

SERVICE MINUTE

Non – Technical – Segment II Category of Service

(MN 1 – 2006 – A)

Post: Saathu Sevika

Department of Provincial Social Services, Np

**Service Minute for the post of Saathu Sevika under Non – Technical – Segment II
category of Service (MN 1 – 2006 – A) in the State Home for Elders under the
Department of Social Services, Northern Province**

1. Effective Date

This Service Minute shall come into force with effect from 01.01.2013.

2. 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.

3. Role Assigned

Functions will not be assigned on grade basis and the Head of the Department and Superintendent of Elders Home 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.

4. Nature of the Post:- Permanent and Pensionable

5. Terms of Definition

5.1.The term “**Service Minute**” shall mean the Service Minute for the post of Saathu Sevika under the Non – Technical – Segment II category of Service in the State Home for Elders under the Department of Social Services of the Northern Province.

5.2.The term “**Governor**” shall mean the Hon. Governor of the Northern Province.

5.3.The term “**Commission**” shall mean the Provincial Public Service Commission of the Northern Province.

5.4.The term “**Secretary**” shall mean, the secretary of the Ministry to which the subject of Social Services is assigned.

5.5.The term “**Appointing Authority**” shall mean to whom the powers have been delegated by the Hon. Governor of Northern Province.

5.6.The term “**Head of the Department**” shall mean the Head of the Department of Social Services in the Northern Provincial Council.

5.7.The term “**Superintendent**” shall mean the superintendent of state Home for Elders.

5.8.The term “**Period of Active Service**” mean a Period of Service during which an officer has actually engaged himself / herself in duties receiving salaries pertaining to his/ her post. All period of no pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.

5.9.The term “**period of Satisfactory Service**” means a 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 Bar Examination due to him/her on the prescribed dates and by fulfilling the qualifications required for him/her confirmation and has not committed any punishable offence.

6. The term “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 scheme of recruitment. The date of promotion of officers who do not 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.

e.g : Where an efficiency bar passable within three years is met with success in four years, the promotion due to in 10 years will take effect only after 11 years.

7. **Salary** (According to the P.A.Cir.No 06/2006 –IV)

7.1 **Salary Code:** MN 1 – 2006 (A)

7.2 **Salary Scale:** Rs. 13,120-10 x 145- 11 x 170-10 x 240- 10 x 320 – 22,040

7.3 **Initial Salary Step pertaining to grade system:**

Grade	Initial Salary Step	Initial Salary point (Rs.)
III	Step. 01	13,120/=
II	Step 12	14,740/=
I	Step. 23	16,680/=

The salary will be paid according to P.A.Cir.No. 06/2006 IV

7.4. **Structure**

This “Service “shall comprise Grade III, Grade II, Grade I.

8. **Cadre**

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

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

8.3 Approved title of post, Grades, approved cadre and the duties assigned.

Approved Title of post	Grade for Which the post is approved	Approved Cadre	Duties
Saathu Sevika	III/II/I	07	<ol style="list-style-type: none"> 1. Elders Care and look after the medical issues with the consultation of doctor. 2. Health promotion activities for the betterment of Elders. 3. Ensure the clinic and medical facilities. 4. Should have an immediate attention capacity regarding the elders care. 5. Should follow day to day activities for individual care promotion of elders. 6. Responsible for Elders care, Meal supply, respective residence facilities, drinking water and hygienic environment.

8.4. For the purpose of the graded promotion Grade III, Grade II, Grade I will be treated as combined cadre in this post.

9. Control

The service shall be under the control of the Provincial Public Services Commission, Northern Province, Secretary to the relevant Ministry, the Head of the Department and, the Superintendent.

10. Basic Requirements for Recruitments

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

10.2. He/ She should possess good moral character and should be physically fit to serve in any part of Northern Province and to perform the duties of the posts.

10.3. Candidate should have had at least three (03) Years of continuous permanent residence in the Northern Province within six (06) years immediately prior to the last date of closing of application. (Voters list should be submitted to prove the permanent residence)

OR

Applicant or his/her parents should have been in the Northern Province and should have had at least five (05) years of continuous permanent residence in the Northern Province. (Voters list should be submitted to prove the permanent residence)

11. Term and conditions of services

11.1. He/ She should contribute to the widows and orphans pension fund.

11.2. The officer shall be subject to the establishment code, Financial Regulations, the procedural rules of the Public Service Commission, departmental rules & regulation, and any other rules or regulations that may be issued from time to time by the Government.

11.3. The officer appointed to Grade III of service by open competitive examinations shall be subjected to a probation period of three (03) years. If the Head of the Department is satisfied himself to the effect that the officer has passed the first efficiency bar examination conducted by the commission and that work, conduct and attendance of the officer are satisfactory, it shall be informed to the Appointing Authority by the end of the three years and there after the appointment to the officer shall be confirmed if the Appointing Authority is satisfied in this regard. In the case of an officer appointed through the limited examination he/she will be subject to the trial period of one year. Such officer shall be confirmed in the post by the appointing authority if work, conduct and attendance of the officer is satisfactory during the trial period.

11.4. The post is not subjected to the transfer.

11.5. The officer will have to tender security if the head of the department directs him to furnish security for the performance of this duties.

12. Method of Calling Applications

Application shall be invited through notification by the Government Gazette or by Public newspapers or by Northern Province web site

13. Method of Recruitment

13.1 Percentages of Recruitment:

Steam/ Range	Percentage
Open	60%
Limited	40%

13.2. Open Recruitment

13.2.1. Grade at Recruitment: Grade III

13.2.2. Qualifications

13.2.2.1. Educational Qualification:

The candidate should have passed G.C.E (O/L) Examination in six (06) Subjects with credit passes for Sinhala/ Tamil/English, Mathematics and two other subjects in one sitting.

AND

The candidate should have passed at least one (01) subject at the G.C.E (A/L) Examination (Except General Test).

13.2.2.2. Vocational/ Professional Qualification:

The candidate should have successfully completed at least Six months training/six months certificate course on elders care at government recognized Institution / any registered private institutions.

13.2.3 Age:

13.2.3.1. Minimum Limit: 18 years of age

13.2.3.2. Maximum Limit: 40 years of age

13.3. Limited Recruitment

Officers working at Government Elders Home in the post of Attendant shall be considered for this appointment. An officer has completed eight (08) years of active and satisfactory service in the post of Attendant.

Examination syllabus for competitive Examination (Open & Limited)

Subject: Language proficiency and General knowledge

Pass Marks: 40 out of 100

Duration: 02 Hours

	Subject Details	Hours	Maximum Marks
Part I	Language proficiency	01 Hour	50
Part II	General knowledge	01 Hour	50

13.3.1 Age: Not Applicable

13.4. Method of Recruitment:

13.4.1. The Recruitment will be made by competitive Examinations (Open & Limited). The Exams will be conducted **by the commission**

13.4.2. The candidates who passed the exam shall be appointed to Grade III of Saathu sevika in the order of total marks obtained in the exam after a general interview.

13.4.3. Letter of Appointment shall be issued **by the Appointing Authority**.

13.4.4. In case there is no qualified candidate from limited stream the rest of vacancies. Shall be stream filled from the open recruitment stream.

13.4.5. Recruitment will be made on Provincial merit basis.

14. Efficiency Bar Examinations

14.1. Details of Efficiency bar Examinations

Which of the Efficiency bars	Before how many Years the Efficiency bar to be passed	Nature of the Efficiency bars Witten Examination /Trade Test / Certificate course / Other	Pass Marks
1 st Efficiency bar	Before the lapse of three (03) years from the date of Appointment to Grade III	Oral Exam	40
2 nd Efficiency bar	Before the lapse of three (03) years from the date of Promotion to Grade II	Written Exam (Annexure II)	40
3 rd Efficiency bar	Before the lapse of five (05) years from the date of Promotion to Grade I	Written Exam (Annexure II)	40

14.1.1. 1st Efficiency Bar

(a) To test whether the officer has gained sufficient knowledge on the tasks entrusted to the Home for Elders he/she serves - 30marks.

(b) To test the basic knowledge on General office systems. - 30marks.

(c) To test the basic knowledge on the salary, Over time, Leave, Railway Warrant, Travelling Expenses under the provisions of Establishment Code - 40 Marks.

14.1.2. 2nd Efficiency Bar: in Annexure II

14.1.3. 3rd Efficiency Bar: in Annexure II

14.2. Frequency at which the E.B Examination occurs: Twice a year.

14.3. Authorities conducting the E.B Examination

1st Efficiency Bar: Appointing Authority

2nd Efficiency Bar: The Commission

3rd Efficiency Bar: The Commission

15. Language Proficiency:

Language	Proficiency to be acquired
01. Official Language	Officers who have joined the service in a language other than official languages should acquire proficiency in one of the official language during the period of probation.
02. Second Language	Should acquire proficiency at the relevant levels as per the public Administration Circular No 01/2014 and subsequent circulars.

16. Promotion to Grades

16.1. Promotion from Grade III to Grade II

16.1.2. As per the General Performance.

16.1.2.1 Requirements to be fulfilled

- i. Should have been confirmed in the appointment.
- ii. Should have completed a minimum of **Ten (10)** years of active and satisfactory period of service in Grade III of the service and earned all the due **ten (10)** salary increments falling within the above period.
- iii. Should have shown a satisfactory or higher level of performance during a period of **ten (10)** years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have completed a **Five (05)** years of Active and satisfactory service immediately prior to the date of promotion.
- v. Shall have obtained proficiency in second Language at the relevant level.
- vi. Should have passed the relevant Efficiency Bar Examination on the due date.

16.1.2.2. Method of promotion

When an officer who has fulfilled the required qualification makes a request for promotion to the Appointing Authority by using the prescribed specimen form **Annexure I** of application along with the recommendation of the Head of Department and the promotion to Grade II shall be made effective from the date on which the officer becomes eligible for such promotion after verifying these qualifications by the Appointing Authority.

16.1.3. As per Exceptional Performance: Not Applicable – as per the PSC circular No 01/2013 of 18.12.2013.

16.2. Promotion from Grade II to Grade I

16.2.1. As per the General Performance.

16.2.2. Requirements to be fulfilled

- i. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the service and earned all the due ten (10) salary increments falling within the above period.
- ii. Should have completed a five (05) years of active and satisfactory service immediately prior to the date of promotion.
- iii. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the respective Efficiency Bar Examination on the due date.

16.2.2.1 Method of promotion

When an officer who has fulfilled the required qualification makes a request for promotion to the Appointing Authority by using the prescribed specimen form **Annexure I** of Application along with the recommendation of the Head of Department, the promotion to Grade I shall be made effective from the date on which the officer becomes eligible for such promotion after verifying these qualifications by the Appointing Authority.

16.2.3. As per Exceptional performance: Not Applicable as per the PSC circular No 01/2013 Dated 18.12.2013.

17. Absorption into grade system

Officers who were serving in Class III, Class II and Class I of the post of Nurse on due date shall be absorbed into the new Service Minute in the following manner.

- (a) Officers who were in Class III of the post shall be absorbed in to Grade III under the new Service Minute
- (b) Officers who were in Class II of the post shall be absorbed in to Grade II under the new Service Minute
- (c) Officers who were in Class I of the post shall be absorbed in to Grade I under the new Service Minute
- (d) The present salary of the Officer or the increment date remain unchanged due to this absorption.

18. Interim Provision

Officer who completed the related EB in previous service shall be treated as passed due EB under this Service Minute.

19. Matters not Provided

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

Prepared by:.....

Checked by:.....
(Staff Officer in charge of the subject)

Recommended and Forwarded

Signed: **Mrs. Vanajaa Selvaratnam**
Director,
Provincial Department of Social services, NP
Date:.....

Reference Number.....

I recommended that this proposed Service Minute for the post of Saathu Sevika under Non – Technical – Segment II category of Service (MN 1 – 2066A) (Page 1-12 including annexure) in State Home for Elders the under the Department of Social Services, Northern Province be approved.

Signed:Mr. R.Varatheeswaran
Secretary ,
Ministry of women Affairs, Rehabilitation,
Social service, Cooperatives, Food Supply &
Distribution, Industries and Enterprise Promotion.
Northern Province

Date:.....

Hon. Governor,

Provincial public Service Commission has recommended this Service Minute for Non – Technical – Segment II category of Service (MN 1 -2006A)) (Page 1-12 including annexure) in State Home for Elders under the Department of Social Services, Northern Province

Submitted for your Hon. Approval please.

Signed:C.A. Mohanras
Secretary
Provincial public Service Commission, Northern Province.
Date: 20.09.2017

Approved

Signed: Reginald Cooray
Hon. Governor, Northern Province.
Date: 06.10.2017

Annexure I

Specimen Application for promotion to Grade from Grade.....of the post of

1. Name with initials: Mr./Mrs. /Miss
2. Names denoted by the initials:
3. Present post (with Grade):
4. Date of Birth:
5. National Identity Card No:
6. Date of entry to the Service:
7. Number of the appointment letter of the post:
8. Date of Conformation:
9. Date of passing the Efficiency Bar Examination and the index number:
10. Date on which the years of service completed:

I hereby request to grant me the promotion to (Indicate the grade)of the post of

.....
Applicant's Signature

Date:-

Director,

Department of Social Service

I hereby certify that Mr./ Mrs. / Miss.....
Is serving at this office and

1. Has completed an active period ofyears to the date of
2. Has earned Salary increments
3. Has Proved performance at the level of satisfactory or above during the service of..... years per the approved performance appraisal procedure immediately preceding the date of promotion.

4. The number of half pay or no pay leave of the officer is/he/she has not obtained half pay or no pay leave for the period of years.
5. Has not been subjected to any punishment (Except warning) during the period concerned.
6. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action in the future.
7. Has been confirmed in the post from (Date).....
8. Has passed the Efficiency bar Examination of Grade III/ Grade II/Grade I.

I hereby recommend this Officer to be promoted to (Grade)with effect from Since he/she has completed all the requirement for promotion.

Superintendent
State Home for Elders

Date.....

Note: - In case the Officer has not satisfied the Qualification from 1-8, please mention them.

Secretary,

.....

I recommend that Mr./Mrs./ Miss:..... be promoted to Grade II/ Grade I/ Special Grade of the post with effect fromSince he/she has completed all the requirement for the promotion on due date.

Date:.....

Director,
Department of social service, NP

Annexure II

Efficiency bar Examination

1) Second Efficiency Bar Examination

1.1 particulars of the Examination: Two Question papers

1.2 Duration : 02 Hours

1.3 Syllabus of the Examination :

Question Paper	Syllabus
Establishments Code and Amendments	Establishment Code Volume – I,II,III,VII,VIII,XII,XIII,XVII,XVIII,XXII,XXIII and XXV
Financial Regulations	Test the knowledge of the contents in Financial Regulations from 01 to 157

2) Third Efficiency Bar Examination

2.1. Particulars of the Examination: One question paper

2.2. Duration: 02 Hours

2.3. Syllabus of the Examination:

Question Paper	Syllabus
Special Knowledge on Elders Care	To measure the knowledge on the following 01. Current trends of Elders Care 02. Challenges in Elders Care 03. Government and private organization role in Elders Care

Provincial Director

Department of social service,
Northern Province.

