

The Scheme of Recruitment

**Of the Social Service Officer (Field/Office based officer segment –2) Category of Service (MN-5-2006A)
For the Post in the Department of Social Services – Northern Province**

01. Related Institutions

- 1.1** Department Ref. No:Date.....
- 1.2** Ministry Ref. No:Date.....
- 1.3** Approval by the Director
General of the Management Services. Ref. No:Date.....
- 1.4** Recommendation of the Chief Secretary Ref. No.....Date.....
- 1.5** Recommendation of the National
Salaries and Cadres Commission Ref. No.....Date.....
- 1.6** Recommendation By the Provincial
Public Services Commission Ref. No.....Date.....
- 1.7** Approval by the Hon. Governor Ref. No.....Date.....

02. Effective Date: This Scheme of Recruitment shall come into force with effect from the date decided by the Hon.Governor

03. Appointing Authority: Authority to whom the Powers have been delegated by the Hon. Governor of Northern Province.

04. Particulars on the Category of the Services.

- 4.1 Category of the Service:** Social Service Officer Field/Office based officer segment – 2 Service category.
- 4.2 Grades:** Recruitment Social Service Officer in Field/ Office based officer Grade II and Promotion Grade I.
- 4.3 General Definition on the Role assigned:** This is a Category of Service assigned with the duties involving the enforcement / administration / regulation of the legitimate functions specifically entrusted with an official title by a particular act / ordinance / statute / as its main task performable under supervision of the executive officers requiring a degree from a recognized university as its basic educational qualifications.
- 4.4 Assignment of Duties:** Functions will not be assigned on grade basis and the 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.

05. Nature of the Post/Posts: Permanent and Pensionable.

06. Salary

- 6.1 Salary Code:** MN5 – 2006(A)
- 6.2 Salary Scale:** Rs. 16,720 – 10x320 – 11x365 – 15x450 – 30,685/=
- 6.3 Initial Salary Step pertaining to grade system:**

Grade	Initial Salary Step	Initial Salary Point(Rs)
Grade II	01	16,720
Grade I	12	20,285

07. Post/Posts falling Under the Category of Service

7.1 Approved title of posts, approved cadre and the duties assigned :

Approved Titles of Posts	Grade for which the post is approved	Approved Cadre	Duties
Social Service Officer	II/I	40	Implement all functions related to the target group, covered under the Department of Social Services, in divisional/ District level.

7.2 Consolidated Number of Officers :40 (For the purpose of graded promotions grade II and I will be treated as combined cadre)

08. Method of Recruitment

8.1 Percentages of Recruitment:

<i>Stream</i>	<i>Percentage</i>
Open	70%
Limited	30%
Merit	Not applicable

8.2 Open Recruitment:

8.2.1 *Grade at Recruitment:* Grade II.

8.2.2 *Qualifications.*

8.2.2.1 *Educational Qualifications :*

Possession of a degree with Sociology as a subject from a university recognized by the University Grants Commission.

AND

Should have passed all the subjects at the G.C.E. (A/L) Examination in one sitting. (Except General Subject) (Pass in 03 subjects under old syllabus in one sitting would suffice)

AND

Should have passed G.C.E. (Ordinary level) examination with six subjects including four credits passes in Mathematics and Language (Sinhala/Tamil/English) and two other subjects in one sitting.

8.2.2.2 *Vocational/ Professional Qualifications:* Not Applicable

8.2.2.3 *Experience:* Not Applicable

8.2.2.4 *Physical Fitness:* Applicant should be physically and mentally fit to serve in any part of the Northern Province and to perform duties of the post.

8.2.2.5 *Basic requirements for Recruitments*

- The candidate should be a citizen of Sri Lanka.
- The candidate should have an excellent moral character.
- The candidate should have satisfied each and every way of the qualification, required for recruitment to the post, mentioned in 8.2.2 and 8.2.3 on the prescribed date as per the notification/ Gazette.
- The candidate should be not less than 21 years and should not be more than 35 years of age on the closing date of applications.
- Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within six years immediately prior to the last date of closing of applications. (Vote'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 the Northern Province. (Vote's list should be submitted to prove the permanent residence.)

Note: No candidate 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.

8.2.3 *Age:*

8.2.3.1 *Minimum Limit:* Not Less than 21 years

8.2.3.2 *Maximum Limit:* Not more than 35 years

8.2.4 *Method of Recruitment:* Recruitment will be made on the merit order of the total marks earned at the written examination according to the vacancies and subject to relevant Public Administration Circular no 15/90 which are decided by the Appointing Authority.

8.2.4.1 *Written Examination:*

<i>Question paper</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
Aptitude Test	01 Hour	100	40%
General Knowledge Relevant to the Post	01 Hour	100	40%
Essay and Precise Writing	01 ½ Hours	100	40%

i. Aptitude Test

This Paper tests the logical thinking, analytical skills, decision making skills and mathematical skills of the applicant in average level.

ii. General Knowledge

This paper includes questions to test the knowledge of the applicant regarding the current National and International important information on Political, Economic and a Social Protection of the Vulnerable.

iii. Essay and Precise Writing

Current Economics, Sociology and Political situation related to the social protection of vulnerable.

8.2.4.1.1 Authority conducting the examination: Provincial Public Service Commission, Northern Province.

8.2.4.2 Trade Test: Not Applicable.

8.2.4.2.1 Conducting Authority: Not Applicable

8.2.4.3 Interview:

8.2.4.3.1 General Interview: An interview will be held to test the basic qualifications of the applicants on the basis of marks obtained at the written examination and based on the number of existing vacancies in the Northern Province. No marks will be given for the interview.

8.2.4.3.2 Structured Interview: Not Applicable

8.2.4.3.3 Authority appointing Board of General Interview: -Appointing Authority

8.2.5 Method of inviting applications: Applications will be called by suitable advertisement in the Government Gazette or in the newspapers.

8.3 Limited Recruitment:

8.3.1 Grade at Recruitment: Grade II.

8.3.2 Qualifications

8.3.2.1 Educational Qualifications :

a) A degree with Sociology as a subject from a University recognized by the University Grants Commission or from an institute recognized by the University Grants Commission as a degree awarding institute.

AND

Should have passed all the subjects at the G.C.E (A/L) Examination in one sitting. (Except General Test) (Pass in 03 subjects under old syllabus in one sitting would suffice)

AND

Should have passed G.C.E. (Ordinary Level) examination with six subjects including four credits passes in Mathematics and Language (Sinhala/Tamil/English) and two other subjects in one sitting.

AND

Be an Officer in the Provincial Public Service Northern Province in a permanent and pensionable service/post receiving a salary under Salary Code No. MN-2-2006, MN-3-2006 and MN-4-2006 Salary Code Number in Public Administration Circular No. 06/2006(IV) who has completed a minimum active period of service of five (05) years in any service/post.

OR

- b) Be an Officer in the Public Service or Provincial Public Service in a pensionable service receiving a salary in Salary Code Number MN-2-2006, MN-3-2006 and MN-4-2006 Salary Code Number in Public Administration Circular No. 06/2006(IV) who has completed a minimum active period of service of Ten (10) years in any service/post.

AND

Should have passed the G.C.E (A/L) Examination with one sitting. (Except General Test) (Pass in 03 subjects under old syllabus in one sitting would suffice)

AND

Should have passed G.C.E. (Ordinary level) examination with six subjects including four credits passes in Mathematics and Language (Sinhala/Tamil/English) and two other subjects in one sitting

8.3.2.1.1 Other conditions required to be completed:

An officer who is qualified under the provisions stated in sub Para8.3.2.1 above should have completed the following requirements

- a) Being confirmed in a service/post in the Public Service or Public Service in a post stated in sub Para8.3.2.1 above;
- b) Not being subjected to disciplinary punishment during the immediately preceding period of five (5) years
- c) Having earned all salary increments on the due dates during the immediately preceding period of five (5) years.

8.3.2.2 Vocational/ Professional Qualifications: Not Applicable

8.3.2.3 Physical Fitness: Applicant should be physically and mentally fit to serve in any part of the Northern Province and to perform duties of the post.

8.3.2.4 Other: Should have satisfied each and every way the qualifications required for the requirement for the post, on the prescribe date as per the Internal Circular.

8.3.3 Age:- Not Applicable

8.3.4 Method of Recruitment: Recruitment will be made on the merit order of the total marks earned at the Limited competitive examination according to vacancies which are decided by the Appointing Authority.

8.3.4.1 Written Examination:

<i>Question paper</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
Aptitude Test	01 Hour	100	40%
General Knowledge relevant to the post	01 Hour	100	40%
Comprehension	01 ½ Hours	100	40%

i. Aptitude Test

This Paper tests the logical thinking, analytical skills, decision making skills and mathematical skills of the applicant in average level.

ii. General Knowledge

This paper includes questions to test the knowledge of the applicant in the field of Social protection of the vulnerable in the country.

iii. Comprehension

This paper includes questions to test the knowledge of the applicant regarding Social Protection and Social welfare.

8.3.4.1.1 Authority conducting the examination: Provincial Public Service Commission, Northern Province.

8.3.4.2 Trade Test: Not Applicable.

8.3.4.2.1 Conducting Authority: Not Applicable.

8.3.4.3 Interview:

8.3.4.3.1 General Interview: An interview will be held to test the basic qualifications of the applicant on the basis of marks obtained at of the written examination and based on the number of existing vacancies in the Northern Province. No marks will be given for the interview.

8.3.4.3.2 Structured Interview: Not Applicable

8.3.4.3.3 Authority appointing Board of General Interview: - Appointing Authority.

8.3.5 Method of inviting applications: Applications will be called by suitable advertisement in the Government Gazette or in the newspapers.

8.4 Recruitment on Merit: Not Applicable.

09. Efficiency Bar Examinations

<i>Which of the Efficiency Bars</i>	<i>Before how many Years the Efficiency Bar to be passed</i>	<i>Nature of the Efficiency Bars Written Examination/ Trade Test/ Certificate Course/Other</i>
1 st Efficiency Bar	Before lapse of 3 years from the date of Appointment	Written Exam (<i>Annexure I</i>)
2 nd Efficiency Bar	Before lapse of 5 years from the date of Promotion to Grade I	Written Exam (<i>Annexure II</i>)

9.2. Frequency at which the Efficiency Bar Examination occurs: at least twice a year.

9.3. Authorities conducting Efficiency Bar Examinations:

1st Efficiency Bar: Provincial Public Service Commission, Northern Province.

2nd Efficiency Bar: Provincial Public Service Commission, Northern Province.

10. Language Proficiency

<i>Language</i>	<i>Proficiency to be acquired</i>
1. Official Language	Officers who were required in a medium other than an official language shall acquire prescribed language proficiency in one of the official language during the probation period.
2. Other Official Language	Should acquire relevant proficiency at required level as per the public Administration Circular No 01/2014 and subsequent circulars.

11. Promotion.

11.1 Promotion from Grade II to Grade I

11.1.1 As per General Performance

11.1.1.1 Qualification to be fulfilled:

- i. Shall have been confirmed in the appointment. (A letter of confirmation in the post should have been issued).
- ii. Shall have completed an active and satisfactory period of service for at least Ten (10) years in Grade II of the officer category and earned Ten (10) salary increments as at the prescribed date.
- iii. Shall have proved a performance at a satisfactory level or above during the period of Ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- iv. Shall have completed a satisfactory period of service of Five (05) years immediately preceding the date of promotion
- v. Shall have passed relevant efficiency bar as at the prescribed date.
- vi. Shall have obtained the proficiency in other language at the relevant level.

11.1.1.2 Method of Promotion:

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

Remarks

The date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

11.1.2 As per Exceptional Performance: Not Applicable.

12. Appointments to Posts: Not Applicable.

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

Establishment code, Provincial financial rules, financial regulation and general conditions for appointment as appearing in the Gazette notification of the Democratic Socialist Republic of Sri Lanka are applicable.

14. Transfer

Secretary, Provincial Public Service Commission, Northern Province or Head of the Department would make transfers of officers taking into consideration the Departmental requirements.

15. Definitions extraneous to the ones prescribed in the procedural Rules of the public Service Commission:

“Period of Satisfactory Service” means a period which a public officer has earned all 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/her confirmation and has not committed any punishable offence.

“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.

16. Absorption into grade system:

16.1 Absorption of those who are in service (shall be applicable for those who are in service on due date)

All the officers who are serving in posts of Grade II and I of Social Service Officer Service on due date shall be absorbed under the new Service Minute in the following manner.

a) Officers who are in Grade II of Social Service Officer Service on prescribed date shall be absorbed in to Grade II under the new Service Minute.

b) Officers who are in Grade I of Social Service Officer Service on prescribed date shall be absorbed in to Grade I under the new Service Minute.

16.1.1 Existing position of the Seniority of the Officers who are in the relevant Grade on the effective date will not be affected as a result of the absorption

16.1.2 There will be no change in the salary or the date of increment of an officer who is in Grade II or I on the effective date under the Service Minute in operation on the effective date being absorbed into new Grade II or I of the Service.

16.2 Conversion of salary which would arise as a result of the absorption would be effected in conformity with the provisions of the Establishment Code. The date of absorption would be the date of approval of this Service Minute. Date of increment will remain unchanged.

17 Interim Provisions:

17.1 If the officers have not been passed the 1st Efficiency bar examination before the effective date of the minute, they have to pass the efficiency bar examination according to the previous service minute (Public Administration, Social Welfare). At the same time, if an officers who passed any subjects of 1st Efficiency bar examination according to the previous service minute, then the corresponding subjects shall be exempted for this service minute.

17.2 If the officers have not been passed the 1st Efficiency bar examination before effective of the minute, they shall pass the relevant efficiency bar examination by the prerequisite of grace period. This period will be granted until three sittings of the examinations which would be conducted by the Provincial Public Service Commission – Northern Province according to the Establishment Code Chapter II Section 11:9.

18 In recruiting to grade II of this post for a particular year the number of recruitments should be the number of vacancies existing as at 30th of June of the same year.

19 Matters not provide:

Any matter are not provided for in this Service Minute will be determined by the Honorable Governor Northern Province.

Prepared by:

Checked by:
(Staff Officer in charge of the Subject)

Recommended and forwarded.

Signed: **N.INPARAJ**
Provincial Director
Department of Social Services,
Northern Province.

Date: 21.12.2015

Official stamp:

Reference Number:

I recommend that this proposed Scheme of Recruitment for the post of in the be approved.

Signed: **S.THIRUVAHARAN**

Secretary

Ministry of Health, Indigenous Medicine, Social
Service & Rehabilitation, Probation & Childcare

Service and Women's Affairs

Northern Province

Date: 26.12.2015

Official stamp:

Reference Number:

Provincial Public Service Commission has approved this Scheme of Recruitment for the post of in the

Signed: **R.Varathalingam**

Secretary

Provincial Public Service Commission

Northern Province

Date: 31.12.2015

Official stamp:

Approved

Signed: **H.M.G.S.Palihakkara**

Honorable Governor,

Northern Province

Date: 10.02.2016

**First Efficiency Bar Examination for the Social Service Officer in Field/ Office based officers –
Segment 2 category of Service in Department of Social Services – Northern Province**

01. Particulars of the Examination: Two-question paper

<i>Question paper</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
Public Administration	02 Hours	100	40%
Welfare Administration	02 Hours	100	40%
Computer skill (computer application for office work course of 6 months duration or 120hours)	Should Submit a certificate from Government recognized Institute		

1.2 Authority conducting the Efficiency Bar Examinations: Provincial Public Service Commission, Northern Province.

1.3 Officers (Grade II) in the service are eligible to apply for the examination.

1.4 Permitted to sit the examination for all subject at one sitting or separately in several sittings.

02. Syllabus of the examination:

<i>Question paper</i>	<i>Syllabus</i>
Public Administration	<p>Part I – Establishment code and amendments. Establishment Code Volume –I and Procedural Rules Chapters II, III, VI, VII, VIII, XII, XIII, XIV, XVII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXII, XXXIII and Volume – II - XLVII, XLVIII</p> <p>Part II – Financial Regulation and amendments Financial Regulations and Procurement Procedure of Government Chapters I, II, III, IV, V and procurement procedure.</p>
Welfare Administration	<p>i. 13th amendment to the constitution. ii. Act No. 42 of 1987 – Provincial council act and Delegation of powers to the Provincial Council. iii. Department Circulars. iv. Ultimate Objectives and principles of Social Service and welfare activities. v. Non – government organization and their importance in Social Service. vi. Organizational structure and functions of Social Care Centre, Welfare Centre and other Voluntary organization and the role of these bodies in welfare service. vii. National Policies and United Nation Conversions related to Vulnerable People.</p>

Signed: **N.INPARAJ**
Provincial Director
Department of Social Services,
Northern Province.

Second Efficiency Bar Examination for the Social Service Officer in Field/ Office based officers
– Segment 2 category of Service in Department of Social Services – Northern Province.

01. Particulars of the Examination: Three question paper

<i>Question paper</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Passable Marks</i>
Social Welfare Policies and Administration	02 Hours	100	40%
Psychology	02 Hours	100	40%
Economics	02 Hours	100	40%

1.2 Authority conducting the Efficiency bar examination: Provincial Public Service Commission, Northern Province.

1.3 Officers (Grade I) in the service are eligible to apply for the examination.

1.4 Permitted to sit the examination for all subject at one sitting or separately in several sittings.

02. Syllabus of the examination:

<i>Question paper</i>	<i>Syllabus</i>
Social Welfare Policies and Administration	<p>The objective of this subject is to give an understanding of Social welfare policies that concern the official duties of social service officers. Relevant topics are as follows:-</p> <ol style="list-style-type: none">01. The meaning/definition of social policies;02. Mode of policy formation;03. Features of a policy statement;04. Remedial and creative features of policies;05. Types of policies : - Child welfare<ul style="list-style-type: none">- For straying, abandoned, begging or destitute persons- Concerning youth;- Concerning families;- Concerning women;- Various forms of relief for poor families;- Other financial aid policies;- Other relating to elders.06. Basic of social policies : Acts (of parliament), Cabinet memoranda , budget speeches and other documents.07. Procedure for drafting or amending policies;08. Public Administration and administration welfare activities;09. Administration social welfare as a strategy for solving problems;10. Organizations, methods and norms;11. Varieties of social welfare Administrative Institutions and related problems;12. Observations and advice.
Psychology:	<ol style="list-style-type: none">1. It is hoped that a study of this subject will enable Social Service Officers to realize that man is a unique person and to secure the necessary disciplinary background merits and concepts in working with individuals, groups and the community at large.2. Contents<ol style="list-style-type: none">(i) Why is it necessary to study Psychology? Functions of Social Service Officers(ii) Psychological development of the individual:<ol style="list-style-type: none">a) Beginning of life : influence of heredity and the environment on life.

	<p>(iii) Motivation: Factors influencing the motivation of the individual:</p> <ol style="list-style-type: none"> a. Physical factors b. Social factors c. Factors malting to the development of the individual <p>(iv) (a) Factors affecting SUCCESS or FAILURE (b) Learning while changing the behavior of the individual.</p> <p>(v) Perception: (a) Factors and experience influencing perfection. (b) The importance of the individual's feelings and behavior.</p>
<p>Economics</p>	<p>The concepts and theories of Economics will be discussed under this subject with special emphasis on how they become important in the development of a country and on the relationship between social development and economic development. Furthermore, the attention of the candidates will be drawn to the utilization/ economic activity as a strategy for social development. This is highlighted under the following topics:-</p> <ol style="list-style-type: none"> 1. Fundamental economic concepts and theories , human needs, resources, basic economic problems, economic activity, demand, supply, flexibility, opportunity costs and social costs. 2. Money and Banking : Money, Money supply, Value of money, Central Bank, Commercial Banks, Non- Bank monetary institutions, Rural Banks Agency Bank system, inflation and recession, price Index. 3. Government finance : state intervention in an economic system, Social welfare, Government finance Government Budget, Government income, Government expenditure, Government debt, Decentralized budget, Taxation. 4. Foreign trade and Foreign finance, Balance of payments, Exchange rate, Foreign de investment and aid. 5. National income, Factors for assessing national income, obstacles faced in assessing national income, methods of assessing national income, Real income, Indices, National income and economic growth 6. Development : Features of Developed and Developing Countries, Features of current development in Sri Lanka, Development programmes and their outcome. 7. Present economic problems of Sri Lanka, population, employment, unemployment, resources, environmental population, industrialization, the Market and technology.

Signed: **N.INPARAJ**

Provincial Director

Department of Social Services,

Northern Province.