

**The Scheme of Promotion for the Social Service Officer Special Grade**  
**(MN-7-2006A) Northern Province**

**01. Related Institutions**

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

**02. Effective Date:** 01<sup>st</sup> January 2013

**03. Appointing Authority:** Provincial Public Service Commission, Northern Province.

**04. Particulars on the Category of the Service**

**4.1 Category of the Service:** Supra grade category of Service

**4.2 Grades:** Special grade

**4.3 General Definition on the Role assigned:** The Category of Service in to which the recruitments are made by way of an internal recruiting process within the limit of its approved cadre is specifically assigned with duties involving administration/ personal management of the senior social service in a manner that supplements/complements/ assists the function of such officers.

**4.4 Assignment of Duties:** As a Tertiary Level officer, Supra grade officer, should be under the Senior level officer and execute administration, personal management of the senior executives and executive in a manner that supplements or complements or assists the functions of such officers relevant to the office where the supra grade officer is attached.

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

**05. Nature of the post/posts:** Permanent and Pensionable.

## 06. Salary

6.1 *Salary Code:* MN7-2006 A

6.2 *Salary Scale:* Rs. 20,030 – 365 x 11 – 500 x 18 – 33,045/=

6.3 *Initial Salary Step pertaining to grade system:*

<i>Grade</i>	<i>Initial Salary step</i>	<i>Initial Salary Step</i>
Special Grade	06	21,855/=

## 07. Post/Posts falling Under the Category of Service

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

<i>Approved Titles of Posts</i>	<i>Grade for which the post is approved</i>	<i>Approved Cadre</i>	<i>Duties</i>
Superintendent	Special	01	<i>Annexure I</i>
Senior Social Service Officer	Special	04	<i>Annexure I</i>

7.2 *Consolidated Number of Officers: 05*

## 08. Method of Promotion

8.1 *Percentages of Promotion:*

<i>Stream</i>	<i>Percentage</i>
Open	Not Applicable
<b>Limited</b>	<b>100%</b>
Merit	Not Applicable

8.2 *Promotion on Open basis:* Not Applicable.

8.3 *Promotion on Limited basis:*

8.3.1 *Grade at Promotion:* Special Grade.

8.3.2 *Qualifications*

8.3.2.1 *Educational Qualifications:* Not Applicable.

8.3.2.2 *Vocational/ Professional Qualifications:* Not Applicable.

8.3.2.3 *Eligibility:* Should have completed all the required qualification in every respect as at the date referred and earned all increments during the period immediately prior to the date devalued the internal circular calling for applications for promotion to the special grade post.

8.3.2.4 *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.

8.3.2.5 *Other Qualification:*

Shall have completed active and satisfactory service period of five (05) years immediately preceding the date of promotion and passed the relevant Efficiency Bar Examination of the post of Social Service Officer

**8.3.3 Age:** Not Applicable.

**8.3.4 Method of Promotion:** Candidates shall be recruited to special grade will be made on the occurrence of vacancies in order of merit on the highest marks scored based on the structured interview.

**8.3.4.1 Written Examination:** Not Applicable.

**8.3.4.1.1 Conducting Authority:** Not Applicable.

**8.3.4.2 Trade Test:** Not Applicable.

**8.3.4.2.1 Authority conducting the examination:** Not Applicable.

**8.3.4.3 General Interview:** Not Applicable.

**8.3.4.4 Structured Interview:** To check the eligibility and qualification of the candidate, shall provide the marks in the following basis.

<i>Subject area</i>	<i>Marks (%)</i>	<i>Details</i>	
Seniority	60	Five marks shall be allocated for each active and satisfactory period of one year completed after the Grade I Promotion, And three marks shall be allocated for a period of six <u>or</u> more than six months but less than one year. However, marks shall not be allocated for a period less than six months.	
Additional Education Qualification	30	15 Marks	Post Graduate Degree in Sociology/ psychology / Counseling / Social Work / Development studies / Public administration / Population studies from a university recognized by the University Grant Commission.
		10 Marks	Post Graduate Diploma in Sociology/ Psychology/ Counseling / Social Work / Development studies/ Public administration/ Population studies from a university recognized by the University Grant Commission
		05 Marks	Diploma in Sociology/ Psychology/ Counseling / Social Work / Development studies/ Public administration/ Population studies from a Social Service Institute recognized by the Government.
Computer Skill	5	Successful completion of computer courses not less than six months duration awarded by the National Training Authority or Technical College or any other registered institution.	
Interview Performance	5	Management skill, Leadership Qualities, Language skills	
<b>Total</b>	<b>100</b>		

**8.3.4.4.1 Authority appointing the Board of Structured Interview:** Provincial Public Service Commission, Northern Province.

**8.4 Method of inviting applications:** Application will be called from existing Social Service Officer in Northern Province by the Internal circular.

**8.5 Promotion on Merit basis:** Not Applicable.

**09. Efficiency Bar Examination:** Not Applicable.

**10. Language Proficiency:** Not Applicable.

**11. Grade Promotion:** Not Applicable.

**12. Appointments to Posts:** Appointments shall be made by Provincial Public Service Commission in Northern Province to the post of Senior Social Service Officer / the Superintendent.

**13. Transfer**

Provincial Public Service Commission should make transfer on the recommendation from Director, Department of Social Service, Northern Province and Secretary to the Ministry in Charge.

**14. Definition and Interpretation**

“Period of Satisfactory Service” shall mean a period of service during which the officer has earned all increments required to be earned by the officer during that period by way of performing the duty of a Public Officer efficiently and diligently and passing all efficiency bars prescribed and further satisfying all the qualifications prescribed for the confirmation in Service and no any punishable offence committed by the officer.

“Period of Active Service” shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post. However, all the periods on No pay other than Maternity Leave approved by the government shall not be counted for the period of active service.

“Superintendent” the Superintendent of state home for Elders under the administrative purview of Department of Social Service, Northern Province.

**15. Others**

Every appointment encompasses the conditions set out in the procedural rules of the Public Service Commission published in the Extraordinary Gazette No. 1589/30 of 20.02.2009 and the provisions of the Establishment code.

**16. Matters not Provide:**

Any matters which are not provided for in this Scheme of Promotion will be determined by Hon. Governor with the recommendation of Provincial Public Service Commission, Northern Province.

Prepared by:.....

Checked by:-.....

(Staff Officer in charge of the subject)

**Recommended and forwarded**

Date:21.09.2017

Signed:- **Vanajaa Selvaratnam**

Provincial Director

Department of Social Service

Northern Province.

Reference Number:.....

I recommend that this proposed Scheme of Promotion for the post of Superintendent / Senior - Social Service Officer [MN 7-2006A] (page 1 -7) in the Department of Social Services, Northern Province be approved.

Signed: **R.Varatheeswaran**

Secretary

Ministry of Women's Affairs, Rehabilitation,

Social Service,Cooperative,Food Supply &

Disribution, Industries and Enterprise Promotion.

Northern Province.

Date:-25.09.2017

Reference Number:.....

**Hon. Governor**

Provincial Public Service Commission has approved this Scheme of Promotion for the post of Superintendent / Senior -Social Service Officer [MN 7-2006A] (page 1 -7) in the Department of Social Services, Northern Province.

Submitted for your Hon's approval please.

Signed: **C.A.Mohanras**  
Secretary  
Provincial Public Service Commission  
Northern Province.

Date:.

**Approved**

Signed:- **Reginald Cooray,**  
Governor,  
Northern Province.  
Date:17.11.2017

## Duties

### **1. Senior Social Service Officer**

- ❖ Implementing the Department activities in District Level and in Divisional Level.
- ❖ Functioning as the focal point for the district level coordination among the inter agencies.
- ❖ Overall Supervision of the works which are carried out by the Social Service Officers Conducting monthly meeting to check the progress and the action plans for the future.
- ❖ Organizing and Conducting district level capacity building programmes for the Social Service Officer.
- ❖ Identifying and submitting suggestions to the department to develop the welfare activities of the department.
- ❖ Ensuring continuous field visit when necessary

### **2. Superintendent**

- ❖ Being a responsible officer for administration and internal financial activities of state home for Elders.
- ❖ Supervising the activities of staffs working in the home.
- ❖ Admission and discharge of Elders.
- ❖ Organizing various program for motivation of the staffs.
- ❖ Conducting awareness program on Elders care and rights.
- ❖ Organizing various program or welfare activities for betterment of Elders.
- ❖ Coordinating with donors and well-wishers and properly handling assistance from them in accordance with Government rules & regulations.

Singed: **Vanajaa Selvaratnam**

Provincial Director,  
Department of Social Service.  
Northern Province.