

**MINISTRY OF HEALTH, INDIGENOUS MEDICINE, AND
PROBATION & CHILDCARE SERVICES,
NORTHERN PROVINCE**



PRIMARY LEVEL SKILLED CATEGORY OF SERVICE

PL-3-2006A

SERVICE MINUTE

1. Electrician

2. Cinema Operator Services of

Provincial Department of Health Services, N.P

PROVINCIAL PUBLIC SERVICE COMMISSION, N.P

(50)

Service Minute of Primary Level Skilled Category of Service (PL – 3 – 2006 A)
(Department of Health Services) in the Ministry of Health & Indigenous Medicine, Northern Province

01. Effective Date:

This service minute shall come into force with effect from 01.01.2013 without prejudice to any action taken in terms of the earlier Service Minutes in this regard which are approved by Hon. Governor, Northern Province on 02.02.2010 and the Scheme of recruitment of Ministry of Health, Colombo approved by Public Service Commission dated 27.07.2012 Reference No.: PSC/EST/3/1/15/1/2012. This Service Minute is to be substituted in lieu of the Previous Service Minute approved on 02.02.2010.

02. Definition:

- 2.1. The term **"Service Minute"** shall mean the service minute of the employee in Skilled posts in Department of Health Services under the Ministry of Health, Northern Province.
- 2.2. The term **"Governor"** shall mean the Hon. Governor of Northern Province.
- 2.3. The term **"Commission"** shall mean the Provincial Public Service Commission of the Northern Provincial Council.
- 2.4. The term **"Chief Secretary"** shall mean the Chief Secretary of Northern Provincial Council.
- 2.5. The term **"Secretary"** shall mean the Secretary of the Ministry to which the subject of Department of Health Services is assigned in the Northern Provincial council.
- 2.6. The term **"Head of the Department"** shall mean the Head of the Department of Health Services in the Northern Provincial Council
- 2.7. The term **"Appointing Authority"** shall mean Authority to whom the powers have been delegated by the Hon. Governor of Northern Province.
- 2.8. The term **"Service"** shall mean the Primary Level Skilled Service under the Department of Health Services, Northern Province.
- 2.9. The term **"Period of Satisfactory Service"** means the 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, and by passing over the Efficiency bars due to him / her on the prescribed dates and by fulfilling the qualifications required for the confirmation and has not committed any punishable offences.
- 2.10. The term **"Active Service"** means a period of service during which an officer has actually engaged himself/herself in duties and receiving salaries pertaining to his /her post. All period of No – Pay leave other than the Government approved maternity leave will not be counted for the purpose of the period of Active Service.
- 2.11. The term **"Due Date"** Means the date on which the respective Efficiency bar is due to be passed over. In grade promotions, officer who pass over their efficiency bar on or before the due date are entitled to have promotions as set out in the scheme of recruitment. The date of promotion of officers who do not passed over their efficiency bars on due date should be deferred by a period equivalent to the amount of the time they spent being belated for Passing over of such Efficiency bars.

03. APPOINTING AUTHORITY:

Authority to whom the powers have been delegated by the Hon. Governor of Northern Province as per the Governor's Memorandum – 2013/01 dated 2013/08/07 and subsequent amendments thereto.

04. PARTICULARS ON CATEGORY OF SERVICE:

4.1. *Category of Service:* Primary Level Skilled

4.2. *Grades:* Grade III, II, I and Special Grade

4.3 General definition on the role assigned:

" A service consisting of persons who will be assigned with the function for which Technical/ Skilled professional merit confirmed through Technical training certificate/ proficiency certificate in fourth (04) level in National Vocational Qualifications (N.V.Q) as concluded by Tertiary and Vocational Education Commission among basic functions like construction, maintenance, repairs, illumination, the basic requirements for performing and maintaining the functions assigned to an institution."

4.4 Assignment of duties:

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

05. NATURE OF THE POSTS: Permanent and pensionable.

06. SALARY:

6.1 Salary Code: PL - 3 – 2006 (A)

6.2 Salary scale: Rs.12, 470 – 10 × 130 - 10 × 145 - 10 × 160 - 12 × 170 – 18,860

6.3 Initial Salary steps pertaining to grade system.

Grade	Initial Salary Step	Initial Salary Point (Rs)
III	Step 01	12,470
II	Step 12	13,915
I	Step 22	15,380
Special	Step 32	16,990

6.4. This "Service" shall comprise the officers recruited / appointed to Grade – III and appointed on promotion to Grade II, Grade I and Special Grade of Primary Level Skilled Employees Service.

07. POST ASSOCIATED WITH THE CATEGORY OF SERVICE:

7.1. Cadre will be determined according to the approved cadre sanctioned by the Director, Department of Management Service.

7.2. Cadre will be revised from time to time according to the actual service needs.

7.3. The cadre will be detailed under the respective head / object in the annual estimates of the Northern Province.

7.4. Approved title of post and approved cadre and duties assigned.

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Approved title of Post	Grade for which the post is approved	Approved cadre Numbers	Duties
01. Electrician	III, II, I, Special	10	As per annexure I
02. Cinema Operators	III, II, I, Special	03	
Total		13	

7.5. Consolidated number of Officers: 13 (Electrician 10, Cinema Operator 03)
(For the purpose of the graded promotions Grade III, II, I and Special grade will be treated as combined cadres)

Note:

No candidates shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.

08. TERMS AND CONDITIONS OF THIS SERVICE.

- 8.1. The officer should contribute to the widows' and Orphans' pensions fund or to the Widowers and Orphans' pension fund as the case may be.
- 8.2. The conditions prescribed in the Establishment code and general conditions for appointment as appearing in the gazette notification of the Democratic Socialist Republic of Sri Lanka are applicable.
- 8.3. The officer shall be subject to the Provincial Financial Regulations, the Establishment code, the departmental rules and regulations and any other rules or regulations that may be issued from time to time by the Government, the Provincial Council, Hon. Governor and the Chief Secretary of Northern Province.
- 8.4. The provision in section II of Chapter II of the Establishment code will apply in respect of probation vide hereof. A confirmed officer, if selected for appointment, will be placed on trial for one year.
- 8.5. The officer will have to tender security if the head of department directs him to furnish security for the due performance of his duties.
- 8.6. If a confirmed officer has been appointed on trial, he/she will be confirmed in his/her post at the end of such period of his/her work, conduct and attendance have been satisfactory.
- 8.7. The officer is not transferable and is liable to serve under the Department of Health Services where he is appointed.

09. METHOD OF RECRUITMENT

9.1. Percentages of recruitment for the following two (02) posts.

- (1) Electrician
- (2) Cinema Operator

Stream	Percentage
Open	50%
Limited	50%
Merit	Not applicable

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R. Varathalingam
12/9/2016.
Secretary

Provincial Public Service Commission
Northern Province

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9.2. Open recruitment.

9.2.1. Recruitment Grade:

Grade III

9.2.2. Qualifications:

9.2.2.1. Educational qualifications

9.2.2.2. Professional qualifications

9.2.2.3. Experience

9.2.2.4. Physical qualification

} Qualifications relevant to each post are in Annexure II

9.2.2.5. BASIC REQUIREMENTS FOR RECRUITMENTS.

9.2.2.5.1. The candidate should be a citizen of Sri Lanka.

9.2.2.5.2. The applicant should have had three (3) years of continuous permanent residence in the Northern Province within the (06) six years immediately prior to the last date of closing of application. (Voter's list should be submitted to prove the permanent residence.)

Or

Applicants or his parents should have been born in the Northern Province and should have had at least five years of continuous permanent residence in the Northern Province. (Voter's list should be submitted to prove the permanent residence)

9.2.2.5.3. He should possess an excellent moral character and should be physically fit.

9.2.4. Method of recruitment.

1. Electrician

2. Cinema Operator

Will be recruited on the results of written examination and practical professional examination. Written examination will be held first and among the applicants who pass the written examination, double of the number to be recruited will be called for the practical professional test, according to the order of merit of marks they have obtained. The applicants, who pass the practical professional test, will be recruited in order of merit of total of marks they have obtained in written examination and practical professional test.

9.2.4.1. Written examination: - As per annexure III

(1) Electrician

(2) Cinema Operator

Subject	Maximum marks	Passable marks
Aptitude test	100	40%
Related general knowledge	100	40%

9.2.4.1.1 Authority conducting the examination:

Provincial Public Service Commission, Northern Province.

9.2.4.2 Professional Test: As per annexure IV

(1) Electrician

(2) Cinema Operator

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Provincial Public Service Commission
Northern Province

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Subject	Maximum marks	Passable marks
Test regarding knowledge relevant to the post	100	40%

9.2.4.2.1 Authority the examination: Secretary, Ministry of Health & IM, Northern Province or through an institution approved by him.

9.2.4.3. Structured interview: Not applicable.

9.2.4.4. General Interview: (Marks will not be assigned)

Goals to be achieved: Checking the physical fitness and qualifications.

9.2.4.4.1 Authority appointing the board of general interview:

Secretary, Ministry of Health, Northern Province.

9.2.5. Method of calling for applications:

- Applications will be called for by publishing notification in Gazette or publishing public notification in news paper and publishing notification in the web site.
- If there are no sufficient applications, then the under qualified applications with minimum qualification, determined by Public Service Commission, Northern Province or Secretary, Ministry of Health & IM, Northern Province could be considered with the Hon. Governors' approval.

9.3. Limited recruitment.

9.3.1. Grade at Recruitment:

Grade III

9.3.2. Qualification:

- 9.3.2.1. Educational qualifications
- 9.3.2.2. Professional qualifications
- 9.3.2.3. Experience
- 9.3.2.4. Physical qualification
- 9.3.2.5. Others

Qualifications relevant to each post are in Annexure VI

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12/5/2016

R. Varathalingam

Secretary

Provincial Public Service Commission
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9.3.3. Method of recruitment.

9.3.3. Method of recruitment:

(1) Electrician

(2) Cinema Operator

Will be recruited on the results of structured interview and practical professional test. Structured interview will be conducted first and among the applicants who pass the structured interview, double of the number to be recruited will be called for the practical professional test, according to the order of merit of marks they have obtained. The applicants, who pass the practical professional test, will be recruited in order of merit of total marks they have obtained in structured interview and practical professional test.

9.3.3.1. Written Test: Not applicable

9.3.3.1.1. Conducting authority:

Not applicable

9.3.3.2. Professional Test:

As per annexure VI

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9.3.3.3. Structured interview:

As per annexure VII

- (1) Electrician
- (2) Cinema Operator

	Headings to check and assign marks	maximum marks	Passable marks
1.	Seniority	40	40%
2.	Additional Educational Qualifications	35	
3.	Experience relevant to the post	20	
4.	For interview	05	
Total		100	

9.3.3.4.1. Authority appointment the board of structured interview:

Secretary of Ministry of Health & IM, Northern Province.

9.3.4. Method of calling for applications:

Through Departmental general circular or public notification.

9.4 Recruitment on merit: Not applicable

10. EFFICIENCY BAR

10:1.Details of Efficiency Bar Examination:

Which of the Efficiency Bar	Before how many years should pass efficiency bar	Nature of efficiency bar written/ professional/ Certificate course / Others
1 st Efficiency Bar	Before the lapse of 3 years of recruitment to Grade III	Written Test (Annexure VIII)
2 nd Efficiency Bar	Before the lapse of 03 years of promotion to Grade II	Written Test (Annexure IX)
3 rd Efficiency Bar	Before the lapse of 05 years of promotion to Grade I	Written Test (Annexure X)

10:2. Frequency at which the efficiency bar examinations occur: Twice a year.

10:3. Who are the authorities to conducting the examinations relevant to Efficiency bar –

1st, 2nd, 3rd Efficiency Bar: Secretary. Ministry of Health (Line) /Secretary, Provincial Public Service Commission, Northern Province.

11. PROFICIENCY IN OFFICIAL LANGUAGES.

Language Proficiency	Language proficiency to be obtained
01. Official Language	Officers who have joined the service not in an official language should obtain proficiency in one of the official Language during the period of probation.
02. Other Official Language.	Language proficiency in relevant level should be obtained according to Public Administration Circular No. 1/2014 and the circulars consequent to same.

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Note: The Skilled Employees Recruitment and Efficiency bar examinations shall be determined by Public Service Commission, Northern Province/Secretary, Ministry of Health, Northern Province for ensuring whether a structured Interview (oral exam) or written exam to be held with Hon. Governors' approval.

12. GRADE PROMOTIONS:

12.1. Promotion from Grade III to Grade II

12.1:1. On General performance.

12.1.1.1. Qualifications to be fulfilled.

- i. Having confirmed in appointment.
- ii. Having completed minimum of ten (10) years of active and satisfactory period of service in Grade III of the service group and having earned ten (10) salary increments.
- iii. Having shown satisfactory or higher performance than that, immediately prior to date of promotion, within ten (10) years, according to the approved performance evaluation procedure.
- iv. Having completed satisfactory period of service within five (05) years immediately prior to date of promotion.
- v. Having obtained other official language proficiency in relevant level.
- vi. Having passed the relevant efficiency bar examination on the specific date.

12.1:1.2. Method of Promotion.

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointment Authority by using the prescribed specimen form (GP/G/1) of application along with the recommendation of the Head of the Department and Secretary of the Ministry, the promotion to Grade II shall be made effective with effect from the date on which the officer become eligible for such promotion after verifying these qualifications by the Appointing Authority.

12.1.1.3. As per Exceptional Performance: Not applicable as per the PSC Circular No. 01/2013 dated 18.12.2013.

12.2. Promotion from Grade II to Grade I.

12.2:1. On General Performance.

12.2:1.1. Qualification to be fulfilled.

- I. Having completed active and satisfactory period of service of nine (09) years minimum in Grade II of the service group and having earned nine (09) salary increments.
- II. Having completed satisfactory service period within five (05) years immediately prior.
- III. Having shown performance in satisfactory level or higher than that within nine years immediately prior to date of promotion, in accordance with approved performance evaluation procedure.
- IV. Having passed relevant efficiency bar examination on specific date.

12.2:1.2. Method of Promotion.

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointment Authority by using the prescribed specimen form (GP/G/1) of application along with the recommendation of the Head of the Department and Secretary of the Ministry, the promotion to Grade I shall be made effective with effect from the date on which the officer become eligible for such promotion after verifying these qualifications by the Appointing Authority.

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12.2.1.3. As per Exceptional Performance: Not applicable as per the PSC Circular No. 01/2013 dated 18.12.2013.

12.3. Promotion from Grade I to special Grade.

12:3:1. On General Performance.

12:3:1:1 Qualifications to be fulfilled.

- I. Having completed active and satisfactory period of service on minimum nine (09) years in Grade I of the service group and having earned nine (09) salary increments.
- II. Having completed satisfactory period of service of five (05) years immediately prior to date of promotion.
- III. Having shown performance in satisfactory level or higher than that, within nine (09) years immediately prior to date of promotion, in accordance with approved performance evaluation procedure.
- IV. Having passed the relevant efficiency bar examination on specific date.

12:3:1:2. Method of Promotion.

When an officer who has fulfilled the required qualifications makes a request for promotion to the Appointment Authority by using the prescribed specimen form (GP/Sp/1) of application along with the recommendation of the Head of the Department and Secretary of the Ministry, the promotion to Special Grade shall be made effective with effect from the date on which the officer become eligible for such promotion after verifying these qualifications by the Appointing Authority.

12.3.1.3. As per Exceptional Performance: Not applicable as per the PSC Circular No. 01/2013 dated 18.12.2013.

13. CONFIRMATION.

An officer who has been placed on probation will be confirmed in his / her post at the end of the period of probation if his/her work, conduct and attendance have been satisfactory and if he/she has passed the first Efficiency Bar Examination in terms of section – II in chapter – II of Establishment code. The same criteria will apply in the case of officers who have been placed on trial.

14. ABSORPTION OF SEMI SKILLED LABOURS:

Absorption of these employees engaged in service in the posts of Primary Level Skilled Employees Service group (PL – 03 – 2006 (A)) in Ministry of Health & IM, Northern Province.

This is applicable only to those engaged in service as at the effective date of the scheme. All officers who receive salary on due date under salary scale PL – 3 – 2006 (A) provided by Public Administration circular No. 6/2006 (IV) and consequent circulars will be absorbed as mentioned below subject to the arrangements in section 04 of Chapter VII of Establishment Code. The period of service will be reckoned on the basis of date of appointment to the respective posts and there should not be any change in the date of increments of the persons concerned due to the absorption and such date should be effective as the date of increment existed before the absorption. Similarly in salary conversion when the salary step the person concerned was drawing last, is the corresponding salary step in the new salary step, placing on next higher step, according to section 4.4 of chapter VII of Establishment Code also should not be done.

i) PL – 03 – Grade III

- a. The employees who have not completed active service period of at least ten (10) years of service in a grade or post provided with the salary step relevant to Grade III and, (PL – 3 – 2006 (A))

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- b. The employees though they have completed the active and satisfactory service period at least ten (10) years or more than that, of service in a post or grade relevant to grade III and who have not fulfilled other necessary qualifications to be absorption into Grade II according to the scheme of recruitment existed before effecting the new scheme of recruitment. will be absorbed into grade III.

ii) PL – 03 – Grade II

- a. As mentioned above, the employees who have completed at least not below ten (10) years but not above twenty (20) years of active and satisfactory service period and have fulfilled the necessary other qualifications according to the scheme of recruitment existed before effecting the new scheme of recruitment.
- b. The officers who have not completed at least nine (09) years service period in a post or grade provided with the salary step relevant to Grade II in PL – 3 – 2006 A Salary scale.
- c. As mentioned above, the employees though who have completed the nine (09) years period of service in a post or grade relevant to Grade II and have not fulfilled necessary other qualifications according to the scheme of recruitment existed before effecting the new scheme of recruitment will be absorbed into PL – 3 – Grade II.

iii) PL – 03 – Grade I

- a. As mentioned above the employees who have completed active and satisfactory period of service at least not below twenty (20) years but not above thirty (30) years in a post or grade relevant to Grade III and similarly, have earned all salary increments in the relevant period and have fulfilled other service requirements according to the scheme of recruitment existed effective before effecting the new scheme of recruitment.
- b. As mentioned above, the employees who have an active and satisfactory period of service at least not below nine (09) years but not above nineteen (19) years in a post or grade relevant to Grade II and similarly have earned all salary increments in the relevant period and have fulfilled other service requirements mentioned above.
- c. The officers who have not completed at least on active period of service of nine (09) years in a post or grade provided with the salary step relevant to Grade I in the PL – 02 – 2006 A salary scale.
- d. As mentioned above, the employees though who have completed the service period of nine (09) years in a post or grade relevant to Grade I and who have not fulfilled the above mentioned necessary others, qualifications for recruitment to special grade. will be absorbed into PL – 3 Grade I.

iv) PL – 03 – Special Grade

- a. As mentioned above, the employees who have completed at least an active and satisfactory period of service of thirty (30) years in a post or grade relevant to Grade III, and similarly have earned all salary increments in the relevant period and have fulfilled other necessary service requirements according to the scheme of recruitment existed effective before effecting the new scheme of recruitment.
- b. As mentioned above, the employees who have completed an active and satisfactory period of service of at least not below nineteen (19) years in a post or grade relevant to Grade II and similarly have earned all salary increments in the relevant period and have fulfilled the above mentioned other service requirements,

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Secretary

Provincial Public Service Commission
Northern Province

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Ministry of Health & IM, NR

S. Thiruvakaran

S. Thiruvakaran
Secretary

Ministry of Health, Indigenous

- c. As mentioned above, the employees who have completed the service period of at least nine (09) years in a post or grade relevant to Grade I and similarly have earned all salary increments in the relevant period and have fulfilled the above mentioned other service requirements.
- d. The officers who receive the salary under a post or grade provided with the salary step relevant to special grade in PL -03 – 2006 (A) salary scale, will be absorbed into PL – 03 – Special Grade.

15. THE CONDITIONS OUTSIDE THE GENERAL CONDITIONS SHOWN IN PROCEDURAL RULES OF PUBLIC SERVICE COMMISSION

- i. All appointments/Recruitments, which are made to this service group, should be strictly in accordance with the arrangements in this scheme of recruitment only.
- ii. The conditions of Establishment code/arrangements in Public service commission Procedures rules volume1 and the arrangements imposed by Public service commission from time to time are applicable regarding recruitment, engagement in service disciplinary and other establishment activities. Further Provincial Financial Regulations and any other rules and regulations that may be issued from time to time by the Provincial Council, Hon. Governor, The Chief Secretary and departmental rules and regulations are also applicable.

16. CONTROL:

This service shall be under the control of the Provincial Public Service Commission, Northern Province, Secretary to the relevant Ministry and Head of the Department in accordance with the General Provision.

17. MATTERS NOT PROVIDED.

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

Prepared by: N. Subila

Checked by: P. S. S. S.
(Staff Officer in Charge of the Subject)

Recommended and Forwarded

Date: 15-07-2016

Signature: [Signature]
Dr.A.Ketheeswaran
Provincial Director of Health Services
Northern Province.

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[Signature]
Secretary/Accountant/A.O./C.C.
Ministry of Health & IM, NP

Dr.A.Ketheeswaran
PROVINCIAL DIRECTOR
HEALTH SERVICES
NORTHERN PROVINCE

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[Signature]
R.Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

Reference No: NP/04/01/07/SM

Recommend that this proposed Service Minute for the Post of Primary Level Skilled Category of Service (PL - 3 - 2006 A) (Page 1 - 26 including annexure) in Ministry of Health & IM, Northern Province be approved.

Date: 15/7

Signature:.....

S.Thiruvakaran

Secretary, Ministry of Health, Indigenous Medicine,
Probation & Childcare Services,
Northern Province.

S. Thiruvakaran
Secretary
Ministry of Health, Indigenous
Medicine and Probation & Childcare Services
Northern Province.

Reference No:

Hon. Governor.

Provincial Public Service Commission has recommended this Service Minute for the post of Primary Level Skilled Category of Service (PL - 3 - 2006 A) (Pages 1 - 26 including annexure) in the Ministry of Health & Indigenous Medicine, and submitted to your honor's approval please.

R.Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

Date: 22/7/2016

Signature:.....

R.Varathalingam

Secretary

Provincial Public Service Commission,
Northern Province.

Approved

Reginald Cooray
Governor - Northern Province

Reginald Cooray
Governor
Northern Province

Date: 29/07/2016

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R. Varathalingam
12/9/2016

R.Varathalingam
Secretary

Provincial Public Service Commission
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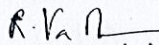
ANNEXURE I


Approved title of posts and the duties assigned.

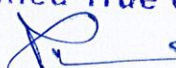
No.	Approved Name of Post	Duties
1	Electrician	<ul style="list-style-type: none">Fitting and repairing electrical appliances in the institution, indentifying defect electricity units/ machines and taking action.Electrical wiring, extending planning repairing electricity in buildings.Performing other functions assigned by Head of Institution/ section.
2	Cinema Operator	<ul style="list-style-type: none">Keeping securely and maintaining appropriately the under mentioned Audio - Visual appliances such as cinema projector, films, public address set, electric generator, sound tape, used for health education programme, which are in his charge.Bearing responsibility regarding custody of all equipments, used in health education programme.Conducting health education cinema shows, and preparing necessary action using the place where show is conducted, as per instruction of supervising officer.Assisting cinema technician by servicing all audio - visual equipments sent from Regional Director of Health Services divisions and specialized campaigns and Decentralized divisions.Attending to suitable minor repairs of afore - said audio - visual equipments in Health Education Programmes, in respective situations same goes out of order and checking and seeing, before using same in the programmes, as to whether the necessary audio visual equipments, items, films etc.. are operative in appropriate state.Maintaining film, unit and film library of cinema technical section and maintaining clearly and appropriately the cinema technical section in headquarters.Performing relevant duty of electrician in all health education and other programme.Obtaining necessary fuel for operating the electrical equipments and electric generator which are used for programmes and keeping in his charge and maintaining necessary records.Assisting to conduct health education exhibitions, obtaining, in time, additional article required for programmes and exhibitions, operating and servicing of necessary audio visual equipments for conducting with sponsorship of department and obtaining report regarding running time of electric generator.Bearing responsibility regarding the security of equipments fitted on and kept in the auditorium of headquarters.Performing any duties, without fail, assigned to them by head of institution/ relevant section.

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R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province


S. Thiruvakaran
Secretary
Ministry of Health, Indigenous
Medicine and Probation & Childcare Services
Northern Province.

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ANNEXURE II

Qualifications relevant for Open Recruitment in posts relevant to Grade III of Primary Level Skilled Employees service group (PL-03-2006(A)) – 7.2.2.

No.	Post	Qualifications
1	Electrician	<p>i. Educational qualifications. Should have passed the G.C.E. (Ordinary Level) examination in six subjects, with at least two credit pass in not more than two sittings.</p> <p>ii. Professional qualifications. Having obtained proficiency certificate relevant to the post, in the level not below the 4th level in National Vocational Qualification (NVQ) certificate issued by Technical/ Vocational Training Institute recognized by Tertiary and Vocational Education Commission.</p> <p>iii. Experience: Not applicable</p> <p>iv. Physical qualifications. Every candidate should be physically and mentally fit enough to service in any part of Sri Lanka and to discharge the duties of the post.</p> <p>Note:</p> <p>a. The necessary qualification for recruitment to the post mentioned above should be completed in all the way before the closing date of notifications/ gazette calling for applications.</p> <p>b. Only male applicants can apply for these post.</p>
2	Cinema Operator	

* * *

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Secretary
Provincial Public Service Commission
Northern Province

[Signature]
Secretary
Ministry of Health, Industries
and Labour
Northern Province

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ANNEXURE III

Written test for (open) recruitment in relevant posts in Grade III of Primary Level Skilled Employees service group (PL-03-2006(A)) in Ministry of Health, NP

01. Name of test – Written test for (open) recruitment in relevant posts in Grade III of primary Level skilled service group (PL-03-2006(A)).

02. Details regarding the test for.

- (1) Electrician
- (2) Cinema Operator

Subjects	Duration	Total Marks	Pass marks
Aptitude test	01 hour	100	40%
Subject related general knowledge	1 1/2 hours	100	40%

03. Test conducting authority:

Secretary, Provincial Public Service Commission or through an institution approved by him.

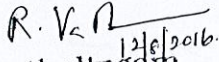
04. Frequency of which the test will be conducted: In a situation necessary to fill the vacancies.


05. Syllabus for the test.

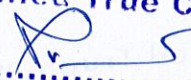
Name of question paper	Syllabus
Aptitude Test	It is expected by this test to measure the ability possess by the candidate in understanding the connection between time and opportunity and formativeness and comprehension regarding problems submitted as words, numbers and figures in association with response and conclusion, they show regarding such problems.
Subject related general knowledge	This question paper will be prepared on matters regarding duties relevant to the post.

* * *

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R. Varathalingam
 Secretary
 Provincial Public Service Commission
 Northern Province


S. Thiruvakaran
 Secretary
 Ministry of Health, Indigenous
 Medicine and Protection & Childcare Services
 Northern Province.

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 Secretary/Accountant/A.O./C.C.
 Ministry of Health & IM, NP

(36)

ANNEXURE - IV

Professional examination for (open) recruitment in posts relevant to Grade III of Primary Level Skilled Employees service group [PL – 03-2006(A)] in Ministry of Health.

1. Name of test - Professional examination for open recruitment in posts of Grade III of Primary Level Skilled Employees service group (PL – 03 – 06/2006(A))
2. Details regarding the test for:
 - (1) Electrician
 - (2) Cinema Operator

Subject	Duration	Total Marks	Pass Marks
Basic knowledge relevant to the field knowledge regarding fitting the equipments, repairing, identifying the defects in the equipments in the relevant field knowledge regarding the use of equipments relevant to the field.	30 minutes	100	40%

3. Authority conducting the test:

Secretary of Ministry of Health or through an institution approved by him.

4. Frequency at which the test will be conducted: Necessary to fill the vacancies.

5. Syllabus for the test:

Post	Name of question paper	Syllabus
Electrician	Subject knowledge	Fitting electrical equipments, repairing, defects in electricity units/ Machines, electrical covering, extensions, planning, repairing electricity in the buildings.
Cinema Operator	Subject knowledge	1. Check the use of projecting machine. <ul style="list-style-type: none"> ➤ preparing the screen ➤ Technical knowledge of placing the projecting machine appropriately. 2. Use of slide projector. <ul style="list-style-type: none"> ➤ Putting three slides correctly to slide tray. ➤ Connecting that tray and other accessories correctly to the projector. ➤ Operating ➤ Detaching the Slide tray in midway. ➤ Changing the bulb. 3. Use of Multi Media Projector.
		4. Use of the Amplifier

* * *

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R. Var
R. Varathalingam
 Secretary
 Public Service Commission
 Northern Province

S. Thiruvakaran
S. Thiruvakaran
 Secretary
 Ministry of Health, Indigenous
 Medicine and Preventive Childcare Services
 Northern Province.

Certified True Copy

[Signature]
Secretary/Accountant(A.O./C.C.)
Ministry of Health & IM, NP

ANNEXURE V

Qualifications relevant for Limited recruitment in posts relevant to Grade III of Primary Level Skilled Employees service group [PL-03-2006(A)] in Ministry of Health.

Post	Educational and Other qualifications
Electrician	<p>I. Educational qualifications :- Should having passed in six subjects, with at least two credits , in not more than two sittings, in General Certificate of education Ordinary Level examination.</p> <p>II. Professional qualification :-</p> <p>i) Having continuous and satisfactory permanent service period of not less than 05 years as minimum in a post of Primary Level unskilled employees Service and Primary Level Semi skilled Employees Service in primary grade or having continuous satisfactory service period of not less than 03 years in a post under primarily level skilled employees group.</p> <p>ii) Should have obtained proficiency certificate relevant to the post in the level not below 4th level (NVQ 4) in National Vocational qualification certificate issued by Technical Vocational training institute, recognized by tertiary and vocational education commission.</p> <p>III. Experience :-</p> <p>i) Having 05 years experience regarding duties relevant to the post in government or in an institution affiliated to government (should be confirmed through certificate)</p> <p>ii) Should have fundamental knowledge understanding regarding wiring and planning.</p> <p>iii) Having ability to do repairs in buildings.</p> <p>iv) Knowledge regarding repairs of Motor vehicle electrical.</p> <p>IV. Physical qualification :- Every candidate should be physically and mentally fit enough to service in any part of Northern Province in Sri Lanka and to discharge the duties of the post.</p> <p>V. Others :-</p> <p>i. Should be a citizen of Sri Lanka.</p> <p>ii. Applicants should be of excellent character.</p> <p>iii. The necessary qualifications for recruitment to the post mentioned as should be completed in the notification/gazette calling for applications, should have been completed in all the way as at the date mentioned therein.</p> <p>iv. Only male candidates can apply for this post.</p>
Cinema Operator	<p>I. Educational qualifications :- Having passed in six subjects, with at least two credits, in not more than two sittings, in General Certificate of education Ordinary Level examination.</p> <p>II. Professional qualification :-</p> <p>i. Having continuous and satisfactory permanent service period of not less than 05 years as minimum in a post of Primary Level unskilled employees Service and Primary Level Semi skilled Employees Service in primary grade or having continuous satisfactory service period of not less than 03 years in a post under primarily level skilled employees group.</p> <p>ii. Should have obtained proficiency certificate relevant to the post in the level not below 4th level (NVQ 4) in National Vocational qualification certificate issued by Technical Vocational training institute, recognized by tertiary and vocational education commission.</p>

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Ministry of Health & IM, NR

III. Experience :-

- i. Should Have 05 years experience obtained from government or an institution affiliated to government relevant to the under mentioned subjects. (Should be confirmed through certificate)
- ii. Should have sufficient knowledge regarding operation of cinema projector, with 16 millimeter audio and visual projector.
- iii. Cinema projector, cinema projector recording machine, amplifier, generator and other radio visual equipments.
Should have sufficient knowledge of mechanism of the under mentioned items. Projector recording machine amplifier machine, generator and other radio visual equipments.
- iv. Should be able to do minor remedies and to use same appropriately of voice projecting with cinema.

IV. Physical qualification :-

Every candidate should be physically and mentally fit enough to service in any part of Northern Province in Sri Lanka and to discharge the duties of the post.

V. Others :-

- i. Should be a citizen of Sri Lanka.
- ii. Applicants should be of excellent character.
- iii. The necessary qualifications for recruitment to the post mentioned as should be completed in the notification/gazette calling for applications, should have been completed in all the way as at the date mentioned therein.
- iv. Only male candidates can apply for this post.

* * *

THIS COPY CERTIFIED CORRECT

R. Van
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

S. Thiruvakaran
S. Thiruvakaran
Secretary
Ministry of Health, Indigenous
Medicine and Probation & Childcare Services
Northern Province.

Certified True Copy
[Signature]
.....
Secretary/Accountant/A.O./C.E.
Ministry of Health & Welfare

ANNEXURE-VI

Professional Examination for Limited Recruitment in posts relevant to Grade III of Primary Level Skilled Employees service group (PL – 3 - 2006 (A)) Ministry of Health & IM, Northern Province.

01. (Limited) Professional examination for post of Grade III posts in Primarily Level Skilled Employees service group. (PL – 3- 06/2006 (A))

02. Details regarding the examination for:

- Electrician
- Cinema Operator

Subjects	Duration	Total marks	Pass marks
Fundamental knowledge relevant to the field knowledge regarding fitting and repairs of equipments, identifying the defects in equipments in the relevant field, knowledge regarding the use of equipments relevant to the field.	30 minutes	100	40%

03. Authority conducting the examination: Secretary of ministry of Health or through an institution approved by him.

04. Frequency at which the examination will be conducted: In situation necessary to fill at the vacancies.

05. Syllabus for the examination:

- Electrician
- Cinema Operator

Name of question paper	Syllabus
Electrician subject knowledge	Fitting electrical equipments, repairing, defects in electricity units/machines, Electrical wiring, extension, planning, repairing electricity in the buildings.
Cinema operator subject knowledge	<ol style="list-style-type: none"> Check the use of projecting machine <ul style="list-style-type: none"> Preparing the screen. Technical knowledge of placing the projecting machine appropriately. Use of slide projector <ul style="list-style-type: none"> Putting three slides correctly to slide tray Connecting that tray and other accessories correctly to the projector. Operating Detaching the slide tray in midway. Use of multi –media projector Use of amplifier.

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R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

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Secretary/Accountant/A.O./C.C

Ministry of Health & IM, NP

Ministry of Health – Service Minute of Skilled Employees PL – 3 (6/2006 A)

ANNEXURE VII

Structured interview for Limited Recruitment in posts relevant to Grade III of Primary Level Skilled Employees service group (PL-03-2006(A)) in Ministry of Health & IM, Northern Province.

01. Title of the Interview:

Structured interview for (Limited) recruitment to the post in Grade III of Primary Level Skilled Employees service group. (PL-3-06/2006(A))

02. Matters relevant to conduct the structured interview:

Fields to which marks are to be provided.

i. Seniority

40 marks

Maximum of 40 marks will be given as,

01 mark for more than 03 months and less than 06 months.

02 marks for more than 06 months and less than 09 months.

03 marks for more than 09 months and less than 12 months.

04 marks for every year with satisfactory service period in which having not received other disciplinary punishment except warning and earned salary increments properly.

Note: - Not eligible for marks for the year in which punishment was received and for the year in which salary increment has not been earned properly.

ii. Marks for additional educational Qualifications for more than the proposed Educational Qualifications.

35 marks

a. In addition to the basic qualifications obtained with 06 subjects at one sitting maximum marks for 06 subjects,

at the rate 01 mark for one Ordinary pass,

at the rate of 02 marks for Credit pass,

at the rate of 03 marks for Distinction pass for the subjects in G.C.E.(O/L) / N.C.G.E Examination

18 marks

b. For pass in English subject in the G.C.E.(O/L) / N.C.G.E Examination 02 marks

c. Maximum for passing 03 subjects in one sitting in G.C.E.(A/L) Examination

15 Marks

For 02 subjects 10 marks

For 01 subjects 05 marks

iii. Experience relevant to the post

20 marks.

a. Knowledge relevant to the post in a government hospital or in a private institution.

At the rate of 02 marks for each year for the experience for period of 01 year or more than that.

iv. For interview

05 marks.

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Total Marks:

100

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A. Varathalingam
Secretary

Northern Public Service Commission
Northern Province

Secretary/Accountant/A.O./C.
Ministry of Health & IM. NP

ANNEXURE VIII

First Efficiency Bar Examination for Primary Level Skilled Employees Service group (PL-03-2006(A)) in Ministry of Health.

01. Prescribed first efficiency bar examination for Grade III posts in primarily skilled service group in Ministry of Health & IM, Northern Province.

02. Details regarding the test for:

- i. Electrician
- ii. Cinema Operator

Subjects	Duration	Total Marks	Pass Marks
Establishments Code and Financial Regulations.	01 hour	100	40%

03. Authority conducting the examination: Secretary, Ministry of Health & IM, Northern Province or through an institution approved by him

04. At what intervals the examination will be conducted: – twice a year

05. Syllabus for the examination:

Subjects	Syllabus
Establishments Code and Financial Regulations.	<p>In Establishment code</p> <p>II - Recruitment Procedure and Appointment</p> <p>III - Transfers</p> <p>XII - Leave</p> <p>XIII - Railway Warrants</p> <p>Financial regulations from 90,101 to 105 (50 questions. It is multiple choice questions)</p>

* * *

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R. Varathalingam
12/01/2016
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

S. Thiruvakaran
S. Thiruvakaran
Secretary
Ministry of Health, Indigenous
Medicine and Probation & Childcare Services
Northern Province.

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[Signature]
Secretary/Accountant/A.O./C.C
Ministry of Health & IM, NP

ANNEXURE IX

Second Efficiency Bar Examination for Primary Level Skilled Employees Service group (PL-03-2006(A)) in Ministry of Health.

01. Prescribed first efficiency bar examination for Grade II posts in primarily skilled service group in Ministry of Health & IM, Northern Province.
02. Details regarding the test for:
- Electrician
 - Cinema Operator

Subjects	Duration	Total Marks	Pass Marks
Establishments Code and Financial Regulations.	01 ½ hour	100	40%

06. Authority conducting the examination: Secretary, Ministry of Health & IM, Northern Province or through an institution approved by him

07. Frequency at which the examination will be conducted: Twice a year

08. Syllabus for the examination:

Subjects	Syllabus
Establishments Code and Financial Regulations.	In Establishment Code Chapter. XXI Protective clothing and Uniform XXII Welfare Amenities. XXIII Special concessions and conditions regarding officers suffering from obtained types of illness. XXIV Salary Loans and advances XXV Concessions to members of Trade unions. Financial regulations from 124 to 134 (07 questions. It is necessary to write answers to 04 questions)

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R. Varadachandran
Secretary

Provincial Public Service Commission
Northern Province

S. Thiruvakaran
Secretary
Ministry of Health, Indigenous
Medicine and Probation & Childcare Services
Northern Province.

Certified True Copy

Secretary/Accountant/A.O./C.C
Ministry of Health & IM, NP

ANNEXURE X

Third efficiency bar examination for Primary Skilled service group (PL-03-2006(A)) in Ministry of Health.

01. Name of Examination - Prescribed Third efficiency bar examination for Grade I posts in primary level skilled service group.

02. Details regarding the test for:

a.

i. Electrician

ii. Cinema Operator

Subjects	Duration	Total Marks	Pass Marks
Subject knowledge related to the post	01 and 1/2 hour	100	40%

03. Conducting authority of the examination: Secretary, Ministry of Health or through an institution approved by him

04. Frequency at which the examination will be conducted: Twice a year

05. Syllabus for the examination:

Name of question paper	Syllabus
Subject knowledge relevant to the post	Subject knowledge relevant to the post, Subject knowledge regarding Hospital administration and establishment activities. (06 Questions. It is necessary to write answer to 04 Questions.)

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R. Varathalingam
12/07/2016
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

[Signature]
Secretary
Ministry of Health, Labour and
Probation & Citizenship
Northern Province.

Certified True Copy

[Signature]
.....
Secretary/Accountant/A.O./C.C
Ministry of Health & IM, NP

Form: GP/G/II

Application for Grade Promotions – Provincial Primary Level
Skilled Category of Service (PL-3-2006A)

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 : Not Applicable

Language proficiency level gained	Date passable	Date of passing

3. Particulars relating to promotion

- 3.1 Grade due for promotion : Grade I
- 3.2 Stream due for promotion : General
- 3.3 Date of completion of Ten years (10) of service in Grade II
- 3.4 Date of Promotion to 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 I of the Provincial Primary Level Skilled Category of Service (PL-3-2006 A) service from.....

TRUE COPY CERTIFIED CORRECT

Date:

R. Varathalingam
 R. Varathalingam
 Secretary
 provincial Public Service Commission
 Northern Province

Signature of Officer

Certified True Copy

.....
 Secretary/Accountant/A.O./C.C
 Ministry of Health & IM, NP

5. Recommendation of the Regional Director of Health Service (RDHS)

The Officer :-

- i. Has completed /Has not completed nine (09) years of active service.
- ii. Has shown/Has not shown a performance of satisfactory of higher level during the period of nine (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 nine 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 I of the Provincial Primary Level Skilled Category of Service (PL-3-2006 A) Service. Accordingly the promotion of the aforesaid officer to Grade I is recommended and forwarded for approval.

Date :.....

.....
.....
Head of the Department (RDHS)

6. Recommendation of the Provincial Director of Health Service (PDHS)

Secretary,
Ministry of Health,
Northern Province.

I wish to inform that the above particulars furnished by the Head of Department are correct/not correct and that I accordingly agree/do not agree with the recommendations above.

TRUE COPY CERTIFIED CORRECT

R. V. N.
12/8/2016
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

Name :
Signature:
Date:
Official Stamp:

Certified True Copy
.....
Secretary/Accountant/A.O./C.G
Ministry of Health & IM, NP

**Application for Special Grade Promotions – Provincial Primary Level Skilled
Category of Service (PL-3-2006 A)**

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		
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 I
- 3.3 Date of completion of Nine years (09) 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 Primary Level Skilled Category of Service (PL-3-2006A) service from.....

TRUE COPY CERTIFIED CORRECT

Date:

R. Varathalingam
12/8/2016
R. Varathalingam
Secretary

Provincial Public Service Commission
Northern Province

Signature of Officer

Certified True Copy

Secretary/Accountant/A.O./C.C.
Ministry of Health & IM, NP

5. Recommendation of the Regional Director of Health Service (RDHS)

The Officer :-

- i. Has completed /Has not completed Nine (09) years of active service.
- ii. Has shown/Has not shown a performance of satisfactory of higher level during the period of Nine (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 Skilled Category of Service (PL-3-2006 A) Service. Accordingly the promotion of the aforesaid officer to Special Grade is recommended and forwarded for approval.

Date :

.....
Head of the Department(RDHS)

6. Recommendation of the Provincial Director of Health Service (PDHS)

Secretary,
Ministry of Health,
Northern Province.

I wish to inform that the above particulars furnished by the Head of Department are correct/not correct and that I accordingly agree/do not agree with the recommendations above.

TRUE COPY CERTIFIED CORRECT

R. Varathalingam
12/8/2016
Secretary
Provincial Public Service C
Northern Prov.

Name:

Signature:

Date:

Official Stamp :

Certified True Copy

.....
Secretary/Accountant/A.O./C.C
Ministry of Health & IM, NP