. Candidates should obtain at least 40 marks for each subject relevant to the examination for passing the limited competitive examination. The candidates who have satisfied the qualifications shall be appointed after verifying their qualifications by an interview board appointed by the Northern Provincial Public Service Commission. The interview shall strictly be for examination of the certificates by which the qualifications of the candidates are proved and no marks shall be allocated in this regard. (Syllabus and the marking scheme is given in Annex 09.)
06.	10.3.2.2 Method of	Appointments equivalent to 65% of the total vacancies in Supra	Appointments equivalent to 50% of the total vacancies in Supra

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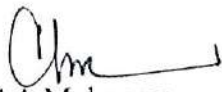
C.A. Mohanras

Secretary  
Provincial Public Service Commission  
Northern Province

	<p>Promotion Grade shall be made on merit. For this purpose, priority shall be determined on the order of the aggregate of marks of an Aptitude Test conducted by the Commissioner General of Examination on behalf of the Northern Provincial Public Service Commission and marks allocated on the basis of seniority and experience by the board appointed by the commission, Candidates shall appear for an interview held by a board appointed by the commission for verification of qualifications. No marks shall be allocated at that interview. (Annexure 10)</p>	<p>Grade shall be made on the basis of merit. For this purpose, candidates should pass an Aptitude Test conducted by the Commissioner General of Examinations on behalf of the Northern Provincial Public Service Commission, obtaining at least 40 marks for each subject. Priority shall be determined on the results of the said examination and on the order of the aggregate of marks allocated on the basis of seniority and experience by the board appointed by the Commission. Candidates shall appear for an interview held by a board appointed by the Commission for verification of qualifications. No marks shall be allocated at that interview. (Annex 10)</p>
<p>07. "Note" under the Annexure 04</p>	<p><b>Note:</b> Officers who have obtained computer Driving License awarded by National Apprentice and Technical Training Authority/ a degree in Computer Science recognized by the University Grants Commission / Proficiency Level at NVQ 4 or above from an institution approved by the Tertiary Education and Vocational Education Commission shall be exempted from the above computer test.</p> <p style="text-align: center;">TRUE COPY CERTIFIED CORRECT</p> <p style="text-align: center;"> C.A. Mohanras Secretary Provincial Public Service Commission Northern Province</p>	<p><b>Note 01</b></p> <p>Officers who have satisfied the following requirements of the Computer Test relevant to the Efficiency Bar examination of Grade III of the Public Management Assistants' Service shall be exempted.</p> <p>01. Officers who have followed computer courses offered by the following institutions, of which the syllabus is similar to the computer course indicated in the Service Minute.</p> <ol style="list-style-type: none"> <li>a. Sri Lanka Institute of Development Administration (SLIDA)</li> <li>b. National Apprentice and Industrial Training Authority</li> <li>c. Vocational Training Authority</li> <li>d. Courses conducted by Technical Colleges and Technological Colleges which function under the Department of Technical Education and Training.</li> <li>e. Universities or other institutions recognized by the University Grants Commission</li> </ol>

			<p>f. National Youth Council</p> <p>02. Officers who have obtained a degree in Computer Science from a recognized university registered under the University Grants Commission or officers who have followed Computer Science as a main subject for the degree.</p>
			<p>Note 02:</p> <p>Officers who satisfy the qualifications indicated under the Note in the Annex 04 of the Minute of the Public Management Assistants' Service No. 1840/34 dated 11.12.2013 shall also be exempted from the Computer Test for a period of two years from the date on which the gazette containing these revisions is published.</p>

4. The above amendments is duly recommended by PPSC at on 21.09.2017
5. Submitted to your Honour for approval of this Amendment No - 1 to the Post of Provincial Public Management Assistant Service.

  
 C.A. Mohanras  
 Secretary,  
 P.P.S.C, N.P.

C.A. Mohanras  
 Secretary  
 Provincial Public Service Commission  
 Northern Province

**Reginald Cooray**  
**Governor**  
**Northern Province**

APPROVED

  
 Reginald Cooray,  
 Governor,  
 Northern Province.

Date: 21/09/2017

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 C.A. Mohanras  
 Secretary  
 Provincial Public Service Commission  
 Northern Province

C.A. Mohanras  
 Secretary  
 Provincial Public Service Commission  
 Northern Province