

## Minutes of the Development Officer Service of Western Provincial Public Service

### 1. Connected institutions

- |  |                                    |                   |
|--|------------------------------------|-------------------|
| 1.1 Department :-  | Reference Number:-                 | Date:-            |
| 1.2 Ministry :-  | Reference Number:-                 | Date:-            |
| 1.3 Approval of posts by the Director<br>General of Management Services: -   | Reference Number:-DMS/D/general-2  | Date:- 19.12.2012 |
| 1.4 Chief Secretary's (W.P.) :-<br>Recommendation                            | Reference Number:-1/3/5/7-1 Volume | Date:- 11.01.2013 |
| 1.5 Salaries & Cadre Commission :-   | Reference Number:-                 | Date:-            |
| 1.6 Recommendation of the Western:-<br>Provincial Public Services Commission | Reference Number:- 1/4/2/5/67      | Date:- 01.02.2013 |
| 1.7 :-Hon. Governor's approval: -  | Reference Number:-                 | Date:-            |
| 1.8 :-Hon. Governor's approval: -  | Reference Number:-                 | Date:-            |

2. Appointing Authority :- The Western Provincial Public Services Commission  
Effective Date :- From the day of the Hon. Governor approved it.

### 3. Particulars of the officer category

- 3.1 Officer Category :- Associate officer  
3.2 Grades :- Grades III, II and I  
3.3 General definition of the role entrusted to:

A role consists of tasks such as investigation, collection/analysis of information and data, submission of reports, surveys which are supportive to the role of executive levels in the achievement of expected objectives of development programmes implemented by the Western Provincial Council, is entrusted to the officers holding these posts.

- 3.4 Assignment of functions: - A role consists of the tasks is investigation, collection/analysis of information and data, submission of reports, surveys, in the development schemes implemented by various institutions under the Western Provincial Council, can be entrusted to the officers holding these posts.

4. Nature of the Post :- Permanent and Pensionable

5. Salary

5.1 Salary code Number :- MN 4 – 2006 (A)

5.2 Salary Scale :- Rs.15,215 – 10 X215-4X240-7X320-15X360 – 25,965/-

5.3 Initial salary step applicable to Grading system:

Grade	Initial Salary step	Salary Point (Rs.)
III	01	Rs.15,215/-
II	12	Rs.17,605/-
I	23	Rs.20,925/-

6. Post / posts belonging to Category of Officer:

6.1 Approved posts, Number of the posts and functions assigned to them:-

Approved Post	Grade of Approved Posts	Number of Approved Posts	Tasks
Development Officer	Grades III, II and I (Number of Combined Employees)	2276 (This number may vary.)	Investigation, Collection of information and data/analysis/functions in relation to the tasks of achieving the expected goals in development proposals including report compilation and survey and/or other tasks entrusted

6.2 Number of Combined Cadre: - For the purpose of grading promotions Grade III, II and I shall be treated as belonging to combined cadre.

7. Method of recruitment:-

7.1 Recruitment Ratio:

Stream	Percentage
Open	100%
Limited	-
skills	-

7.2 Recruitment under Open Stream :-

7.2.1. Grade of recruitment: Grade III

7.2.2. Qualifications:-

7.2.2.1 Educational Qualifications:-

Shall have possessed a degree from a university recognized by the University Grants Commission

7.2.2.2 Professional Qualifications :- Not Applicable

7.2.2.3 Experience :- Not Applicable

7.2.2.4 Physical Fitness -: Good health

7.2.2.5 Other :- (a) Should be a citizen of Sri Lanka

(b) Candidates shall be of excellent character

(c) Candidates should be a permanent resident of the Western Province locality for a period of 03 years.

7.2.3. Age:-

7.2.3.1 Minimum Age Limit : 21 years

7.2.3.2 Maximum Age Limit: 35 Years

7.2.4 Method of Recruitment:-

7.2.4.1 Written Examination:-

Subjects	Maximum Marks	Pass marks
1) Aptitude test	100	40%
2) General Knowledge	100	40%

The syllabus of the written test is indicated in Schedule 1.

Characteristic: - Under the Graduate Traineeship scheme, those who are deployed/ deploying for the training of the institution of the Western Provincial Council are subjected to the following general interview and they will be recruited for the existing vacancies after examining the qualifications.

7.2.4.1.1 Conducting Authority: - By the Western Provincial Public Service Commission or a Licensed institution

7.2.4.2 Professional Test :- Not Applicable

7.2.4.3 General Interview: - (Marks will not be given)

Objectives to be achieved:-

This is held only for testing the qualification.

7.2.4.3.1 The Appointing Authority for Board of General Interviews:-

The Western Provincial Public Services Commission

7.2.4.4. Structured Interview:-

Not applicable in situations when advertise and calling applications By the Western Provincial Council.

7.2.5. Method of calling applications:-

By the gazette notification or a public newspaper advertisement

**Characteristic:** - Information will be called through an announcement from the trainees who have already been deployed of formal training in institutions of the Western Provincial Councils.

7.3. Limited Recruitment:- Not Applicable

7.4. Recruitment on merit:- Not Applicable

## 8. Efficiency Bar

### 8.1 .

Efficiency Bar	The number of years before pass the Efficiency Bar	Nature of the Efficiency Bar Written/professional/certificate courses/others
1 <sup>st</sup> Efficiency Bar	Before the lapse of three years (03) from the date of appointment to Grade III	Written (Schedule 02)
2 <sup>nd</sup> Efficiency Bar	Before the lapse of three years (03) from the date of promotion to Grade II	Written (Schedule 03)
3 <sup>rd</sup> Efficiency Bar	Before the lapse of five years (05) from the date of promotion to Grade I	Written (Schedule 04)

8.2 How often the Efficiency Bar is conducted :-

Efficiency Bar Examination is held once a year or as decided by the Western Provincial Public Service Commission.

8.3 Authority who conducts the Efficiency Bar :- The efficiency bar examination shall be held either by the Provincial Public Service Commission or any other authority vested by the Western Provincial Public Service Commission.

9. Language Proficiency

9.1 .

Language	Proficiency to be acquired
1. Official Language	Officers who were recruited in a language medium other than an official language shall acquire prescribed language proficiency during the probation Period.
2. Other Official Language	Shall acquire relevant proficiency at required level as per the provisions in Public Administration Circular 07/2007

10. Upgrading

10.1 Promotion to Grade II from Grade III

10.1.1. In terms of general performance

10.1.1.1 Qualifications to be satisfied

- I. The appointment should have been confirmed..
- II. Shall have completed an active period of service for at least ten (10) years in Grade III of the officer category and earned ten (10) salary increments as at the prescribed date.
- III. Shall have proved a performance at 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 service of five (5) years immediately preceding the date of promotion.
- V. Shall have obtained the proficiency in other official language at the relevant level.
- VI. Shall have passed relevant efficiency bar.

10.1.1.2 Method of Promotion:- When officers who have satisfied the required qualifications make a request for promotion to Grade II by using the relevant form the promotion shall be made to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the appointing authority.

10.1.2. Officers who prove exceptional performance

10.1.2.1 Qualifications to be satisfied

- I. Shall have been confirmed in the appointment.
- II. Shall have completed an active period of service for six (06) years in Grade III of the officer category and earned all salary increments.
- III. Shall have proved a performance at exceptional level during the period of six (06) years as per the approved performance appraisal procedure.
- IV. Shall have completed a satisfactory service of five (5) 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 official language at the relevant level.

10.1.2.2 Method of Promotion:-

Officers who satisfy above qualifications can sit a written aptitude test conducted by an institution approved by the appointing authority. When officers who pass the test make a request for promotion by using the relevant form, the appointing authority shall verify the qualifications. Officers who have satisfied other qualifications too shall be promoted to Grade II by the appointing authority from the date on which the period of 06 years is completed.

Note:

\* Candidates shall need at least 60% of marks from the test conducted for Promotion from Grade II to Grade I promotion on exceptional performance. Further, the test for promotion on exceptional performance shall be conducted once in every year. Each officer can sit for this exam only once.

\* At the instances where the officers are unable to face the test for promotion on exceptional performance due to unavoidable circumstances, they can sit for the aptitude test held afterwards. The date of promotion on exceptional performance of such an officer shall be treated as the date on held the exam.

## 10.2 Promotion from Grade II to Grade I :-

### 10.2.1. Officers who prove average performance

#### 10.2.1.1 Qualifications to be satisfied

- I. 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 all salary increments.
- II. Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- III. Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- IV. Shall have completed relevant efficiency bar examination.

#### 10.2.1.2 Method of Promotion:-

When officers who have satisfied the required qualifications make a request for promotion to Grade I by using the relevant form the promotion shall be made to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the appointing authority.

### 10.2.2 Officers who prove exceptional performance

#### 10.2.2.1 Qualifications to be satisfied

- I. Shall have completed an active and satisfactory service period of nine (09) years in Grade II of officer category and have earned nine (09) salary increments as at the prescribed date.
- II. Shall have proved a performance at exceptional level during the period of nine (09) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- III. Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- IV. Shall have completed relevant efficiency bar examination.

#### 10.2.2.2 Method of Promotion :-

A structured interview shall be held for the officers who satisfy qualifications, by the appointing authority or an institution approved by the appointing authority and officers who score 50% or above at the structured interview shall be promoted to Grade I with effect from the date on which the period of nine (9) years from the date of promotion to Grade II, is completed.

Note.- (appearing for tests for promotions under exceptional performance)

Until a common methodology is introduced and implemented for performance appraisal, those who have proved a performance at satisfactory level or above at the annual performance appraisal shall be given opportunity to sit for the written aptitude test/ structured interview for promotion on exceptional performance.

11. Appointment to posts :- Not Applicable

12. Conditions outside the general conditions set out in the Public Service Procedural Rules of Western Provincial Council imposed by the Hon. Governor :-

If there is any interpretation beyond the definitions given in the Western Provincial Public Service Commissions' Performances Procedural Rules, in this regard will be inquired and action with Western Province Public Service Commission / Hon. Governor of the Western Province.

13. Definitions outside the definitions set out in the Public Service Procedural Rules of Western Provincial Council imposed by the Hon. Governor :-

The provisions of the Establishments Code of the Democratic Socialist Republic of Sri Lanka and the Financial Regulation Code of the Western Province shall be adhered to in accordance with the Regulations or Orders imposed by the Governor of Western Provincial Council and from time to time and in accordance with the other regulations or Orders imposed by the Western Provincial Public Services Commission.

14. Absorption :-

Officers who were recruited under different designations in line with the government policy of providing employment for the unemployed graduates from 1994 up to the date of implementation of the service minute and those who are in the salary scale of MN 4-2006(A) on the recommendation of National Salaries and Cadre Commission shall be absorbed into Development Officers' Service subject to the following provisions.

#### 14.1 Development Officer Grade III

- (a) Officers who have not completed at least a period of ten (10) years' service in a post or a grade to which the salary relevant to Grade III is prescribed under the salary scale MN 4 -2006 "A"
  
- (b) Officers who have completed at least ten (10) years of service period but have not satisfied the qualification required to promote to Grade II in a post or a grade to which the salary relevant to Grade III is prescribed under the salary scale MN 4 -2006 "A" Shall be absorbed into Grade III.

#### 14.2 Development Officer Grade II

- (a) Officers who have completed at least a period of not less than ten (10) years' service and not more than a period of 20 years' service and earned all due salary increments in a post or a grade to which the salary relevant to Grade III is prescribed under the salary scale MN 4 -2006 'A' and who have satisfied service requirements as per the recruitment procedure which was in effect before the implementation of the new service minute of Development Officers.
  
- (b) Officers who have not completed at least a period of ten (10) years' service in a post or a grade to which the salary relevant to Grade II is prescribed under the salary scale MN 4 -2006 "A"

#### 15. Interim Provisions :-

Officers who were recruited under different designations in line with the government policy of Officers who are absorbed into this service under the process of absorption shall be granted a concessionary period of three years (03) to complete Efficiency Bar Examinations and other requirements mentioned in this service minute. During that period they shall satisfy the requirements mentioned in the new service minute. However, if the officers have passed the efficiency bar examination mentioned in the recruitment procedure approved for the officers before the absorption, they shall be exempted from the requirement of passing the efficiency bar examination.

Prepared by – Signature: .....

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

Recommend and submitted.

Signature : .....  
(Head of the Department)

Name : .....

Designation : .....

Official Seal: : .....

Date: 11.01.2013

Reference No. : .....

I hereby recommend the approval of this Service Minutes proposed for the post

.....

Signature : .....

Name : .....

Secretary

Ministry of .....

Date : .....

Official Seal:

Reference No. : .....

I hereby recommend the approval of this Service Minutes proposed for the post of development Officer of Western Provincial Public Service.....

Signature : .....

Name : .....

Chief Secretary (W.P.)

Reference No. : .....

This Service Minute for the post of Development Officers of the Western Provincial Public Service has been recommended by the Western Provincial Public Service Commission.

Signature : .....

Name : .....

Secretary,

Provincial Public Commission (W.P.)

Date : .....

Official Seal :

Reference No. : RP/221

This Service Minute for the post of Development Officers of the Western Provincial Public Service was approved by the Hon. Governor on 19.03.2013.

Signature : .....

Name : .....

Secretary to the Governor (W.P.)

Date : 19.03.2013

Official Seal :

## Schedule- 02

### First Efficiency Bar Examination of Development Officers' Service

01. Particulars of the Examination:

Question paper	Duration	Total Marks	Cut off Marks
1. Office Systems	01 hour	100	40%
2. Accounting Systems	01 hour	100	40%
3. Computer Test	01 hour	100	40%

02. This Efficiency Bar Examination shall be conducted by the Commissioner General of Examinations on behalf of the Appointing Authority or by another appropriate institution determined by the Appointing Authority.

03. Candidates shall answer three question papers in the language medium in which they sat for the examination to enter the relevant service or in an official language. Candidates who have entered the service without sitting for a competitive examination shall answer three question papers in the language medium of their education or in an official language.

04. Officers may appear separately for each subject and at different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.

05. Syllabus of the Examination :-

Name of the Question Paper	Syllabus
1. Office Systems	This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer.
2. Accounting Systems	It is expected to test candidate's knowledge in basic accounts adopted in government office, functions of cash control books.
3. Computer Test	I. Basic Concepts of Information Technology II. Windows Operating System III. File Management

## Schedule - 02

### First Efficiency Bar Examination of Development Officers' Service

06. Particulars of the Examination:

Question paper	Duration	Total Marks	Cut off Marks
1. Office Systems	01 hour	100	40%
2. Accounting Systems	01 hour	100	40%
3. Computer Test	01 hour	100	40%

07. This Efficiency Bar Examination shall be conducted by the Commissioner General of Examinations on behalf of the Appointing Authority or by another appropriate institution determined by the Appointing Authority.

08. Candidates shall answer three question papers in the language medium in which they sat for the examination to enter the relevant service or in an official language. Candidates who have entered the service without sitting for a competitive examination shall answer three question papers in the language medium of their education or in an official language.

09. Officers may appear separately for each subject and at different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.

10. Syllabus of the Examination :-

Name of the Question Paper	Syllabus
1. Office Systems	This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer.
2. Accounting Systems	It is expected to test candidate's knowledge in basic accounts adopted in government office, functions of cash control books.
3. Computer Test	IV. Basic Concepts of Information Technology V. Windows Operating System VI. File Management

	<p>VII. Word Processing</p> <p>Basic skills, screen familiarization, editing texts, aligning text, fonts and attributes, indenting paragraphs, paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables, sorting texts, file management, mail merging, working with macros</p> <p>VIII. Spreadsheets</p> <p>Basic skills</p> <p>Formatting</p> <p>Editing</p> <p>columns and ranges, insertion and deletion</p> <p>sorting data</p> <p>creating charts</p> <p>printing</p> <p>@ function</p> <p>working with macros</p> <p>file management</p> <p>IX. Database</p> <p>Basic skills of introduction</p> <p>Creating and using a database</p> <p>Forms</p> <p>Linked forms, popup forms</p> <p>Dialog and message boxes</p> <p>Queries</p> <p>Sorting</p> <p>Obtaining reports</p> <p>Working with macro</p> <p>X. Presentation/ Illustration</p> <p>Basic skills, editing, formatting</p> <p>Applying designs,</p> <p>Inserting images, clip art and graphs, slide transition and effects, animations</p>
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	<p>using presentation tools, preparing masters, printing slides and notes</p> <p>XI. Internet Introduction to internet, World Wide Web, How to Navigate, Internet Practical</p> <p>XII. E-mail Introduction, basic skills, receiving e-mails, sending e- mails, replying, using attachments, creating and using nick names, composing messages</p>
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### Schedule - 03

#### II Efficiency Bar Examination of Development Officers' Service of Western Province

01. Particulars of the examination:

Question paper	Duration	Total Marks	Cut off Marks
1.Establishment Code and Procedural Rules	02 hours	100	40%
2.Financial Regulations and Procurement Procedure of Government	02 hours	100	40%

02. This Efficiency Bar Examination shall be conducted by the Appointing Authority or by another appropriate institution determined by the Appointing Authority.
03. Candidates shall answer two question papers in the language medium in which they sat for the examination to enter the relevant service or in an official language. Candidates who have entered the service without sitting for a competitive examination shall answer two question papers in the language medium of their education or in an official language.
04. Officers may appear separately for each subject and at different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.

05. Syllabus of the Examination:

Name of the Question Paper	Syllabus
1. Establishment Code and Procedural Rules	Chapters of the Establishment Code VI, VII, VIII, XII, XIII, XIV, XVII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII and Procedural Rules of Public Service Commission
2.Financial Regulations and Procurement Procedure of Government	Chapters I, II, III, IV, V and procurement procedure of the government

## Schedule - 04

### III Efficiency Bar Examination of Development Officers' Service of Western Province

01. Particulars of the examination:

Question paper	Duration	Total Marks	Cut off Marks
Project Management	03 hours	100	40%

02. This Efficiency Bar Examination shall be conducted by the Commissioner General of Examinations on behalf of the Appointing Authority or by another appropriate institution determined by the Appointing Authority.

03. Candidates shall answer this question paper in the language medium in which they sat for the examination to enter the relevant service or in an official language.

04. Shall obtain at least 40% of marks for the subject to pass the examination.

05. Syllabus of the Examination :

Name of the Question Paper	Syllabus
Project Management	<ul style="list-style-type: none"><li>i. Defining a project</li><li>ii. Project Management</li><li>iii. Project cycle</li><li>iv. Preparation and analysis of a project</li><li>v. Project evaluation<ul style="list-style-type: none"><li>* Payback period</li><li>* Net present value</li><li>* Internal rate of return</li><li>* Cost Benefit Ratio</li><li>* +Annual Average Return Ratio</li></ul></li><li>vi. Project organization</li><li>vii. Adopting shadow price</li></ul>

## Schedule - 05

### Promotion under exceptional Performance

1. Particulars of the examination:

Question paper	Duration	Total Marks	Cut off Marks
Aptitude Test	02 hours	100	60%

2. This Aptitude Test shall be conducted by the Commissioner General of Examinations on behalf of the Appointing Authority or by another appropriate institution determined by the Appointing Authority.
3. Examination shall be held at least once a year.
4. Candidates shall answer this question paper in the language medium in which they sat for the examination to enter the relevant service or in an official language.

5. Syllabus of the Examination :

Name of the Question Paper	Syllabus
1. Aptitude Test	This is a test designed to verify whether the candidate has acquired knowledge, skills and attitudes required to perform the duties entrusted to him proving a level of efficiency exceeding the average level of performance and further whether he proves excellence in the performance of such duties.

**Appendix 01**

**Development Officers' Service  
APPLICATION FOR ABSORPTION  
PART I - SHALL BE COMPLETED BY THE APPLICANT**

1. Place of work and address:.....  
.....
2. Name in full: Miss./ Mrs ./ Mr.\* .....  
.....
3. (i) Date of birth :.....  
(ii) Age as at the effective date of the service minutes:  
.....  
(iii) National Identity card No: .....  
(iv) Telephone No: .....  
    a. Office:-  
    b. Private:-  
    c.
4. Post held at present: .....
5. Nature of the appointment : .....
- 5.1 Date of the first appointment relating to the post: .....
- 5.2 Indicate whether the officer has received an appointment under the government policy for granting employment to the graduates during the period from 1994 up to the date of implementation of the service .....  
.....
- 5.3 Indicate the nature of the appointment if the officer has received an appointment in a way other than the 5.2 above  
.....
- 5.4 Date of Confirmation in the Service: .....
- 5.5 If it has been absorbed into the Western Provincial Public Service, that date: .....
6. (i) Whether you have suspension or stoppage or deferment the salary increments you have received during service period:-.....  
(ii) Have all the salary increments been earned in a proper manner?:-.....

7. (i) Whether you were subjected disciplinary punishment, regulation the period of service:-  
.....  
(ii) If so, then indicate the reasons, date, and details:-.....  
(iii) Whether there is any disciplinary inquiry against you:-.....  
(iv) Its nature:- .....
8. (i) Did you get no-pay leave to be spent out of the Island?:-.....  
(ii) If so, the period of obtaining foreign leave:- Date:.....Month:.....Year:.....
9. As per Public Administration Circular 9/2004  
1. Salary scale: .....  
2. Salary code number: .....
10. As per Public Administration Circular 6/2006  
1. Salary scale: .....  
2. Salary code number: .....  
3. As at :.....(day)  
a. Salary point: Rs. ....  
b. Salary step number: .....
11. Minimum educational qualifications required for the post held at present as per recruitment procedure:.....  
.....
12. Particulars of the duties (In brief):.....  
c. ....  
d. ....
13. Date of passing the Efficiency Bar Examinations prescribed as per the Procedure of Recruitment under which the officer has been recruited to the present post
- | Efficiency bar examination | Date of passing the examination |
|----------------------------|---------------------------------|
| 1.....                     | .....                           |
| 2.....                     | .....                           |
| 3.....                     | .....                           |

14. Particulars of the period of service (Use an attachment if needed) :

From	To	Post	Place of work	Period of service (Years)

15. I hereby certify that all information furnished by me above, is true and correct. I declare/ not declared discretion for absorption under the Conditions of procedure Recruitment of the Western Provincial Development Officer.

Date: ..... Signature of the candidate: .....

**PART 2 – SHOULD BE COMPLETED BY THE HEAD OF THE INSTITUTION**

16. The information furnished by the candidate from 1 to 11 is correct and I herewith submit a copy of the letter by which the recommendations of the Salaries and Cadre Commission has been made for salary. I hereby recommend/ not recommend to grade .....his/ her\* absorption into this service. (If it is not recommended, mention the reasons)

.....

Date

.....

Signature and official stamp of the Head of the Department

\* (Delete the words inappropriate)

**Recommendation of the Secretary to the Ministry (W.P.)**

I hereby recommend/not recommended the above application.

.....  
Date

.....  
Signature and official stamp of the Secretary of the Ministry

**Recommendation of the Chief Secretary (W.P.)**

I hereby recommend/not recommended the above application.

.....  
Date

.....  
Signature and official stamp of the Chief Secretary

**MINUTE OF THE INFORMATION AND COMMUNICATION TECHNOLOGY  
SERVICE OF THE WESTERN PROVINCIAL PUBLIC SERVICE**

The Minutes of the Information and Communication Technology Service of the Western Provincial Public Service, approved by the Governor of the Western Province on the day of.....

**01. Title** — This minute shall be known as the Minute of the Sri Lanka Information and Communication Technology Service of the Western Provincial Public Service

**02. Definition:**

02.1 The term “Minute” shall mean the Minute of Information and Communication Technology Service of the Western Provincial Public Service.

02.2 “Governor” shall mean the Hon. Governor of Western Province.

02.3 “Commission” shall mean the Public Service Commission of the Western Province.

02.4 “Secretary” shall mean the Secretary of the Public Service Commission of the Western Province.

02.5 “Chief Secretary” shall mean the Chief Secretary of Western Province.

02.6 “Service” shall mean the Information and Communication Technology Service of the Western Province.

02.7 “Period of Satisfactory Service” shall mean the period of service immediately proceeding from the date of applying for promotion during which all increments have been earned and have not subject to any punishment for any offence (except a warning or a reprimand).

02.8 “Period of active service” shall mean the period of service during which actively engaged in duties and drawing the salaries attached to the post. All other periods of no-pay leave except the government-approved maternity leave will not be calculated for the period of active service.

**03. Enforcement :-**

03.1 This Minute shall be enforced to the employees, recruited or absorbed in to the Information and Communication Technology Service of the Western Province. Posts and grading of posts of the Information and Communication Technology Service of the Western Province shall in accordance with manner shown in the Schedule 1.

03.2 If any definitions exterior of the definitions indicated in the Procedural Rules of the Western Provincial Public Service Commission, in this regard will inquire from the Western Provincial Public Service Commission and the Hon. Governor.

The matters that were not provided provision for in this procedure will be inquired from the Hon. Governor of the Western Province.

**04. Effective Date :**

This Minute is effective from the date approved by the Hon. Governor.

**05. Control :**

05.1 The Service will be under the control of the Public Service Commission of the Western Province.

## 06. Structure and the Cadre

### 06.1

(a) Executive Level  
Class 1 Grade I  
Class 1 Grade II  
Class 1 Grade III

(b) Tertiary Level  
Class 2 Grade I  
Class 2 Grade II

(c) Secondary Level  
Class 3 Grade I  
Class 3 Grade II  
Class 3 Grade III

06.2 Posts belongs to above classes are given in the Schedule 1

06.3 The number of approved posts for each class will be decided by the Management Service Department with concurrence of the Chief Secretary of Western Province in accordance with service requirement of the province.

06.4 The number of posts in the grades of each class will be treated as a combined cadre.

06.5 However appointments should be made to Class I -I only to posts named in Schedule 1 and the posts approved by the Management Services Department on the service requirement.

06.6 General appointments are made to 3- III, 2-II and 1-III Grades of the service. However on the occasions where filling of vacancies through internal promotions is impossible, appointing authority would make external recruitment to other grades of the Class 1 of the service on approval of the Hon. Governor of the Western province may make recruitments from external by the Western Provincial Public Service Commission.

## 07. Structure and the Cadre

07.1 The respective salary scales are as follows.

### (a) Executive Level - SL - 1-2006

Rs. 22,935 – 10x645—8x790—17x1050 –53,555/=

Class	Salary Scale
Class 1 Grade I	Rs. 36,755–17x1050—53,555/=
Class 1 Grade II	Rs. 30,175–8x790—36,495/=
Class 1 Grade III	Rs. 22,935–10x 645—29,385/=

### (b) Tertiary Level –MN - 6-2006-A

Rs. 17,680–10x320–11x365–15x450—31,645/=

Class	Salary Scale
Class 2 Grade I	Rs. 21,245–10X365–15x450—31,645/=
Class 2 Grade II	Rs. 17,680–10X320—20,880/=

**(c) Secondary Level -MT-1-2006-A**

Rs. 14,425–10x145–11x170–6x240–14x320—23,665/=

Class	Salary Scale
Class 3 Grade I	Rs. 17,985–5x240–14x320—23,665
Class 3 Grade II	Rs. 16,045–10x170–17,745
Class 3 Grade III	Rs. 14,425–10x145—15,875

- 07.2 Officers directly recruited to Grade I, II and III of Class 1, Grade II of Class 2 and Grade III of Class 3 should pass 1st Efficiency Bar Examination before the expiring a period of 3 years from the date of appointment. The passing of this Efficiency Bar Examination is compulsory requirement for confirmation in the service (Syllabuses and Marking Schemes are given respectively in Schedules 7, 6 and 5).
- 07.3 The officers in Grade II of Class 3 should pass in Efficiency Bar Examination within 7 years. (Syllabus and Marking Scheme are given in Schedule 8).
- 07.4 The officers in Grade I of Class 2 should pass an Efficiency Bar Examination within 3 years. (Syllabus and Marking Scheme are given in Schedule 9).
- 07.5 The officers in Grade III of Class 1 should obtain a Postgraduate Diploma in the field of Computer/Information/Technology within 10 years.
- 07.6 All officers should obtain required level of proficiency in the other official language in addition to the official language in which officers join the service, within the period of five (05) years from the date of appointment.

**08. Scheme of recruiting**

08.1 Class 3 Grade III

8.1.1 Qualification

(a) Should be a citizen of Sri Lanka with at least 3 years permanent residence in the Western Provincial Council area.

(b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.

(c) Should be of good character and sound constitution;

(d) Should be ready to serve in any location in the Western province.

(e) Educational Qualifications:

Should have passed the General Certificate of Education (O/L) Examination in 6 subjects at not more than two sittings with five (5) Credit passes including credit passes for Language, Mathematics and English ;

and

Pass for 3 subjects and the G.C.E. (A/L) Examination.

**(f) Professional**

Should have completed a course not less than 720 hours consisting of the under mentioned subject components relating to computer literacy from an Institution, recognized by the Tertiary and Vocational Education Commission.

1. File management under the standard Operating System with the use of the Computer ;
2. Computer Word Processing ;
3. Preparation and the use of spreadsheets ;
4. Presentations by the use of computers ;
5. Data-base creation and application ;
6. Ability to use the internet and the Electronic Mail.

### **8.1.2 Method of Appointment**

Selections will be made from those who have fulfilled the qualifications on the results of an Open Competition Examination conducted by the Commissioner General of Examinations on behalf of the appointing Authority or other suitable institution decided by the Appointing Authority after calling for applications through a notification published in the Gazette of the Western Provincial Public Service Commission (Syllabus and Marking Scheme are given in the Schedule 2).

8.1.3 New appointments to this grade should be made by the Appointing Authority on the basis of vacancies and service requirements.

## **8.2 Promotions to Class 3 Grade II**

### **8.2.1 Promotions under Above Average Performance**

#### **8.2.1.1 Eligibility**

- (a) Should have passed the respective Efficiency Bar Examination.
- (b) Should have completed a period of satisfactory and active service during the preceding 05 years.
- (c) Should have a performance of duties above the average level on the approved performance appraisal system.

### **8.2.1.2 Method of Promotion**

Promotion to Grade 3-II will be made on the results of a qualifying examination conducted by the Commissioner General of Examination on behalf of the Appointing Authority or any other suitable institution decided by the Appointing Authority from the date of passing the examination or from the date of completion of six (06) years of service whichever occurs later (Syllabus and Marking Scheme are given at Schedule 10).

### **8.2.2 Promotions under Average Performance**

#### **8.2.2.1 Eligibility**

- (a) Should have passed the respective Efficiency Bar Examination.
- (b) Should have completed 10 years of active service in Class 3 Grade III. From above period, should have the period of 5 years satisfactory service prior to becoming eligible for promotion.
- (c) Should have a performance of duties in average level on the approved performance appraisal system.
- (d) Should have passed the qualifying examination given at para 8.2.1.2.

#### **8.2.2.2 Method of Promotion**

Officers who have fulfilled the above qualification will be promoted to Class 3 - II after examining the eligibility through an interview.

### **8.3 Promotion to Class 3 Grade I**

#### **8.3.1 Promotions under Above Average Performance**

##### **8.3.1.1 Eligibility**

- (a) Should have passed the prescribed Efficiency Bar Examination in Class 3 Grade II.
- (b) Should have completed 08 years of active service in Class 3 Grade II.
- (c) Should have a performance of duties above the average level on the approved performance appraisal system.
- (d) Should have a qualification at least equivalent to the level 5 of the National Vocational Qualification (NVQ L5) or similar other qualifications recognized by the Tertiary and Vocational Education Commission.

##### **8.3.1.2 Method of Promotion**

Officers who have fulfilled the above qualifications will be promoted to Grade 3-I after examining the eligibility through an interview.

#### **8.3.2 Promotions under Average Performance**

##### **8.3.2.1 Eligibility**

- (a) Should have passed the prescribed Efficiency Bar Examination in Class 3 Grade II.
- (b) Should have completed 10 years of active service in Class 3 Grade II. Should have a period of 5 years of satisfactory service out of the above period, immediate preceding the date of promotion.
- (c) Should have fulfilled the qualification given at 8.3.1.1. (d) above.

##### **8.3.2.2 Method of Promotion**

##### **8.3.2.1 Eligibility**

The officers who have fulfilled the above qualifications will be promoted to Grade 3 - I after examining the eligibility through an interview.

### **8.4 Appointment/Promotion to Class 2 Grade II**

#### **8.4.1 Qualification for External applicants**

- (a) Should be a citizen of Sri Lanka with at least 3 years permanent residence in the Western Provincial Council area.
- (b) Should be not less than 20 years and not more than 30 years of age on the closing date of applications.
- (c) Should be of good character and sound constitution;
- (d) Should be ready to serve in any location of the Western Province.
- (e) Educational Qualifications and Experiences
  - (1) Should have a obtained a Degree with Computer Science/Information Technology as a subject and a professional experience of 03 years in the computer field ;
  - Or
  - (2) A Degree from a recognized University;
  - and
  - Should have obtained a Postgraduate Diploma in Computer Science or Information Technology recognized by the University Grants Commission
  - and
  - Obtained 02 years professional experience in the computer field ;

(3) Should have obtained qualifications at least at the level 7 of the National Vocational Qualifications in Information Technology (NVQ) or any other equivalent qualifications recognized by the Tertiary and Vocational Education Commission and 03 years of professional experience in the field of Information Technology.

#### **8.4.2 Qualification for Internal applicants**

Should have 4 years of service in Class 3 Grade I together with a period of 5 years satisfactory and active service immediately proceeding.

#### **8.4.3 Method of Appointment/Promotion**

Appointments/Promotions will be made to the Class 2 Grade II on the results of an Open Competitive Examination conducted by the Commissioner General of Examination on behalf of the Appointing Authority or other suitable institution decided by Appointing Authority (Syllabus and the Marking Scheme are given at Schedule 3).

Out of the existing vacancies 60% will be filled by the internal applicants and 40% will be filled by the external applicants. On the occasions where all 60% of vacancies could not be filled from the internal applicants, balance of the vacancies after internal promotions, will be filled by the external applicants.

### **8.5 Promotion to Class 2 Grade I**

#### **8.5.1 Promotions under Above Average Performance**

##### **8.5.1.1 Eligibility**

- (a) Should have passed the prescribed Efficiency Bar Examination
- (b) Should have completed a period of five (5) years satisfactory and active service in Class 2 Grade II, immediately proceeding.
- (c) Should have a performance of duties above the average level on the approved performance appraisal system.

##### **8.5.1.2 Method of Promotion**

Promotions will be made to Class 2 Grade I on the results of an qualifying examination conducted by the Commissioner General of Examinations on behalf of the Appointing Authority or other suitable institution decided by the Appointing Authority from the date of passing the examination or date of completion of a period of 6 years of service whichever occurs later (Syllabus and the Marking Scheme are given at Schedule 11).

#### **8.5.2 Promotion under Average Performances**

##### **8.5.2.1 Eligibility**

- (a) Should have passed the prescribed Efficiency Bar Examination.
- (b) Should have completed a period of ten (10) year active service in Grade 2-II. Should have a period of 5 years of satisfactory service out of the above period, immediate proceeding the date of promotion.

(c) Should have a performance of duties in average level on the approved performance appraisal system.

(d) Should have passed the qualifying examination given at 8.5.1.2 above.

#### **8.5.2.2 Method of Promotion**

The officers who have fulfilled the above qualifications will be promoted to Grade 2 -I after examining the qualifications.

### **8.6 Appointment / Promotion to Class 1 Grade III**

#### **8.6.1 Qualifications for external applicants.**

(a) Should be a citizen of Sri Lanka with at least 3 years permanent residence in the Western Provincial Council area.

(b) Should be not less than 22 years and not more than 30 years of age on the closing date of application ;

(c) Should be of good character and sound constitution ;

(d) Should be ready to serve in any location of the Western Province ;

#### **(e) Educational Qualifications and Experiences**

1. Should have obtained a Degree in Computer Science/Information Technology/Computer Engineering or in field related to Computer Technology recognized by the University Grants Commission.

or

2. A Degree from a recognized University (One third (1/3) out of entire study should be in the field of computer technology)

and

Postgraduate Diploma in Computer Science or Information Technology recognized by the University Grants Commission and obtained 03 years of professional experience in the computer field.

or

3. Should have obtained qualifications at least equivalent to level 7 of the National Vocational Qualifications (NVQ) in Information Technology or any other equivalent qualifications recognized by the Tertiary and Vocational Education Commission and 05 years of professional experience in the field of Information Technology.

#### **8.6.2 Qualifications for Internal Applicants**

(a) Should have a period of 5 years satisfactory and active service in Grade I of Class 2 of the service

(b) Should have passed the Efficiency Bar Examination prescribed for this Grade

(c) The maximum age limit will not be applicable to the present employees of the public Service.

(d) Should have obtained a Postgraduate Diploma in Computer Science or Information Technology recognized by the University Grants Commission.

#### **8.6.3 Method of Appointment / Promotion**

Appointments will be made on the results of an Open Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Appointing Authority or other suitable institution decided by the Appointing Authority (Syllabus and Marking Scheme are given at Schedule 4).

## **Promotion / Appointment to Class 1 Grade II**

8.6.4 Promotions under Above Average Performance

### **8.7.1.1 Eligibility**

(a) Should have passed the prescribed Efficiency Bar Examination

(b) Should have obtained a Postgraduate Diploma in Computer Science/Information Technology.

(c) Should have completed a period of 06 years of active service in Class 1 Grade III and a period of 05 years of satisfactory service immediately proceeding the date of promotion.

### **8.7.1.2 Method of Promotion**

Promotion to the Grade 1-II, will be made on the results of a Competitive Examination conducted by the Commissioner General of Examination on behalf of the Appointing Authority or by other suitable institution decided by the Appointing Authority from the date of passing the Examination or from the date of completing a period of 6 years of service whichever occurs later (Syllabus and the Marking Scheme are given at Schedule 12).

## **8.7.2 Promotion under Average Performance**

### **8.7.2.1 Eligibility**

(a) Should have passed the prescribed Efficiency Bar Examination

(b) Should have completed a period of 10 years of active service in Grade 1-III and a period of 05 years of satisfactory service prior to the date of promotion.

(c) Should have a performance of duties in average level on the approved performance appraisal system.

### **8.7.2.2 Method of Promotion**

The officers who have fulfilled the above qualifications will be promoted to Grade 1 - II after examining the eligibility.

## **Exception**

### **1. Qualifications for external Applicants.**

- (a) Should be a citizen of Sri Lanka with at least 3 years permanent residence in the Western Provincial Council area.
- (b) Should not be more than 40 years of age on the closing date of applications ;
- (c) Should be of good character and sound constitution;
- (d) Should be ready to serve in any location of the Western Province;
- (e) Should have obtained the special qualifications which require performing duties of the post to be recruited.

### **(f) Education Qualification and Experiences**

1. Should have obtained a Degree in Computer Science/Information Technology/Computer Engineering  
or  
Obtained qualifications equivalent to Level 7 of the National Vocational Qualifications (NVQ) in Information Technology or any other equivalent qualifications recognized by the Tertiary and Vocational Education Commission.  
and
2. A Postgraduate Degree in Computer Science /Information Technology  
and
3. Should have an experience of 06 years in the field of Computer Technology in executive post (2 years out of the above 6 should be after obtaining the Postgraduate Degree).

## **2. Method of Appointment**

Appointment to Class 1 Grade II of the service will be made on the results of a structured interview conducted by an interview Board approved by the Public Service Commission on the Service requirement.

### **8.7 Appointment/Promotion to Class 1 Grade I**

#### **8.7.1 Eligibility**

(a) should have completed a period of 7 years active service in Class 1 Grade II and have a period of 05 years satisfactory service prior to the date of promotion.

#### **8.7.2 Method of Promotion**

(a) Promotion to Class 1 Grade I will be made after examining qualifications by an interview Board approved by the Western Provincial Public Service Commission.

### **Exception**

#### **1. Qualifications for external Applicants.**

- (a) Should be a citizen of Sri Lanka with at least 3 years permanent residence in the Western Provincial Council area.
- (b) The maximum age limit should not be more than 45 years on the closing date of applications;
- (c) Should have a good character and sound constitution;
- (d) Should be ready to serve in any location of the Western province.
- (e) Should have obtained the special qualifications which require performing duties of the post to be recruited.

#### **(f) Educational Qualifications and Experiences**

Should have obtained a Degree in Computer Science/Information Technology/Computer Engineering

and

A Postgraduate Degree in Computer Science /Information Technology

and

Should have an experience of 12 years in the field of Computer Technology in executive post (3 years out of the above 12 should be after obtaining the Postgraduate Degree).

#### **2. Method of Appointment**

Promotions to Class 1 Grade I will be made after examining the qualifications by an Interview Board approved by the Western Provincial Public Services Commission.

### **09. Confirmation in the Post**

- 9.1 The officers who are recruited externally shall be subjected to a probationary period of 03 years. After passing the Efficiency Bar Examination given at para 7.2 if their duties and conduct have been proved satisfactory during the period of probation, such officers will be confirmed in Western provincial Public Information and Communication Technology Service at the end of the probationary period.
- 9.2 Those officers who are appointed through internal promotion schemes shall be subjected to acting appointment for a specific period in terms of Section 11.3, Chapter II of the Establishments Code and, if their duties and conduct have been proved satisfactory during the period of acting appointment, such officers will be confirmed in the Western provincial Public Information and Communication Technology Service at the end of the acting appointment period.

## **10. Absorption**

- 10.1 Absorption of the posts specially related to the subject of Computer/Information Technology and the officers who have already been formerly appointed to such posts will be made to the Western provincial Public and Communication Technology Service under the provisions given below.
- 10.1.1 An application in accordance with the form given in the First Appendix (Appendix 1) to the Minute should be submitted by those exercise their option to be absorbed through the head of the institution.
- 10.1.2 The applications received by Head of Institutions should be sent to the Secretary of the Western Provincial Public Service Commission, within a month from the date of publication of this Minute.
- 10.1.3 Action should be taken by the Head of the institutions to furnish any other necessary documents or particulars required by the Western Provincial Public Service Commission.
- 10.1.4 Action will be taken to issue a formal letter of appointment to officers absorbed into service by the Secretary of the Western Provincial Public Service Commission s as the case may be.
- 10.1.5 Salary after the absorption will be determined in accordance with the Section 4 Chapter VII of the Establishments Code.
- 10.1.6 It is the responsibility of the applicants and the Head of Institutions to state correctly relevant facts of the applicants such as the post held at present, the salary drawn at present, nature of duties and responsibilities of the post, the minimum educational and professional qualifications required by the Scheme of recruitment to the post held at present and the educational and professional qualifications possessed by the applicant, since the absorption is made based on these facts.

## **11. Interim provisions**

- 11.1 A relief period of 3 years from the effective date of this minute will be granted for application of the provisions of this minute for the officers in service. They should satisfy the qualifications in the new minute within this period.
- 11.2 Officers entitled for pensionable appointments who do not exercise option for absorption to Western Provincial Information and Communication Technology Service may entire as per Section 2 and 7 of the pension minute. They should submit a declaration that they do not wish to be absorbed into the new service, to the appointing authority through their Heads of Departments, before the lapse of 06 months from the date of publication of the new minute approval by the Western Provincial Hon. Governor. Accordingly, they will be retired on the salary on presumption that they could have received at the last date along with all due increments treating the period the date of making such declaration and the date of reporting for duty for the last time which occurs later as they have remained in the former service. The above procedure shall not be valid from the date of completion six months from the date of approval of the new minute by the Western Provincial Hon. Governor. If the option has not been exercise within 6 months for any reason such officers shall be subject to compulsory retirement.

## **12. Matters for which no provisions have been made in the service Minute.**

The decisions will be made by the Western Provincial Hon. Governor in respect of the matters for which the provisions.

**LIST OF POST INCLUDED IN THE WESTERN PROVINCIAL INFORMATION AND  
COMMUNICATION TECHNOLOGY SERVICE**

**CLASS 1 POSTS**

**(a) CLASS 1 GRADE I POSTS**

Name of the Post	Institution to which the Post is assigned	Number of Posts
.....	.....	Posts not approved.

**(g) CLASS 1 GRADE II POSTS**

Name of the Post	Institution to which the Post is assigned	Number of Posts
.....	.....	Posts not approved.

**(c) CLASS 1 GRADE III POSTS**

Name of the Post	Institution to which the Post is assigned	Number of Posts
.....	.....	Posts not approved.

**CLASS 2 POSTS**

(a) Information and Communication Technology Officer Grade I

(b) Information and Communication Technology Officer Grade II

**CLASS 3 POSTS**

(a) Information and Communication Technology Assistant Grade I

(b) Information and Communication Technology Assistant Grade II

(c) Information and Communication Technology Assistant Grade III

Action will be taken to include the number of posts in Class 2 and Class 3, after the completion of work connected with the absorption.

## Schedule 2

### OPEN COMPETITIVE EXAMINATIONS FOR RECRUITMENT TO CLASS 3 GRADE III OF WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE (Para 8.1.2 of this Minute is applicable)

1. The Competitive Examination for making selections to the Service will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. The Examination:
  - (i) Will be conducted in Sinhala, Tamil and English medium;
  - (ii) Candidates, who appear for the examination in Sinhala or Tamil medium, could use the English language together with above medium, if necessary.
3. Subjects and marks allocated for each subject are mentioned below. Marks will be deducted for illegible handwriting and spelling mistakes.

Examination will consist of two question papers

	Marks	Duration (hour/s)
(i) Information and Communication Technology (ICT)		
Writing Test	100	2
(ii) Aptitude Test	100	1
Total Marks	200	

#### **Information and Communication Technology Test**

This paper consists of questions which test General ICT knowledge of the candidates. It could consist of written question as well as multiple choice questions. Candidates will be tested in areas of Operating systems, Software, Hardware, word-processing, spread sheets, database management, internet and E-mail, etc.,

#### **Aptitude Test**

This paper consists of questions to test statistical ability, logical reasoning and general knowledge of the candidate.

These question papers have been designed to test the eligibility and ability of the candidate for the duties. Although this is a Competitive Examination, candidate should secure at least 40% of marks from the marks allocated for each paper and 50% of aggregate marks. Appointment will strictly, be made on the order of the marks depending on the vacancies allocated to fill on the results of the Competitive Examination.

4. These regulations and provisions may be revised where necessary. The Circulars, Newspaper advertisement or Gazette Notifications published from time to time by the Western Provincial Public Service Commission should be referred to, by the candidates to get updated information and the syllabus in respect of the examination.

### Schedule 3

#### OPEN COMPETITIVE EXAMINATIONS FOR RECRUITMENT TO CLASS 2 GRADE II OF WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Para 8.4.3 of this Minute is applicable)

1. The Competitive Examination for making selections to the Service will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. **The Examination:**
  - (i) Will be conducted in Sinhala, Tamil and English medium;
  - (ii) Candidates, who appear for the examination in Sinhala or Tamil medium, could use the English language together with above medium, if necessary.
4. Subjects and marks allocated for each subject are mentioned below. Marks will be deducted for illegible handwriting and spelling mistakes.

Examination will consist of two question papers

	Marks	Duration (hour/s)
(i) Information and Communication Technology (ICT)		
Writing Test	100	2
(ii) Aptitude Test	100	1
Total Marks	200	

#### **Information and Communication Technology Written Examination;**

This paper consists of questions which test General ICT knowledge with sound management capabilities of the candidates. It could consist of written questions as well as multiple choice questions. Candidates will be tested in the areas of Fundamentals of ICT, Computer Architecture and Operating systems, Software, Hardware, Data Communication and Computer Networks, Word processing, Spreadsheet, Database Management, Internet, Web site Design and Internet Services, Office Application Software packages, e-Mail, Information and Communication Technology Project Cycle etc.,

#### **Aptitude Test**

This paper consists of questions to test statistical ability, logical reasoning and general knowledge of the candidate.

These question papers have been designed to test the eligibility and ability of the candidate for the duties. Although this is a Competitive Examination, candidate should secure at least 40% of marks from the marks allocated for each paper and 50% of aggregate marks. Appointment will strictly, be made on the order of the marks depending on the vacancies allocated to fill on the results of the Competitive Examination.

4. These regulations and provisions may be revised where necessary. The Gazette Notifications, Newspaper advertisement published from time to time by the Western Provincial Public Service Commission should be referred to, by the candidates to get updated information and the syllabus in respect of the examination.

## Schedule 4

### OPEN COMPETITIVE EXAMINATIONS FOR RECRUITMENT TO CLASS 1 GRADE III OF WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Para 8.6.3 of this Minute is applicable)

1. The Competitive Examination for making selections to the Service will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority or Appointing Officer on his behalf.

#### 2. Method of Testing :

- (i) A written examination in the following subjects:

	Duration (hour/s)	Marks
(a) General Intelligence -	1 hour	100
(b) ICT Comprehension -	2 hours	100
(c) Aptitude for ICT Management -	2 hours	100
Total Marks		300

All candidates should sit all papers and obtain a minimum of 40% marks in each paper to qualify for the oral test.

- (ii) Structured Oral Test — 100 Marks

Selection of those to be summoned for the Oral Test will be made from among those who have sat all the papers in the written examination. Only those candidates who obtain a minimum of 40% marks in each paper and a sufficiently high aggregate of marks, as determine by the Western provincial Public services Commission will be eligible to be called for the Structured Oral Test. If there is an adequate number of such persons, twice the numbers of candidates as there are vacancies will be called for the Oral Test. Marks scored by a candidate in the written papers will not be made available to the Board that conducts the Oral Test. (Marking scheme will be approved by the Appointing Authority/Public service Commission at the recruitment stage).

3. The number to be appointed at any one time will be decided by the Western Provincial Public services Commission.

#### 4. Syllabuses :

- (1) Written Examination:

- (a) General Intelligence — (Duration 1 hour; and 100 marks):

To assess the candidate's capacity for comprehension, quantification and perception of time-space, relations by measuring the candidate's inferences and responses to problems presented in verbal, numerical and spatial contexts.

- (b) **Comprehensions for Information and Communication Technology— (Duration 2 hours; and 100 marks):**

To test the candidate's capacity for conceptualization of Information and Communication Technology Management, Information and Communication Technology problem solving ability, IT Project Management capacity and analysis, design and development of software system from a given set of topics/themes.

- (c) Aptitude for Information and Communication Technology Management - (Duration 2 hours; and 100 marks)

This paper is designed to assess the candidate's aptitude for sound Information and Communication Technology Management in every aspect of software development life cycle with latest trends in Information and Communication Technology.

**(ii) Structured Oral Test – (100 Marks)**

The object of the structured Oral Test is to assess the personal suitability of the candidate for a career in the public service by a Board of Information and Communication Technology Competent and Unbiased Observers. The test is intended to judge the mental caliber of a candidate. In broad terms this is really an assessment of not only his intellectual qualities but also social traits and officer's interest in current Information and Communication Technology developments in Locally and Internationally. Some of the qualities to be judged are mental alertness critical powers of assimilation, clear and logical exposition balance of judgment variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

5. These regulations and provisions may be revised where necessary. The Gazette Notifications published from time to time by the Western Provincial Public Services Commission should be referred to, by the candidates to get updated information and the syllabus in respect of the examination.

## Schedule 5

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 3 GRADE III OF THE WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE (See Para 7.2 of this Minute is applicable)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. Officers should answer two question papers either in the language in which they sat for the examination to enter the service or in the official language. Those who have joined the service without sitting for a competitive examination should answer for two question papers either in the language medium in which they received their education or in the official language.
3. Officers at their discretion can appear for each subject separately in different sittings. However for a pass they should secure at least 40% of the total marks for each subject.

#### 4. Qualification

Officers in class 3 Grade III are qualified to sit for this examination.

5. Subject of the examination are as follows.

Subjects	Marks	Duration (hour/s)
(i) Establishment Code -	100	1
(ii) Financial Regulations -	100	1
Total Marks	200	

#### **Establishments code**

It is expected to test basic knowledge and understanding of the Government officer on basic regulations of Establishments Code.

#### **Financial Regulations**

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basic knowledge of store keeping.

6. These regulations and provisions may be revised where necessary. The Circulars, Newspaper Advertisement and Gazette Notifications published from time to time by the Western Provincial Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

## Schedule 6

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 2 GRADE II OF THE WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE (See Para 7.2 of this Minute is applicable)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. Officers should answer two question papers either in the language in which they sat for the examination to enter the service or in the official language. Those who have joined the service without sitting for a competitive examination should answer for two question papers either in the language medium in which they received their education or in the official language.
3. Officers at their discretion can appear for each subject separately in different sittings. However for a pass they should secure at least 40% of the total marks for each subject.

#### 4. Qualification

Officers in class 2 Grade II are qualified to sit for this examination.

5. Subject of the examination are as follows.

Subjects	Marks	Duration (hour/s)
(i) Establishment Code -	100	2
(ii) Financial Regulations -	100	2
Total Marks	200	

#### Establishments code

It is expected to test general knowledge and understanding of the Government officer on basic regulations of Establishments Code. This question paper is prepared in chapters I and II of the Establishments Code.

#### Financial Regulations

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basis knowledge of store keeping.

6. These regulations and provisions may be revised where necessary. The Circulars, Newspaper Advertisement and Gazette Notifications published from time to time by the Western Provincial Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

## Schedule 7

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 1 GRADE III/II/I OFFICERS OF THE WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE (Referred in Paragraph 7.2)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. The Efficiency Bar Examination will consist the following subjects :
  - (1) Establish Code and Administration;
  - (2) Financial Regulations and Public Sector Financial Management;
  - (3) Management and Organization;
  - (4) E-Government concept and Information Technology Management.

An officer may take up the subjects of the Efficiency Bar Examination on the same occasion or on separate occasions. Each paper will be of three (03) hours duration and allocated 100 marks of each. For a pass minimum marks of 40% should be obtained.

#### 3. Scheme of Examination

(1) E-Code and Administration; One based on following;

(i) Officers and field work organizing and methods.

(ii) The Establishments Code Chapters;-

I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII.

Note : A candidate will be required to obtained 40% marks.

(2) FR and Public Sector Financial Management; One paper based on following;

(a) Fiscal Governance in Sri Lanka;

Constitutional Provisions Relating to Public Financial Management,

Parliamentary Control over Public Finance,

Meaning of Fund,

Consolidated Fund and its operation,

Meaning and Methods of Appropriation,

Contingencies Fund,

Other Funds and their Operation,

Government Revenue,

Powers and Functions of the Minister of Finance,

Powers and Functions of the Treasury,

Warrants and Imprest Authority,

Auditor General, his Powers and Functions,

Committee on Public Expenditure,

Committee on Public Enterprises,

(b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their powers Function;

(c) Internal Audit;

(d) Public Expenditure Planning and Management ;

Identification of Organizational Objectives and Functions,

Identification of Government Policies, Goals Targets and the work Programmes Planning,

Appraisal of Development Projects and Programmes and Prioritization of them,

Formulation and Finalization of Annual Estimates of Revenue and Expenditure.

- (e) Variations of Approval Estimates of Expenditure
  - Application of Virement Procedure
  - Management of Public Sector Cadres and Salaries
  - Total Cost Estimates and Revisions
  - Supplementary Estimates
- (f) Losses and Waivers of Government Properties
- (g) Miscellaneous Accounting Matters
- (h) Delegation of Functions for Financial Control.
- (i) Custody of Public Money and Bank Accounts Procedure
- (j) Government procurement Procedure
  - Procurement of Goods, Services and Works,
  - Composition, Appointment, Powers and Functions of Tender Boards and Technical Evaluation Committees,
  - Tender Evaluation Procedure,
  - Management of Foreign Donor Funded Projects.

3. Management and Organization ; one paper based on following :

- (a) The principles of management and organization,
- (b) The Application of these principles to problems and issues in the public sector,
- (c) The modern tools and techniques of management.

4. E-Government Concept and Information Technology Management,

Question paper will consist of two parts.

Question Paper	Duration (hour/s)	Marks
1st Question paper - Multiple choice	01	40
2nd Question paper - Essay type	02	60
Total Marks		100

(a) E-Government concepts will consist of evolution of the E-Government system, its' stages, Basic elements of E-Government, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of E-Government, E-Government management Interoperability and Service Oriented Architecture.

(b) Information Technology Management will consist of Life Cycle of Information Technology Projects, Importance of each stage and requirement of specific resources, Basic principles of Information Technology Management, Information Technology Resources Management, Risks of Information Technology projects and minimizing them.

4. These regulations and provisions may be revised where necessary. The Gazette Notifications published from time to time by the Western Provincial Public Services Commission should be referred to, by the candidates to get full up to date Information and the syllabus in respect of the examination.

## Schedule 8

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 3 GRADE II OFFICERS OF THE WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Referred in Paragraph 7.4)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. Officers should answer two question papers either in the language in which they sat for the examination to enter the relevant service or in the official language. Those who have joined the service without sitting for a competitive examination should answer for two question papers either in the language medium in which they received their education or in the official language.
3. Officers at their discretion can appear for each subject separately in different sittings. However for a pass they should secure at least 40% of the total marks for each subject.
4. Officers in class 3 Grade II of the service are eligible to sit for this examination.
5. Scheme of the examination —

Candidates are required to sit for a written test consisting of the following subjects.

Subjects	Marks	Duration (hour/s)
(i) Office systems and procedures -	100	2
(ii) ICT Written Test -	100	3
<b>Total Marks</b>	<b>200</b>	

#### **Office Systems and procedures**

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply same.

#### **ICT Written Test**

It is expected to test the knowledge of the candidates on the wider application of the Information and Communication Technology in public offices.

This paper will consist of two parts.

Subject	Marks	Duration (hour/s)
(i) Paper I -Multiple Choice Questions	40	1
(ii)Paper II- Essay Type Question	60	2
<b>Total Marks</b>	<b>100</b>	

This paper will test sound knowledge of the method of application of Information and Communication Technology in government organizations. The papers will be consisted following ICT areas such as adequate knowledge on Computer Networks and Data Communication, knowledge on General Purpose Software and Specific Application Software, Knowledge on Data Security and Backing up Software, Basic measure to enhance availability of computer systems and Data security.

6. These regulations and provisions may be revised where necessary. The Circulars, Newspaper Advertisement and Gazette Notifications published from time to time by the Western provincial Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

## Schedule 9

### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 2 GRADE I OFFICERS OF THE WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Referred in Paragraph 7.4)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. Officers should answer two question papers either in the language in which they sat for the examination to enter the relevant service or in the official language. Those who have joined the service without sitting for a competitive examination should answer for two question papers either in the language medium in which they received their education or in the official language.
3. Officers at their discretion can appear for each subject separately in different sittings. However for a pass they should secure at least forty percent (40%) of the total marks for each subject.

4. Scheme of the examination —

Candidates are required to sit for a written test consisting of the following subjects.

Subjects	Marks	Duration (hour/s)
(i) Office systems and procedures -	100	2
(ii) Information and Communication Technology and E-government	100	3
<b>Total Marks</b>	<b>200</b>	

#### **Office Systems and procedures**

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply same.

#### **Information and Communication Technology and E-government**

This paper will consist of two parts.

Subject	Marks	Duration (hour/s)
(i) Paper I -Multiple Choice Questions	40	1
(ii) Paper II- Essay Type Question	60	2
<b>Total Marks</b>	<b>100</b>	

- (a) Information and Communication part of the paper consists of basic elements of Information Technology project life cycle such as systems analysis, systems design, software development, testing user acceptance testing and related areas of Algorithms, HTML, XHTML, php, Data and Information Security, Disaster Recovery, systems, intellectual Property Rights and Software licensing, Free and Open Source Software, and web 2.0.
  - (b) E-Government part of the paper consist of system of application of Information and Communication Technology in government organizations, application of Information and Communication Technology to enhance the efficiency in delivery of public services, Technology requirements for E-Government systems, basic elements of Information and Communication Technology Infrastructure, basic components E-Government systems, and interoperability in E-Government.
5. These regulations and provisions may be revised where necessary. The Circulars, Newspaper Advertisement and Gazette Notifications published from time to time by the Western provincial Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

**Schedule 10**

**THE QUALIFYING EXAMINATION FOR PROMOTION OF OFFICERS TO CLASS 3 GRADE II OF  
WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE**  
(Referred in Paragraph 8.2.1.2)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. Officers Subjects and marks assigned for each subjects are mentioned below. Marks will be deducted for bad handwriting and spelling mistakes. Candidates whose handwriting is illegible are liable to be disqualified.

Subjects	Marks	Duration (hour/s)
General ICT Paper	100	3
Financial Systems	100	2
<b>Total Marks</b>	<b>200</b>	

General ICT paper - This paper will consist of two parts.

Paper	Marks	Duration (hour/s)
(i) Paper I Multiple Choice Questions	40	1
(ii) Paper II Essay Type Question	60	2
<b>Total Marks</b>	<b>100</b>	

The fundamental concept and the practical utilization of Information and Communication Technology in Government organizations will be tested by this paper. The paper will consist of the following ICT areas such as fundamentals of ICT. Thorough knowledge on Hardware and Software, Working knowledge of general office application packages, Basics of Systems Analysis and Design and Basics of Data Communication.

**Financial Systems:-**

This paper will be in the following manner.

Part I - This paper is designed to test the knowledge and comprehension of the candidate on subjects such as financial control in Ministries and Governments Departments, custody of finance, income and expenditure, budget estimates, supplies and Services (50 Marks).

Part II —Basic facts on stores verification and store-keeping (50 marks).

Candidates are not allowed to use calculators.

Note :

- (i) A candidate should answer all these question papers in the language medium in which he sat for the Competitive Examination to enter the service. In the case of those who have joined originally without a Competitive Examination, the medium in which the candidate should answer these papers will be the language in which the officer has qualified to enter the service.
  - (ii) Candidates are required to obtain a minimum of 33 percent of marks in each of these subjects and an aggregate of 40% of marks in all three subjects at one and the same examination.
3. These regulations and provisions may be revised where necessary. The Circulars, Newspaper Advertisement and Gazette Notifications published from time to time by the Western provincial Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

**Schedule 11**

**THE QUALIFYING EXAMINATION FOR PROMOTION OF OFFICERS TO CLASS 2 GRADE I OF  
WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE**  
(Referred in Paragraph 8.5.1.2)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. Scheme of Examination.

Subjects of the examination and marks assigned for each subject are given below:

(i) Candidates are required to appear for written qualifying test consisting the following subjects:-

<b>Subjects</b>	<b>Marks</b>	<b>Duration (hours)</b>
Establishment Procedure	100	1 1/2
Public Financial Management	100	1 1/2
ICT case study	100	1
General ICT Paper	100	3
<b>Total Marks</b>	<b>400</b>	

(ii) **Syllabus :**

**Establishment procedure**

Practical knowledge of the candidate is expected relating to the contents in Volume I and II of the Establishment Code.

**Public Financial Management**

Practical knowledge in Financial Auditing  
Basic Knowledge of Audit systems  
Basic knowledge in store keeping  
Basic knowledge on Tender Procedures

**ICT Case study**

Candidates are required to answer a multiple choice/an essay type paper designed to test the ability of candidate to provide Information and Communication Technology solutions in respect of a problem relating to office automation.

General Information and Communication Technology Paper

This paper will consist of following two parts.

<b>Paper</b>	<b>Total Marks</b>	<b>Duration (hour/s)</b>
(i) Paper I Multiple Choice Questions	40	1
(ii) Paper II Essay Type Questions	60	2
<b>Total Marks</b>	<b>100</b>	

It is expected to test broad Information and Communication Technology knowledge of the candidates including supervisory level functions in a Information Technology unit required to be performed.

Above two papers will consist of following Information and Communication Technology areas such as Database Management Systems, Web Technology, Algorithms and Computer Programming, LAN and WAN, Network Technology and Data Communication, Software and Software licensing, Free and Open Source Software, Systems Analysis and Design.

1. Language medium of the examination: - This written examination will be held in Sinhalese, Tamil and English languages. Candidates should answer all these question papers in the language medium in which he sat for the Competitive Examination to enter into the service. In the case of those who have joined originally without a Competitive Examination, the medium in which the candidate should answer these papers will be the language in which the officer has qualified to enter the service.
2. These regulations and provisions may be revised where necessary. The Circulars, Newspaper Advertisement and Gazette Notifications published from time to time by the Western provincial Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

## Schedule 12

### THE QUALIFYING EXAMINATION FOR PROMOTION OF OFFICERS TO CLASS 1 GRADE II OF WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Referred in Paragraph 8.7.1.2)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. **The Examination will consist of the following subjects.**
  - (i) Information and Communication Technology Case Study
  - (ii) Information and Communication Technology Trends Management
3. **Procedure of Examination**
  - (i) Information and Communication Technology Case Study - 3 hours duration

Candidates are expected to answer several questions on one or more complex cases in relation to the areas of Information and Communication Technology project management, Information and Communication Technology Project proposal preparation, Information and Communication Technology Consulting, Information and Communication Technology trends and e-Governance in order to test their logical reasoning creativity, analyzation of problems and the ability to provide better Information and Communication Technology solutions and their understanding on utilization of theoretical knowledge practically.

Two Case studies should be answered.

Note : minimum 50% marks should be obtained by a candidate.

(ii) Information and Communication Technology Trends - 3 hours duration.

This paper will consist of several question designed in relation with the important events in the fields of Information and Communication Technology solutions, Information and Communication Technology development in developing countries, E-Governance applications and promotion, Change Management, re-engineering of Business (Government) Processes, Best practices in e-Governance, Success and failure factors in E-Governance and Information Technology Project Management in Public Sector in the world as well as in the region. The wide knowledge of the candidates in these subjects will be tested.

Note :- Minimum 50% marks should be obtained by candidates.

4. These regulations and provisions may be revised where necessary. The Gazette Notifications published from time to time by the Western provincial Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

WESTERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY  
SERVICE  
APPLICATION FOR ABSORPTION

(Please use both sides of A4 of size single paper)

**PART I - TO BE COMPLETED BY THE APPLICANT**

1. Place of work and address:-.....  
.....  
.....

2. Full name of the Applicant:.....

3. Date of Birth :.....

4. Salary Scale and held at present Salary step according to the Public Administration Circular  
6/2006:-.....

5. The highest qualification obtained by the Applicant:-

(a)Educational- G.C.E. (O.L).....

.....  
.....  
.....

G.C.E. (A.L).....

.....  
.....  
.....  
.....

Other .....

.....

(b)Professional Qualifications:.....

.....  
.....  
.....

6. Dates on which the applicant passed the Efficiency Bar Examinations in terms of the Scheme of recruitment of the present post.

Date of passing the examination

Efficiency Bar Examination	Date of pass
1. ....	.....
2. ....	.....
3. ....	.....

4. Particulars of the period of service

From	to	Designation	Place of Work	Period of Service (Years)

5. I certify that the above particulars given are true and correct.

Date :.....

.....  
Signature of the Applicant.

**Part 2 - To be completed by the Head of the Institution**

The particulars given by the applicant from 1 to 8 above are correct. His/Her absorption into this service is recommended /not recommended. (Reasons should be given, if not recommended).

Date:.....

.....,  
Signature and frank of the Head of Institution

**Part 3 - For the use of Western Provincial Public Services Commission**

1. Absorption of the applicant into this service is approved/not approved.

2. If not approved, given reasons for same:

.....  
.....  
.....

3. Class into which the absorption is made:-

.....

Date :.....

Secretary  
Western Provincial Public Services Commission

**Scheme of Recruitment and promotion for the Management Assistant- Non-Technical -Segment 2 of the category of Administrator post of Local Authorities of the Western Province**

**1. Connected institutions**

- 1.1 Department :- Department of Local Government (W.P.)  
Reference number:-LGD/02/21/03/69 -1  
Date:- 13.11.2013
- 1.2 Ministry :- Ministry of Local Government (W.P.)  
Reference number:-CM/WP/E3/13-5  
Date:- 20.11.2013
- 1.3 Director of Management Services  
Approve posts by the General :- Reference number:-DMS/D/General/11-2  
Date:- 19.12.2012
- 1.4 Chief Secretary's (W.P.) recommendation :- Reference number:-1/15/2/43(2)  
Date:- 31.12.2013
- 1.5 Recommendation of Salaries & Cadre Commission :- Reference number:-  
Date:-
- 1.6 Recommendation of the Western Provincial Public Services Commission :- Reference number:- 1/4/2/5/9  
Date:- 24.01.2014
- 1.7 Hon. Governor's approval :- Reference number:-  
Date:-

2. Appointing Authority :- Recruitment to Grade III and Promotion to Grade II is done by the Municipal Commissioner of a Municipal Council and done by the Secretary of a Municipal Council or Pradeshiya Sabha.  
Promotion to Grade 1 is done by the Western Provincial Public Services Commission

Effective Date :- From the day of the Hon. Governor approved it.

**3. Particulars of the officer category**

- 3.1 Officer Category :- Management Assistant- Non-Technical -Segment 2
- 3.2 Grades :- Grades III, II and I
- 3.3 General definition of the role entrusted to:

:- Out of the supportive and/or facilitative functions assigned to the employees engaged in the Executive Management and Administrative functions in institutions, the functions of non-technical nature and single functional will be assigned to this service category. Among the functions of this category, the functions that have been specially prescribed by the authority should be fulfilled by the officers belong to this service category.

- 3.4 Assigning tasks :- Functions will not be assigned under grading and, any function out of the functions assigned to this service category may be assigned to an officer in any grade by the Commissioner of Municipal Council or the Secretary an Urban council or Pradeshiya Sabha, based on the seniority and skills.

4. Nature of the post/posts :- Permanent, pensionable.

5. Salaries

5.1 Salary code number :- MN 1 – 2006A

5.1 Salary scale :- Rs. 13120-10x 145-11x170-10x240-10x320-22040/-

5.3 Initial wage step according to grades:-

Grade	Wage Step	Salary Step
III	Initial step	13,120/-
II	Step I2	14,740/-
I	Step 23	16,680/-

6. Positions/s belong to the service category :-

6.1 Approved designations, number of approved posts and, functions assigned to them:-

Approved Posts	Grade to which the post approved	Number of approved posts	Functions
Health Administrator	Grade III, II, I	546 24*	Implementation of the powers granted to the relevant local authorities regarding the welfare of public health and feather bedding.
Shops Administrator			Implementation of the powers granted to the relevant local authorities regarding the public markets, Shopping complexes, supermarkets and markets belonging to local government institutions.
Work/ Field Administrator			Providing necessary assistance in handling of the powers granted to the relevant local authorities regarding the public welfare and other activities except for the activities mentioned above and incomes associated matters.
Veterinary Administrator			Implementation of the powers granted to the relevant local authorities regarding the Organizing all necessary activities for the suppression of rabies, Make necessary actions on stray animals, doing legal action for unauthorized meat and fish shops.

6.2 Number of combined service officers :- 546 This may change from time to time.  
24\* The posts will be nullified on retirement.

(The institutions for which the post approved and the number of posts contain in Annexure 01).

7. Method of recruitment

7.1 Recruitment Ratio:

Stream	Percentage
Open	-
Limited	100%
skills	-

Note: When vacancies cannot be filled with limited applicants, open applications will be called for filling the vacancies.

7.2 Open Recruitment

7.2.1. Grade of recruitment: Grade III

7.2.2. Qualifications:-

7.2.2.1 Educational Qualifications:- Six passes including Sinhala/Tamil/English language, Mathematics and two credit passes for other subjects in one attempt in the GCE(OL) Examination.

and

at least one pass in GCE (AL) Examination (Except the Ordinary General test)

7.2.2.2 Professional Qualifications :- Not Applicable

7.2.2.3 Experience :- Not Applicable

7.2.2.4 Physical Fitness :- All candidates should have adequate physical and mental suitability to service.

7.2.2.5 Other :- (i) Should be a citizen of Sri Lanka  
(ii) Should have been a permanent resident of the Western Province continuously for 03 years immediately preceding the date of calling applications.  
(iii) Candidates shall be of excellent character

7.2.3. Age:-

7.2.3.1 Minimum Age Limit : Should not be less than 18 years as on the last date of accepting applications.

7.2.3.2 Maximum Age Limit: Not more than 30 Years

7.2.4 Method of Recruitment:-

7.2.4.1 Written Examination:-

Subjects	Maximum Marks	Pass marks
1) Aptitude intelligence test	100	40%
2) General Knowledge on Current events	100	40%

Vacancies will be filled from those who have obtained higher marks in order of scoring – order

**Syllabus of (open) competitive examination for recruitment to Grade III of the Post of Administrative – Annexure No. 02**

7.2.4.1.1 Conducting Authority: - Relevant Appointing Authority

7.2.4.2 Professional Test :- Not Applicable

Subjects	Maximum Marks	Pass marks

7.2.4.2.1 Conducting Authority: -

7.2.4.3 General Interview

Objectives to be achieved:- Marks will not be given

This is held only for qualification testing purposes

7.2.4.3.1 The Appointing Authority for Board of General Interviews: - Relevant Appointing Authority

7.2.4.4. Structured Interview:- Not Applicable

Main Headings for awarding Marks	Maximum Marks	Minimum marks for considering selection

7.2.4.3.1 The Appointing Authority for Board of General Interviews:

7.2.5. Method of calling applications:- Applications will be called by inserting advertisements in the government Gazette or Newspaper Advertisements or Public Notice.

7.3. Limited Recruitment

7.3.1 Recruitment Grade : - Grade III

7.3.2 Qualifications

7.3.2.1 Educational Qualifications : - Six passes including two credit passes for Language and Mathematics in not more than two attempts in the GCE (OL) Examination. (At least five (5) of these should be in one sitting)

7.3.2.2 Professional Qualifications: - Not Applicable

7.3.2.3 Experience : - Should be an employee who has been confirmed as a permanent employee in Salary Code PL-1 and PL-2 of a relevant Local Government Institution, having completed 5 years' and the period of service should be confirmed in writing by the Head of the Institution.

7.3.2.4 Physical Qualifications :- Should be an employee who has been confirmed as a All candidates must have adequate physical and mental suitability to perform the duties of the post.

7.3.2.5 Other :-  
 i. Should be a citizen of Sri Lanka.  
 ii. Should have been a permanent resident of the Western Province continuously for 03 years immediately preceding the date of calling applications.  
 iii. Should be of good character.

7.3.3 Age

7.3.3.1 Lower limit } :- Those who are already employed in the provincial public service these age limits are not applicable.  
 7.3.3.2 Upper limit } :

7.3.4 Method of Recruitment

7.3.4.1 Written Test

Subjects	Maximum Marks	Pass marks
General knowledge and intelligence test	100	40%
A test of knowledge on relevant Field	100	40%

7.3.4.1 Conducting Authority: - Relevant Appointing Authority

Note: - Applicants who get high marks at the written examination will be called for a structured interview of up to twice the number of vacancies and those who obtain high marks from both of tests will be recruited in vacancies.

**(Syllabus of (Limited) competitive examination for recruitment to Grade III of the Post of Administrative – Annexure No. 03)**

7.3.4.2 Professional Test ; - Not applicable

Subjects	Maximum Marks	Pass marks

7.3.4.2.1 Conducting Authority: -

7.3.4.3 General Interview

Objective to be achieved:- Not applicable

7.3.4.3.1 The Appointing Authority for Board of General Interviews: -

7.3.4.4. Structured Interview:-

Main Headings for awarding Marks	Maximum Marks	Minimum marks for considering selection
Additional service period to be completed permanent service period	15	} 25
Acting or perform duties	10	
Testing knowledge in the relevant field	20	
Personality	05	

Note: The requirements considered in a general interview are considered in this regard

**(Syllabus of the structured interview (Limited) competitive examination for recruitment to the Post of Administrative – Annexure No. 04)**

7.3.4.4.1 Authorized Officer for appointing the structured interview Board :-

The relevant appointing Authority

7.3.5.4 Method of calling applications :-

Applications will be called by inserting advertisements in the government Gazette or Newspaper Advertisements or Public Notice.

7.4. Recruitment on the basis of merit :-

Not Applicable

- 7.4.1 Recruitment Grade :-
- 7.4.2 Qualifications
  - 7.4.2.1 Educational Qualifications :-
  - 7.4.2.2 Professional Qualifications :-
  - 7.4.2.3 Experience :-
  - 7.4.2.4 Physical Qualifications :-
  - 7.4.2.5 Other :-

- 7.4.3 Age
  - 7.4.3.1 Lower limit :-
  - 7.4.3.2 Upper limit :-

7.4.4 Method of Recruitment

- 7.4.4.1 Written Test :-

Subjects	Maximum Marks	Pass marks

- 7.4.4.1.1 Conducting Authority :-

7.4.4.2. Professional Test

Subjects	Maximum Marks	Pass marks

- 7.4.4.2.1 Conducting Authority

7.4.4.3 General Interview

- Objective to be achieved :-

- 7.4.4.3.1 The Appointing Authority for Board of General Interviews: -

7.4.4.4. Structured Interview:-

Main Headings for awarding Marks	Maximum Marks	Minimum marks for considering selection

- 7.4.4.4.1 The Appointing Authority for Board of Structured Interviews: -

7.4.5 Method of calling applications

## 8. Efficiency Bar

### 8.1 .

Which efficiency Bar	The number of years before pass the Efficiency Bar	Nature of the Efficiency Bar Written/professional/certificate courses/others
1 <sup>st</sup> Efficiency Bar	Before the lapse of three years (03) from the date of appointment to Grade III <b>(Annexure No. 05)</b>	Written Test
2 <sup>nd</sup> Efficiency Bar	Before the lapse of three years (03) from the date of promotion to Grade II <b>(Annexure No. 06)</b>	Written Test
3 <sup>rd</sup> Efficiency Bar	Before the lapse of five years (05) from the date of promotion to Grade I <b>(Annexure No. 07)</b>	Written Test

### 8.2 How often the Efficiency Bar is conducted :-

Efficiency Bar Examinations are held once a year or as is necessary.

### 8.3 Who are the Authorities for conducting the Tests relevant to the Efficiency Bars?:-

- 1<sup>st</sup> Efficiency Bar } Relevant appointing Authority  
2<sup>nd</sup> Efficiency Bar }  
3<sup>rd</sup> Efficiency Bar } - By the Western Provincial Public Service Commission or any other authority authorized by the appointing authority

## 9. Language Proficiency

### 9.1 .

Language	Proficiency to be acquired
1. Official Language	Officers who were recruited in a language medium other than an official language shall acquire prescribed language proficiency during the probation Period.
2. Other Official Language	Shall acquire relevant proficiency at required level as per the provisions in Public Administration Circular 07/2007
3. Articular Language (If Applicable)	Not Applicable

## 10. Grade Promotions

### 10.1 Promotion to Grade II from Grade III

#### 10.1.1. Officers who prove average performance for the Promotion to Grade II from Grade III

##### 10.1.1.1 Qualifications to be satisfied

- I. Shall have been confirmed in the appointment.
- II. Shall have completed an active period of service for at least ten (10) years in Grade III of the officer category and earned ten (10) salary increments as at the prescribed date.
- III. Shall have proved a performance at 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 service of five (5) years immediately preceding the date of promotion.
- V. Shall have obtained the proficiency in other language at the relevant level.
- VI. Shall have passed relevant efficiency bar.

##### 10.1.1.2 Method of promotion

According to the prescribed form and upon submission of an application to the appointing authority by the relevant officer to promote the officers to Grade II who fulfill the qualifications, promotion to Grade II will be made by the appointing authority after examining the qualifications, with effect from the date comes over either after the date of completing Ten (10) years in the service or the date of completing the qualifications.

### 10.2 Promotion from Grade II to Grade I:-

#### 10.2.1. Promotion from Grade II to Grade I, according to officers who prove average performance

##### 10.2.1.1 Qualifications to be satisfied

- I. Shall have completed an active and satisfactory period of service for at least 10 years in Grade II of the officer category and earned all salary increments.

- II. Shall have proved a performance at satisfactory level or above during the period of 10 years before the date of promotion as per the approved performance appraisal procedure.
- III. Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- IV. Shall have completed relevant efficiency bar examination.

10.2.1.2 Method of Promotion:-

According to the prescribed form and upon submission of an application to the appointing authority by the relevant officer to Western Provincial Public Services Commission promote the officers to Grade I who fulfill the qualifications, promotion to Grade I will be made by the Western Provincial public Services Commission after examining the qualifications, with effect from the date comes over either after the date of completing Ten (10) years in the service or the date of completing the qualifications.

Note:

According to the average performances officers who do not have passed the efficiency bar on due date, date of the promotion should be delayed equal to the delayed passing of the efficiency bar examination.

10.3. Promotion from Grade I to Special Grade:- Not Applicable

10.3.1 According to average performance

10.3.1.1 Qualifications to be fulfilled :-

10.3.1.2 Method of Promotion :-.

11. Appointment to posts :- Not Applicable

11.1 Qualifications

Post	Qualifications	Method of Selecting

(Use an attachment if needed)

12. Condition extraneous to the general conditions contained in the Procedural Code of rules of the Western Province Public Service Commission.

Should act in compliance to the provisions contained in the Establishment Code of the Democratic Socialist Republic of Sri Lanka, the Code of Financial Rules of the Western Province Provincial Council, regulations alias directives enacted from time to time by the Hon. Governor of the Western Province Provincial Council, regulations alias directives enacted from time to time by the Western Province Public Service Commission, Ministerial and departmental directives and the directives issued by the head of institutions.

13. The definitions extraneous to the definitions contained in the Procedural Code of the Western Province Public Service Commission.

The Western Province Provincial Council / Hon. Governor of the Western Province Provincial Council may brief and act with regard to the definitions (if any) extraneous definitions contained in the Procedural Code of the Western Province Public Service Commission.

#### **14. Absorption on grade vice**

##### **Absorption to Grade III**

- Prior to the date of this procedure approved, officers who have not been completed 10 years' permanent service of the Administrator in Grade II and not passed the relevant Efficiency Bar Examination relevant to Grade II, will be absorbed to Grade III of the Administrators, with effect from the date of this recruitment procedure comes into operation.

##### **Absorption to Grad II**

- As at the date of this procedure approved, officers engaged in Grade I and who has not been completed 10 years' service in said grade will be absorbed to Grade II of the Administrators, with effect from the date of this recruitment procedure come into operation.
- As at the date of this procedure approved, officers who have been completed 10 years' permanent service and passed the Efficiency Bar Examination relevant to Grade II, will be absorbed to Grade II of the Administrators, with effect from the date of this recruitment procedure comes into operation.

##### **Absorption to Grade I**

- As at the date of this procedure approved, officer who have been completed 20 years' service in Grade I and, completed the Efficiency Bar Examination relevant to Grade I, will be absorbed to Grade I of the Administrators, with effect from the date of procedure comes into operation.

##### **Note :-**

- After the absorption, action should be taken on efficiency bar examinations as bellow mentioned.
- According to this procedure through the administrators' absorption to Grade III, Prior to the absorption, the administrators who have passed the Grade II efficiency bar are able to pass the Grade III efficiency bar after absorption.
- Prior to the absorption, administrators who have not passed an administrator grade Grade II efficiency bar should pass the III Efficiency Barring after Absorption.
- All Administrators absorbed to Grade II should pass the efficiency bar related to Grade II after absorption.
- All Administrators absorbed to Grade I should pass the efficiency bar related to Grade I after absorption.
- As at the date of absorption, the period of service served in excess to the period of service required to appoint to the post absorbed, will be considered for the period of service required for the promotion to the next higher grade.
- The salary of the officers who absorb will be decided in terms of section 4 of the chapter VII of the Establishments Code. There will be no difference in the date of the salary increment. There is no change in the salary steps when the salary being paid is equal to the salary scale of the new salary scale.

15. **The Hon. Governor of the Western Province Provincial Council will brief with regard to the matters not provided the provisions in this procedure.**

**Definitions**

**The satisfactory period of service**

‘The satisfactory period of service’ means, by a period of service to which includes a government servant has been fulfilled his/her duties efficiently and industriously, has passed the Efficiency Bar Examination that should have been consisted on the due date, has fulfilled all qualification required for the confirmation, has earned all salary increments that should have been earned within that period and the officer has not been committed a punishable offence. (Excluding warnings / urgings)

**The active service period**

‘The active service period’ means, the period of service actually engaged in duties, receiving the salaries relevant to the respective post. Except the maternity leave approved by the government, all other no pay leave periods are not computed for the active service period.

**To the due date :-**

The date on which the relevant Efficiency Bar Examination should pass means as ‘The due date’. At the promotions from a grade to another grade, officers who pas the Efficiency Bar Examination on or before the due date entitle for promotions as stated in the recruitment procedure. The date of promotion of the officers who don’t pass as at the due date should be held up for a period equivalent to the period delayed to pass the Efficiency Bard Examination.

Prepared by	: .....	Checked by	: .....
Name	: .....	Name	: .....
Designation	: .....	Designation	: .....
Date	: 12/11	Date	: 12/13
Recommend and submitted.			
	Signature	:	.....
			(Head of the Department)
	Name	:	.....
	Designation	:	.....
	Date	:	: 11/13

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Reference No. : CM/WP/E3/13-5

I recommend the approval of this Promotion Scheme proposed for the post of Pre-school Teacher in Local Government Institution of the Western Province.

Signature : .....  
Ministerial Secretary (W.P.)

Date : 20/11/2013

Official Seal :

Reference No. : 1/15/2/43/(2)

I recommend the approval of this Promotion Scheme proposed for the post of Administrator in Local Government Institution of the Western Province.

Signature : .....  
Chief Secretary (W.P.)

Date : 31/12/2013

Official Seal :

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Reference No. : 1/4/2/5/9

I recommend the approval of this Promotion Scheme proposed for the post of Pre-school Teacher in Local Government Institution of the Western Province.

Signature : .....  
Secretary, Provincial Public Commission (W.P.)

Date : 31/12/2014

Official Seal :

---

Reference No. : 1/1/4/258

The Promotion Scheme proposed for the post of Pre-school Teacher in Local Government Institution of the Western Province was approved by the Hon. Governor on .....

Signature : .....  
Secretary to the Governor (W.P.)

Date : 25/02/2014

Official Seal :

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## Annex 01

### Administrative posts of Local Government Institutions in the Western Province Approved Institutions and Posts

Serial number	Local Government Institution	Number of Approved Posts							
		Health Administrator	Health Administrator	Work field Administrator	Work field administrator	Shops Administrator	Shops Administrator	Veterinary administrator	Veterinary administrator
1	Colombo Municipal Council	17		146		35		15	
2	Dehiwela Mt. Lavinia Municipal Council	31		20	6	9			
3	Sri Jayawardenapura Kote Municipal Council	5		3		10		2	
4	Moratuwa Municipal Council	14		7		5			
5	Kaduwela Municipal Council	3		3		3			
6	Negombo Municipal Council	8		4		5			
7	Gampaha Municipal Council	3	2	2	2	3			
8	Kolonnawa Urban Council	7		3		1			
9	Seethawakapura Urban Council	3		2		2	1		
10	Maharagama Urban Council	3		3		3			
11	Kesbewa Urban Council	2		2		1			
12	Boralesgamuwa Urban Council	2		2	1	1			
13	Wattala Mabile Urban Council	2		1		1			
14	Katunayake Seeduwa Urban Council	2		2					
15	Minuwangoda Urban Council	1		1		1			
16	Ja-Ela Urban Council	2		1		1			
17	Peliyagoda Urban Council	2		2		1			
18	Panadura Urban Council	3	3	3		2			
19	Horana Urban Council	2		1		2			
20	Kalutara Urban Council	4	1	2		2			
21	Beruwela Urban Council	3		2		1			
22	Kotikawatta Mulleriyawa Pradeshiya Sabha	1	1	3		2			
23	Seethawaka Pradeshiya Sabha	2	1	2		1			
24	Homagama Pradeshiya Sabha	2		3		2			
25	Wattala Mabile Urban Council	2		2		1			
26	Katana Pradeshiya Sabha	3		2					
27	Diwulapitiya Pradeshiya Sabha	2		2					
28	Meerigama Pradeshiya Sabha	2		2					
29	Minuwangoda Pradeshiya Sabha	1		2					
30	Attanagalla Pradeshiya Sabha	2		1		2			
31	Gampaha Pradeshiya Sabha	2		2					
32	Ja-Ela Pradeshiya Sabha	1		3		2			
33	Mahara Pradeshiya Sabha	1		2					
34	Dompe Pradeshiya Sabha	2		2		1			
35	Biyagama Pradeshiya Sabha	2		2		2			
36	Kelaniya Pradeshiya Sabha	2		2		1			
37	Madurawala Pradeshiya Sabha	1		2					
38	Bulathsinhala Pradeshiya Sabha	1		2					
39	Mathugama Pradeshiya Sabha	1		2		1			
40	Dodangoda Pradeshiya Sabha	1		2		1			
41	Kalutara Pradeshiya Sabha	1		1					
42	Panadura Pradeshiya Sabha	2		2					
43	Bandaragama Pradeshiya Sabha	1		3					
44	Horana Pradeshiya Sabha	1		2		1			
45	Berueala Pradeshiya Sabha	1		2		1			
46	Palindanuwara Pradeshiya Sabha	2		1		1			
47	Agalawatta Pradeshiya Sabha	1		1		1			
48	Walalawita Pradeshiya Sabha	1		2					
	Total	154	8*	266	15*	109	1*	17	0

8\* Posts assigned to the holder personally approved

**Competitive Examination (Open) for Recruitment to Grade III of Administrative Post**

1. Name of the Examination/Professional test :- Competitive Examination for Recruitment to Grade III (Open)

2. Particulars of the Examination/ Professional test :-

Question Paper/ Subject area	Duration	Total Marks	Cut Off Marks
Aptitude and intelligence test	1 hour	100	40%
General knowledge of current events	1 hour	100	40%

3. Conducting Authority :- Relevant Appointing Authority

4. Time frame of the Examination :- After considering the number of vacancies

5. Syllabus of the Examinations :-

Name of the Question Paper	Syllabus
Aptitude and intelligence test	Judging the logical power, mathematical ability and Language ability.
General knowledge of current events	This paper shall consist of a part designed to test the candidates' knowledge on current, local and international events on Economic, Social, Educational, Scientific, Cultural and Political so as sports fields.

Signature : .....

Name : .....

Designation : .....

Date : 13/11

**Aptitude Test (Limited) for the recruitment of Administrator – Grade II**

1. Name of the examination / professional test :- Aptitude Test (Limited) for the recruitment Administrator – Grade III

2. Details about the examination / professional test :-

Question Paper	Period	Total Marks	Pass Marks
General knowledge and intelligence test	01 Hour	100	40%
Examining the knowledge relevant to the field	01 Hour	100	40%

3. Authority, the examination held :- The relevant appointing authority.

4. After how long time the examination is held :- After considering the vacancies exist.

5. Syllabus for the examination

Name of the question paper	Syllabus
General knowledge and intelligence test	This question paper consists with questions to measure the candidate's knowledge pertained to the incidents occur timely that are important (locally and internationally) economically, socially, educationally, scientifically, culturally, politically and to the sports field as well, and to examine the candidates' language competence, dancing strength and mathematical competence.
Testing the knowledge pertained to the field	<u>Health Administrator :-</u> <ul style="list-style-type: none"> <li>* In acting in terms of the powers vested by each Local Government Institution with regard to the public welfare, measuring the basic knowledge with regard to following the methods of disposing waste and recycling the waste.</li> <li>* Supervision and administration of minor workers' affairs, marking attendance, methods followed when obtaining leave.</li> <li>* Examining the knowledge with regard to the methods of preventing the danger of flies and mosquitoes.</li> </ul>
Shops	<u>Stores Administrator :-</u> Measuring basic knowledge with regard to administering the common markets, common market complexes, weekly markets, super markets and fish and & markets belong to Local Government Institutions, recovering rents and producing reports with regard to that.
	<u>Work/Field Administrator :-</u> In implementing the powers vested by Local Government Acts to each Local Government Institution, examining the basic knowledge with regard to clearing the roads at the affairs carried out by the industrial division, preparing the drainage system, dropping pre-mixtures and, supervision and administering the duties assigned to the employees engaged for road maintenance and acting when marking attendance and obtaining leave.
	<u>Livestock Administrator :-</u> Examining the basic knowledge with regard to alleviating the rabies, agricultural and non-agricultural stock raising, harm occur to public by said animals and acting to minimize those harm and organizing programmes require for.

Signature : .....

Name : .....

Designation : .....

Date : 13/11

**Structural Interview (Limited) for the recruitment of Administrator – Grade III**

1. Name of the structural interview :- Structural Interview (Limited) for the recruitment Administrator – Grade III
2. Details about the structural interview

Key Headings to which marks are given	Maximum Marks	Minimum Marks taken into consideration for selection
Period of service that must be fulfilled in addition to the permanent service period	15	} 50%
Acting or fulfilling duties	10	
Examining the knowledge relevant to the field	20	
Personality	05	

3. Authority who conducts the structural interview :- The relevant appointing authority.
4. After how long time the structural interview is held ? :- After considering the number of vacancies exist.
5. Syllabus for the examination : (Matters taken into consideration at the structural interview)

Key Headings to which marks are given	Matters taken into consideration
Period of service that must be fulfilled in addition to the permanent service period	For the period of service in addition to the permanent service period that must be fulfilled in Local Government Service (3 marks per year).
Acting or fulfilling duties	Period of service for a formal appointment letter/acting, fulfilled duties in a post of Administrator (02 marks per year).
Examining the knowledge relevant to the field	A simple poser submitted relevantly to each field shall be appropriate to each post as a compulsory question.
Personality	Considering the manner of facing the officer to the interview and other matters.

Signature : .....

Name : .....

Designation : .....

Date : 13/11

**Efficiency Bar Examination – I for the post of Administrator**

1. Name of the examination / professional test :- Efficiency Bar Examination - I for the post of Administrator
2. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Establishment Code and Financial Regulations	01 Hour, 30 Minutes	100	40%
Personnel Administration and basic Acts	01 Hour, 30 Minutes	100	40%

3. Authority, the examination held :- The relevant appointing authority.
4. After how long time the examination is held :- Per annum or as and when required
5. Syllabus for the examination

Name of the question paper	Syllabus
Establishment Code and Financial Regulations	<ul style="list-style-type: none"> <li>• Basic knowledge about Chapter II, IV, VII, XII of Section I of the Establishment Code.</li> <li>• Examining the basic knowledge about Provincial Council Financial Rules. (multiple choice question paper)</li> </ul>
Personnel Administration and basic acts	<ul style="list-style-type: none"> <li>• Knowledge in engaging the subordinate employees in the service, marking and preparing the check-roles.</li> <li>• Examining the basic knowledge about the Municipal Council Ordinance, Urban Council Act and Pradeshiya Sabha Act.</li> <li>• A simple poser submitted relevantly to each field may appropriate to each post as a compulsory question.</li> </ul>

Signature : .....

Name : .....

Designation : .....

Date : 13/11

**Efficiency Bar Examination - II for the post of Administrator**

01. Name of the examination / professional test :- Efficiency Bar Examination - II for the post of Administrator

02. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Establishment Code and Financial Regulations	01 Hour, 30 Minutes	100	40%
Personnel Administration and basic acts	01 Hour, 30 Minutes	100	40%

03. Authority, the examination held :- The relevant appointing authority.

04. After how long time the examination is held :- Per annum or as and when required

05. Syllabus for the examination

Name of the question paper	Syllabus
Establishment Code and Financial Regulations	<ul style="list-style-type: none"> <li>• Consists with a question paper, to which must be given short answers to examine the knowledge about Chapter III, V, VII, XII, XIV of Section I of the Establishment Code.</li> </ul>
Personnel Administration and basic acts	<ul style="list-style-type: none"> <li>• Labour controlling, labour leaves.</li> <li>• Acting by way of set-in the job motivation within subordinate employees.</li> <li>• Examining the basic knowledge about the Municipal Council Ordinance, Urban Council and Pradeshiya Sabha Acts.</li> <li>• A simple poser submitted relevantly to each field may appropriate to each post as a compulsory question.</li> </ul>

Signature : .....

Name : .....

Designation : .....

Date : 13/11

**Efficiency Bar Examination - III for the post of Administrator**

01. Name of the examination / professional test :- Efficiency Bar Examination - III for the post of Administrator

02. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Establishment Code and Financial Regulations	01 Hour, 30 Minutes	100	40%
Personnel Administration and basic acts	01 Hour, 30 Minutes	100	40%

03. Authority, the examination held :- Western Province Public Service Commission or an institution to which powers vested of said WPPSC.

04. After how long time the examination is held :- Per annum

05. Syllabus for the examination

Name of the question paper	Syllabus
Establishment Code and Financial Regulations	<ul style="list-style-type: none"> <li>• Knowledge about Chapter II, V, VI, XIII, XIV, XXI of Section I of the Establishment Code.</li> <li>• Knowledge about Chapter XLVII, XLVIII of Section II of the Establishment Code.</li> <li>• Consists with a question paper, to which must be given short answers to examine the knowledge about Provincial Council Financial Rules.</li> </ul>
Personnel Administration and basic acts	<ul style="list-style-type: none"> <li>• Deploying substitutes in the service</li> <li>• Labour welfare</li> <li>• Deploying vehicles allocated for the division, duly in the task, reporting maintenance at due time.</li> <li>• Will be examined the knowledge about the Municipal Council Ordinance, Urban Council and Pradeshiya Sabha Acts.</li> <li>• A simple poser submitted relevantly to each field may appropriate to each post as a compulsory question.</li> </ul>

Signature : .....

Name : .....

Designation : .....

Date : 13/11

**Application to Obtain Promotions (Upgrading)**

1. Details about the officer

- 1.1 Applicant's full name : .....
- 1.2 National Identity Card Number : .....
- 1.3 Workplace and its address : .....
- 1.4 Service comprise and designation : .....
- 1.5 Service category and grade : .....

2. Details about the appointment

- 2.1 Date of appointment : .....
- 2.2 Date of confirmation : .....
- 2.3 Efficiency Bar Examination passed, and date

Language proficiency examination passed	Due date to be passed	Date passed

2.4 Language proficiency level passed, and date

Language proficiency level passed	Due date to be passed	Date passed

3. Details pertained to the promotion

- 3.1 Expected date to promote : 11/1
- 3.2 Stream expected to promote : General
  - 3.2.1 Has the active service period been completed ? Yes / No.
  - 3.2.2 Date completed the active service period :.....
  - 3.2.3 Has the performance within expected active service period been demonstrated on the satisfactory level or above than that ? Yes / No.
  - 3.2.4 Have all due increments been earned ? Yes / No.  
Has a satisfactory service period within the preceding five years been completed ?  
Yes / No.
  - 3.2.5 Have you been punished by on disciplinary grounds ? Yes / No.
  - 3.2.6 Mention reasons if you were unable to get through the aptitude test held for the particular performance for the due date.

4. Applicant's declaration.

I certify that the above mentioned information are true and correct, no incompleted disciplinary inquiry against me and the relevant qualifications to promote for Grade 11/1 under the general performance with effect from ..... have been fulfilled.

Date ;

.....  
Officer's signature

**5. Recommendation of the head of the department**

I certify that all information mentioned above are true and correct and, satisfy that Mr./Mrs./Miss ..... above mentioned of ..... service category has been fulfilled all materials to promote him/her to Grade ..... under general performance. Accordingly, I recommend to promote said officer to above grade.

Signature : .....  
Name : .....  
Date : .....  
Official Seal : .....

**6. Recommendation of the Ministerial Secretary**

I kindly inform that the materials indicated above by the head of the department are correct/incorrect and, agree/disagree with above recommendations accordingly.

Signature : .....  
Name : .....  
Date : .....  
Official Seal : .....

**7. Recommendation of the Chief Secretary**

I certify that that all information mentioned above are correct and, recommend to promote Mr./Mrs./Miss. .... of ..... service category to Grade ..... under general performance.

Signature : .....  
Name : .....  
Date : .....  
Official Seal : .....

**8. Secretary of the Public Service Commission / Appointing Authority**

I certify that all information mentioned above are correct and, approve to promote Mr./Mrs./Miss. ...., of ..... service category to Grade ..... under general performance with effect from .....

Signature : .....  
Name : .....  
Date : .....  
Official Seal : .....

**Promotion Procedure for the post of Pre-school Teacher  
Management Assistant (Non-Technical) - Part 2 Service Category in  
Local Government Institution of Western Province**

1. Institutions involved :- Local Government Department (W.P.)
  - 1.1 Department Ref. Number. :- LGD/02/21/03/26  
Date :- 24.03.2014
  - 1.2 Ministry :- Ministry of Local Government (W.P.)  
Ref. Number. :- CM/WP/E15/5/1-2  
Date :- 26.03.2014
  - 1.3 Approving the post by the Director General of Management Services :- Ref. Number. :- DMS/D/Gen/11-2  
Date :- 19.12.2012
  - 1.4 Chief Secretary's recommendation :- Ref. Number. :- CSO/PTR/15/3/6  
Date :- 24.04.2014
  - 1.5 Recommendation issued by the Salaries and Cadre Commission :- Ref. Number. :-  
Date :-
  - 1.6 Recommendation issued by the Western Province Public Service Commission :- Ref. Number. :- 1/4/2/5/97  
Date :-
  - 1.7 Hon. Governor's approval :- Ref. Number. :-  
Province Public Service Commission Date :-
2. Appointing Authority : Is the Urban Commissioner of a Municipal Council and, the Secretary of a Urban Council or a Pradeshiya Sabha.  
  
Effective date : With effect from the date of approval granted by the Hon. Governor
3. Details about the service category
  - 3.1 Service category :- Management Assistant (Non-Technical) – Part 2
  - 3.2 Grades :- Consists with Grade III, II, I
  - 3.3 General definition about the task assigned :- Out of the supportive and/or facilitative functions assigned to the employees engaged in the Executive Management and Administrative functions in institutions, the functions of non-technical nature and single functional will be assigned to this service category. Among the functions of this category, the functions that have been specially prescribed by the authority should be fulfilled by the officers belong to this service category.
  - 3.4 Assigning tasks :- Functions will not be assigned under grading and, any function out of the functions assigned to this service category may be assigned to an officer in any grade by the head of the department or the head of the institution, based on the seniority and skills

4. Nature of the post/posts :- Permanent, pensionable.

5. Salaries

5.1 Salary code number :- MN 1 – 2006A

5.1 Salary scale :- Rs. 13120-10x 145-11x170-10x240-10x320-22040/-

5.3 Initial wage step according to grades :-

Grade	Wage Step	Salary Step
III	Initial step	13,120/-
II	Step I2	14,740/-
I	Step 23	16,680/-

6. Positions/s belong to the service category :-

6.1 Approved designations, number of approved posts and, functions assigned to them :-

Approved Posts	Grade to which the post approved	Number of approved posts	Functions
Pre-school Teacher	Grade III, II, I	173	Must bear the responsibility of children's educational affairs and their skills development, which have been assigned to. In addition to that, fulfilling the duties assigned by the head of the department/institution under the list of duties based on the service requirement, from time to time.

6.2 Number of combined service officers :- 173

(For the purpose of promoting from grade to grade, all grades (III, II, I) are belonged to the number of combined service officers.)

(The institutions for which the post approved and the number of posts contain in Annexure 01).

7. Method of recruitment :- According to the approved staff report, in terms of the letter No. DMS/D/Gen./11-2 dated 19.12.2012 issued by the Director General of Management Services, the promotion scheme is prepared individually to the present position holders so that the recruitment doesn't apply.

7.1 Percentages recruited :- Not relevant

Stream	Percentage
Open	-
Limited	-
Skills	-

- 7.2 Open recruitment :- Not relevant
- 7.2.1 Grade recruited :-
- 7.2.2 Qualifications
  - 7.2.2.1 Education qualifications :-
  - 7.2.2.2 Professional qualifications :-
  - 7.2.2.3 Experience :-
  - 7.2.2.4 Physical qualifications :-
  - 7.2.2.5 Others :-

7.2.3 Age

- 7.2.3.1 Minimum limit
- 7.2.3.2 Maximum limit

7.2.4 Method of recruitment

7.2.4.1 Written test

Subjects	Maximum marks	Pass mark

7.2.4.1.1 Authority held :-

7.2.4.2 Professional examination :-

Subjects	Maximum marks	Pass mark

7.2.4.2.1 Authority the interview held :-

7.2.4.3 General interview :-

Objects expected to succeed

7.2.4.3.1 Authority the general interview :-  
board appoints

7.2.4.4 Structural interview :-

Key head to which marks are given	Maximum marks	Minimum marks considered for selection

7.2.4.4.1 Authority the structural interview :-  
board appoints

7.2.5 Method of calling applications :-

7.3 Limited recruitment :- Not relevant

7.3.1 Grade recruited :-

7.3.2 Qualifications

- 7.3.2.1 Educational qualifications
- 7.3.2.2 Professional qualifications
- 7.3.2.3 Experience
- 7.3.2.4 Physical qualifications
- 7.3.2.5 Others

7.3.3 Age

- 7.3.3.1 Minimum limit
- 7.3.3.2 Maximum limit

7.3.4 Method of recruitment

7.3.4.1 Written test

Subjects	Maximum marks	Pass mark

7.3.4.1.1 Authority the interview held :-

7.3.4.2 Professional test

Subjects	Maximum marks	Pass mark

7.3.4.2.1 Authority the interview held :-

7.3.4.3 General interview

Object expected to succeed :-

7.3.4.3.1 Authority the general interview :-  
board appoints

7.3.4.4 Structural interview :-

Key head to which marks are given	Maximum marks	Minimum marks considered for selection

7.3.4.4.1 Authority the structural interview :-  
board appoints

7.3.5 Method of calling applications :-

7.4 Recruitment based on skills :- Not relevant

7.4.1 Grade recruited :-

7.4.2 Qualifications

7.4.2.1 Educational qualifications

7.4.2.2 Professional qualifications

7.4.2.3 Experience

7.4.2.4 Physical qualifications

7.4.2.5 Others

7.4.3 Age

7.4.3.1 Minimum limit

7.4.3.2 Maximum limit

7.4.4 Method of recruitment

7.4.4.1 Written test

Subjects	Maximum marks	Pass mark

7.4.4.1.1 Authority the interview held :-

7.4.4.2 Professional test

Subjects	Maximum marks	Pass mark

7.4.4.2.1 Authority the interview held :-

7.4.4.3 General interview :-  
Object expected to succeed

7.4.4.3.1 Authority the general interview :-  
board appoints

7.4.4.4 Structural interview :-

Key head to which marks are given	Maximum marks	Minimum marks considered for selection

7.4.4.4.1 Authority the structural interview :-  
board appoints

7.4.5 Method of calling applications :-

8. Efficiency Bar Examination

8.1

What Efficiency Bar Examination	Before how many years the Efficiency Bar Examination should have been passed	Nature of the Efficiency Bar Examination – written test / professional examination / certificate course / others
1 <sup>st</sup> Efficiency Bar Examination	Should pass the first Efficiency Bar Examination before to lapse 03 years from the date of recruitment for Grade III (Annexure 02)	Written test
2 <sup>nd</sup> Efficiency Bar Examination	Should pass the second Efficiency Bar Examination before to lapse 03 years from the date of promotion for Grade II (Annexure 03)	Written test
3 <sup>rd</sup> Efficiency Bar Examination	Should pass the third Efficiency Bar Examination before to lapse 05 years from the date of promotion for Grade I (Annexure 04)	Written test

8.2 For how long time once, the Efficiency Bar Examination is held ? :-

Once an year or as and when required

8.3 Who are the authorities conduct the examinations relevant to the Efficiency Bar ?

1<sup>st</sup> Efficiency Bar Examination  
2<sup>nd</sup> Efficiency Bar Examination  
3<sup>rd</sup> Efficiency Bar Examination } The relevant appointing authority

9. Language Proficiency

9.1

1. Official Language	Offers joined for service in a medium that is not an Official Language should acquire the prescribed Official Language proficiency within the probation period.
2. Other language	The proficiency in relevant level must be acquired according to the provisions contained in PA Circular No. 01/2014.
3. Link language (if relevant only)	Not relevant

10. Promotion to a grade from another grade

10.1 Promotion to Grade II from Grade III

10.1.1 Promotion to Grade II from Grade III according to the general performance

10.1.1.1 Qualification that must be fulfilled :-

- I. Confirmation on the post.
- II. Should have been completed at least Ten (10) years of active service period in Grade III of the service category and should have been earned all salary increments due to the said period.

- III. According to the approved performance evaluation procedure, should have been demonstrated a performance in satisfactory level or above, within the whole period of Ten (10) years prior to the date of promotion.
- IV. Should have been completed a satisfactory service period within the preceding Five (05) years, as at the date of promotion.
- V. Should have been acquired the other Official Language Proficiency in the relevant level.
- VI. Should have been passed the relevant Efficiency Bar Examination.

10.1.1.2 Method of promotion :-

According to the prescribed form and upon submission of an application to the appointing authority by the relevant officer to promote the officers to Grade II who fulfill the qualifications, promotion to Grade II will be made by the appointing authority after examining the qualifications, with effect from the date comes over either after the date of completing Ten (10) years in the service or the date of completing the qualifications.

10.2 Promotion to Grade I from Grade II

10.2.1 Promotion to Grade I from Grade II according to the general performance.

10.2.1.1 Qualification that must be fulfilled :-

- I. Should have been completed at least Ten (10) years of active service period in Grade II of the service category and should have been earned all salary increments within the said period.
- II. According to the approved performance evaluation procedure, should have been demonstrated a performance in satisfactory level or above, within the whole period of Ten (10) years prior to the date of promotion.
- III. Should have been completed a satisfactory service period within the preceding Five (05) years, as at the date of promotion.
- IV. Should have been passed the relevant Efficiency Bar Examination as at the due date

10.2.1.2 Method of promotion

According to the prescribed form and upon submission of an application to the appointing authority by the relevant officer to promote the officers to Grade I who fulfill the qualifications, promotion to Grade I will be made by the appointing authority after examining the qualifications, with effect from the date comes over either after the date of completing Ten (10) years in the service or the date of completing the qualifications.

10.3 Promotion to Special Grade from Grade II :- Not applicable

10.3.1 According to the general performance

10.3.1.1 Qualification that must be fulfilled :-

10.3.1.2 Method of promotion :-

11. Appointment to the posts :- Not applicable

11.1 Qualifications

Post	Qualifications	Method of selection

(Use and annexure if required)

12. Condition extraneous to the general conditions contained in the Procedural Code of rules of the Western Province Public Service Commission.

Should act in compliance to the provisions contained in the Establishment Code of the Democratic Socialist Republic of Sri Lanka, the Code of Financial Rules of the Western Province Provincial Council, regulations alias directives enacted from time to time by the Hon. Governor of the Western Province Provincial Council, regulations alias directives enacted from time to time by the Western Province Public Service Commission, Ministerial and departmental directives and the directives issued by the head of institutions.

13. The definitions extraneous to the definitions contained in the Task Procedural Code of the Western Province Public Service Commission:-

The Western Provincial Council / Hon. Governor of the Western Provincial Council may brief and act with regard to the definitions (if any) extraneous definitions contained in the Procedural Code of the Western Province Public Service Commission.

**14. Absorption on grade vice**

**Absorption to Grade III**

- Prior to the date of this procedure approved, officers who have not been completed 10 years' permanent service of the Pre-school Teacher Service in Grade II and not passed the relevant Efficiency Bar Examination relevant to Grade II, will be absorbed to Grade III of the Pre-school Teachers Service, with effect from the date of this recruitment procedure comes into operation.
- Prior to the date of this procedure approved, officers who have been completed 10 years' permanent service of the Pre-school service but not passed the Efficiency Bard Examination relevant to Grade II, will be absorbed to Grade III of the Pre-school Teacher Service, with effect from the date of this recruitment procedure comes into operation.

**Absorption to Grad II**

- As at the date of this procedure approved, officers engaged in Grade I and who have not been completed 10 years' service in said grade will be absorbed to Grade II of the Pre-school Teacher Service, with effect from the date of this recruitment procedure come into operation.
- As at the date of this procedure approved, officers who have been completed 10 years' permanent service and passed the Efficiency Bar Examination relevant to Grade II, will be absorbed to Grade II of the Pre-school Teacher Service, with effect from the date of this recruitment procedure comes into operation.

**Absorption to Grade I**

- As at the date of this procedure approved, officer who have been completed 20 years' service in Grade I and, completed the Efficiency Bar Examination relevant to Grade I, will be absorbed to Grade I of the Pre-school Teacher Service, with effect from the date of procedure comes into operation.

**Note :-**

- After the absorption, should pass the Efficiency Bar Examination of the relevant grade and opportunity for that will be provided according to the provisions contained in the Establishment Code.
- As at the date of absorption, the period of service served in excess to the period of service required to appoint to the post absorbed, will be considered for the period of service required for the promotion to the next higher grade.
- With effect from the date of this procedure comes into operation, all officers will be absorbed to the relevant grade of the Pre-school Teachers Post of Part – 2 Non-technical of the Management Assistant Service i.e. MN-1 2006 A, as follows. Absorption will be made in accordance to the provisions contained in Section 04, Chapter VII of the Establishment Code and, no change of the salary increment date of the relevant employees will be made as a result of the absorption and, the relevant employee shall not place on the next higher salary step according to the Section 4.4, Chapter VII of the Establishment Code, based on the corresponding to the salary step that was received by him/her, finally.

15. The Hon. Governor of the Western Province Provincial Council will brief with regard to the matters not provided the provisions in this procedure.

**Definitions**

**The satisfactory period of service**

‘The satisfactory period of service’ means, by a period of service to which includes a government servant has been fulfilled his/her duties efficiently and industriously, has passed the Efficiency Bar Examination that should have been consisted on the due date, has fulfilled all qualification required for the confirmation, has earned all salary increments that should have been earned within that period and the officer has not been committed a punishable offence. (excluding warnings / urgings)

**The active service period**

‘The active service period’ means, the period of service actually engaged in duties, receiving the salaries relevant to the respective post. Except the maternity leave approved by the government, all other no pay leave periods are not computed for the active service period.

**To the due date :-**

The date on which the relevant Efficiency Bar Examination should pass means as ‘The due date’. At the promotions from a grade to another grade, officers who pas the Efficiency Bar Examination on or before the due date entitle for promotions as stated in the recruitment procedure. The date of promotion of the officers who don’t pass as at the due date should be held up for a period equivalent to the period delayed to pass the Efficiency Bard Examination.

Prepared by	: .....	Checked by	: .....
Name	: .....	Name	: .....
Designation	: .....	Designation	: .....
Date	: 21/03/14	Date	: .....

Recommend and submitted.

Signature	: .....
	(Head of the Department)
Name	: .....
Designation	: .....
Date	: .....

Reference No. : CM/WP/E15/5/1-2

I recommend the approval of this Promotion Scheme proposed for the post of Pre-school Teacher in Local Government Institution of the Western Province.

Signature : .....  
Ministerial Secretary (W.P.)

Date : 31/3/14

Official Seal :

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Reference No. : CSO/PTR/15/316

I recommend the approval of this Promotion Scheme proposed for the post of Pre-school Teacher in Local Government Institution of the Western Province.

Signature : .....  
Chief Secretary (W.P.)

Date : 31/3/14

Official Seal :

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Reference No. : 1/4/2/597

I recommend the approval of this Promotion Scheme proposed for the post of Pre-school Teacher in Local Government Institution of the Western Province.

Signature : .....  
Secretary, Provincial Public Commission (W.P.)

Date : 27/05/2014

Reference No. : 1/1/4/257

The Promotion Scheme proposed for the post of Pre-school Teacher in Local Government Institution of the Western Province was approved by the Hon. Governor on 4/6/2014

Signature : .....  
Secretary to the Governor (W.P.)

Date : 4/6/2014

Official Seal :

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**Post of Pre-school Teacher of Local Government Institutions in the Western Province**  
**Approved Institutions and Posts**

Serial number	Local Government Institution	Number of Approved Posts
1	Colombo Municipal Council	34
2	Dehiwela Mt. Lavinia Municipal Council	12
3	Sri Jayawardenapura Kote Municipal Council	01
4	Moratuwa Municipal Council	-
5	Kaduwela Municipal Council	22
6	Negombo Municipal Council	11
7	Gampaha Municipal Council	01
8	Kolonnawa Urban Council	-
9	Seethawakapura Urban Council	02
10	Maharagama Urban Council	06
11	Kesbewa Urban Council	-
12	Boralesgamuwa Urban Council	-
13	Wattala Mabile Urban Council	02
14	Katunayake Seeduwa Urban Council	05
15	Minuwangoda Urban Council	-
16	Peliyagoda Urban Council	01
17	Ja-Ela Urban Council	02
18	Panadura Urban Council	04
19	Horana Urban Council	10
20	Kalutara Urban Council	01
21	Beruwela Urban Council	-
22	Kotikawatta Mulleriyawa Pradeshiya Sabha	02
23	Seethawaka Pradeshiya Sabha	06
24	Homagama Pradeshiya Sabha	02
25	Wattala Mabile Urban Council	01
26	Katana Pradeshiya Sabha	01
27	Diwulapitiya Pradeshiya Sabha	-
28	Meerigama Pradeshiya Sabha	02
29	Minuwangoda Pradeshiya Sabha	-
30	Attanagalla Pradeshiya Sabha	05
31	Gampaha Pradeshiya Sabha	01
32	Ja-Ela Pradeshiya Sabha	-
33	Mahara Pradeshiya Sabha	02
34	Dompe Pradeshiya Sabha	03
35	Biyagama Pradeshiya Sabha	01
36	Kelaniya Pradeshiya Sabha	01
37	Madurawala Pradeshiya Sabha	03
38	Bulathsinhala Pradeshiya Sabha	05
39	Mathugama Pradeshiya Sabha	05
40	Dodangoda Pradeshiya Sabha	03
41	Kalutara Pradeshiya Sabha	03
42	Panadura Pradeshiya Sabha	02
43	Bandaragama Pradeshiya Sabha	02
44	Horana Pradeshiya Sabha	-
45	Berueala Pradeshiya Sabha	04
46	Palindanuwara Pradeshiya Sabha	01
47	Agalawatta Pradeshiya Sabha	01
48	Walalawita Pradeshiya Sabha	03
	Total	173

**Efficiency Bar Examination – I for the post of Pre School Teacher**

6. Name of the examination / professional test :- Efficiency Bard Examination - I for the post of Pre School Teacher

7. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Knowledge of pre - school purposes and Basic knowledge of Establishment Code Provincial Financial Regulations	01 Hour,	100	40%

8. Authority, the examination held :- The relevant appointing authority.

9. After how long time the examination is held :- Per annum or as and when required

10. Syllabus for the examination

Name of the question paper	Syllabus
Knowledge of pre - school purposes and Basic knowledge of Establishment Code Provincial Financial Regulations	Identify the basic needs of a pre- School, Measuring the ability of understanding the child mind. Measuring the basic knowledge of Establishment Code Chapters II, IV, VII, VIII, XII, and XXIV and about the Provincial Finance Rules.

Signature : .....

(Head of the Department)

Name : Chandrani Samarakoom

Designation : Commissioner of Provincial Administrative  
Western Province

Date : 24-03-14

**Efficiency Bar Examination – II for the post of Pre School Teacher**

1. Name of the examination / professional test :-Efficiency Bard Examination – II  
for the post of Pre School Teacher

2. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Knowledge about the pre- child development and measuring the knowledge of pre – school administration.	01 Hour,	100	40%

3. Authority, the examination held :- The relevant appointing authority.

4. After how long time the examination is held :- Per annum or as and when required

5. Syllabus for the examination

Name of the question paper	Syllabus
Knowledge about the pre- child development and measuring the knowledge of pre – school administration.	Recognize the basic and minimum necessities to have in a pre- school, identifying the necessities in the period of pre-child development , measuring the knowledge of books and documents to be maintain in a pre – school, Maintaining a pre-school with attractive of children and the fabrication, registering a pre- school and measuring the knowledge of well maintain.

Signature : .....

(Head of the Department)

Name : Chandrani Samarakoom

Designation : Commissioner of Provincial Administrative  
Western Province

Date : 24-03-14

**Efficiency Bar Examination – III for the post of Pre School Teacher**

1. Name of the examination / professional test : -Efficiency Bard Examination – II I  
for the post of Pre School Teacher

2. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Responsibility of the pre – school teacher and pre-school management and examine the basic knowledge of Establishment Code.	01 Hour,	100	40%

3. Authority, the examination held :- The relevant appointing authority.

4. After how long time the examination is held :- Per annum or as and when required

5. Syllabus for the examination

Name of the question paper	Syllabus
Responsibility of the pre – school teacher and pre-school management and examine the basic knowledge of Establishment Code.	Role pre- school teacher, Pre-School Administration, Philosophical opinion regarding of the pre-childhood, Fundamental, Researches, knowledge of the ideas , recognize the children with special education knowledge and identify the educational systems giving them , familiar the child to school formally. According to the Establishment Code examine the knowledge about the letter of appointment, leave, daily service period.

Signature : .....

(Head of the Department)

Name : Chandrani Samarakoom

Designation : Commissioner of Provincial Administrative  
Western Province

Date : 24-03-14

**Application to Obtain Promotions**

## 1. Details about the officer

- 1.1 Applicant's full name : .....
- 1.2 National Identity Card Number : .....
- 1.3 Workplace and its address : .....
- 1.4 Service comprise and designation : .....
- 1.5 Service category and grade : .....

## 2. Details about the appointment

- 2.1 Date of appointment : .....
- 2.2 Date of confirmation : .....
- 2.3 Efficiency Bar Examination passed, and date

Language proficiency examination passed	Due date to be passed	Date of passed

## 2.4 Language proficiency level passed, and date

Language proficiency level passed	Due date to be passed	Date of passed

## 3. Details pertained to the promotion

- 3.1 Expected date to promote : 11/1
- 3.2 Stream expected to promote : General
- 3.2.1 Has the active service period been completed? Yes / No.
- 3.2.2 Date completed the active service period:.....
- 3.2.3 Has the performance within expected active service period been demonstrated on the satisfactory level or above than that ? Yes / No.
- 3.2.4 Have all due increments been earned? Yes / No.
- Has a satisfactory service period within the preceding five years has been completed? Yes / No.
- 3.2.5 Have you been punished by on disciplinary grounds? Yes / No.
- 3.2.6 Mention reasons if you were unable to get through the aptitude test held for the particular performance for the due date.

## 4. Applicant's declaration.

I certify that the above mentioned information are true and correct, no incomplete disciplinary inquiry against me and the relevant qualifications to promote for Grade 11/1 under the general performance with effect from ..... have been fulfilled.

Date ;

.....

Officer's signature

**5. Recommendation of the Head of the Department**

I certify that all information mentioned above are true and correct and, satisfy that Mr./Mrs./Miss ..... above mentioned of ..... service category has been fulfilled all materials to promote him/her to Grade ..... under general performance. Accordingly, I recommend to promote said officer to above grade.

Signature : .....  
Name : .....  
Date : .....  
Official Seal : .....

**6. Approval of the Urban Commissioner/Secretary**

I certify that all information mentioned above are true and correct and, satisfy that Mr./Mrs./Miss ..... above mentioned of ..... service category has been fulfilled all materials to promote him/her to Grade ..... under general performance. Accordingly, I approved to promote said officer to above grade.

Signature : .....  
Name : .....  
Date : .....  
Official Seal : .....

**Recruit and Promotion Procedure for the post of In charge of Solid Waste Management Center of Service Category - Part 2 of Management Assistant Non-Technical in the Local Governments of Western Province.**

1. Connected Institutions :- Local Government Department (W.P.)
  - 1.1 Department Ref. Number.:-LGD/02/21/03/100  
Date :- 20.03.2014
  - 1.2 Ministry :- Ministry of Local Government (W.P.)  
Ref. Number. :- CM/WP/E15/5/1-1  
Date :- 27.03.2014
  - 1.3 Approving the post by the Director General of Management Services :- Ref. Number. :- DMS/D/Gen/11-2  
Date :- 19.12.2012
  - 1.4 Chief Secretary's (W.P.) recommendation :- Ref. Number. :- CSO/PTR/15/3/5  
Date :- 24.04.2014
  - 1.5 Recommendation issued by the Salaries and Cadre Commission of Western province :- Ref. Number. :-  
Date :-
  - 1.6 Recommendation issued by the Western Province Public Service Commission :- Ref. Number. :- 1/4/2/5/10C  
Date :- 03.07.2014
  - 1.7 Hon. Governor's approval Province Public Service Commission :- Ref. Number. :-  
Date :-
  
2. Appointing Authority : The Urban Commissioner of a Municipal Council and, the Secretary of a Urban Council or a Pradeshiya Sabha.  
  
Effective date : With effect from the date of approved by the Hon. Governor
  
3. Details about the service category
  - 3.1 Service category :- Management Assistant Non-Technical – Part 2
  - 3.2 Grades :- Consists with Grade III, II, I
  - 3.3 General definition about the task assigned :- Out of the supportive and/or facilitative functions assigned to the employees engaged in the Executive Management and Administrative functions in institutions, the functions of non-technical nature and single functional will be assigned to this service category. Among the functions of this category, the functions that have been specially prescribed by the authority should be fulfilled by the officers belong to this service category.
  
- 3.4 Assigning tasks :- Functions will not be assigned under grading and, any function out of the functions assigned to this service category may be assigned to an officer in any grade by the Urban Commissioner of a Municipal Council and the Secretary of a Urban Council or a Pradeshiya Sabha based on the seniority and skills.

4. Nature of the post/posts :- Permanent, pensionable.

5. Salaries

5.1 Salary code number :- MN 1 – 2006A

5.1 Salary scale :-Rs. 13120-10x 145-11x170-10x240-10x320-22040/-

5.3 Initial wage step according to grades :-

Grade	Wage Step	Salary Step
III	Initial step	13,120/-
II	Step I2	14,740/-
I	Step 23	16,680/-

6. Positions/s belong to the service category :-

6.1 Approved designations, number of approved posts and functions assigned to them :-

Approved Posts	Grade to which the post approved	Number of approved posts	Functions
In charge of Solid Waste Management Center	Grades III, II, I	04	Must bear the responsibility of children's educational affairs and their skills development, which have been assigned to. In addition to that, fulfilling the duties assigned by the head of the department/institution under the list of duties based on the service requirement, from time to time.

6.2 Number of combined service officers :- 04. This will be change from time to time.

(The institutions for which the In charge for Solid Waste Management Center post approved and the number of posts contain in Annexure 01).

7. Method of recruitment :-

7.1 Percentages recruited :-

Stream	Percentage
Open	-
Limited	100%
Skills	-

Note: When vacancies are not filled from limited applicants, will be called for open applications and fill vacancies.

7.2 Open Recruitment

7.2.1. Grade of recruitment :- Grade III

7.2.2. Qualifications

7.2.2.1 Educational Qualifications:- Six passes including Sinhala/Tamil/English language, Mathematics and two credit passes for other subjects in one attempt in the GCE(OL) Examination.

and  
at least one (01) pass in GCE (AL) Examination (Except the Ordinary General Test)

- 7.2.2.2 Professional Qualifications : - Not Applicable  
 7.2.2.3 Experience :- Not Applicable  
 7.2.2.4 Physical Fitness -: All candidates should have adequate physical and mental suitability to service.
- 7.2.2.5 Other :- (i) Should be a citizen of Sri Lanka  
 (ii) Should have been a permanent resident of the Western Province continuously for 03 years immediately preceding the date of calling applications.  
 (iii) Candidates shall be of excellent character

7.2.3. Age:-

- 7.2.3.1 Minimum Age Limit : Should not be less than 18 years as on the last date of accepting applications.  
 7.2.3.2 Maximum Age Limit: Not more than 30 Years

7.2.4 Method of Recruitment:-

7.2.4.1 Written Examination:- Not Applicable

Subjects	Maximum Marks	Pass marks

7.2.4.1.1 Conducting Authority: -

7.2.4.2 Professional Test :- Not Applicable

Subjects	Maximum Marks	Pass marks

7.2.4.2.1 Conducting Authority: -

7.2.4.3 General Interview

Objectives to be achieved: - Not Applicable

7.2.4.3.1 The Appointing Authority for Board of General Interviews: -

7.2.4.4. Structured Interview:-Not Applicable

Main Headings for awarding Marks	Maximum Marks	Minimum marks for considering selection
Testing the practical knowledge in the relevant field (Answer the several oral questions)	20	50%
Participated for training courses regarding the waste management (05 marks for each certificate)	25	
Personality	05	

Note: The requirements considered in a general interview are considered in this regard

**(Syllabus of the structured interview (Open) for recruitment to the Post of In charge of Solid Waste management Center – Annexure No. 02)**

7.2.4.4.1 Authorized Officer for appointing

the structured interview Board:- The relevant appointing Authority

7.2.5. Method of calling applications:-

Applications will be called by inserting advertisements in the government Gazette or Newspaper Advertisements or Public Notice.

7.3 Limited Recruitment

7.3.1. Grade of recruitment :- Grade III

7.3.2. Qualifications

7.3.2.1 Educational Qualifications:- Six passes including Sinhala/Tamil/English language, Mathematics and two credit passes for other subjects in one attempt in the GCE(OL) Examination. (Five subjects should be passed on at one sitting.)

7.3.2.2 Professional Qualifications :- Not Applicable

7.3.2.3 Experience

:- Must be an employee who has been confirmed as a permanent employee in a preliminary grade post of a relevant Local Government Institution, having completed satisfaction service period of 5 years and should not disciplinary punishment during that period. Service period should be confirmed in a certificate issued by the Head of the Institution.

7.3.2.4 Physical Fitness

:- All candidates should have adequate physical and mental suitability to service.

7.3.2.5 Other :-

- i . Should be a citizen of Sri Lanka
- ii. Should have been a permanent resident of the Western Province continuously for 03 years immediately preceding the date of calling applications.
- iii . Candidates shall be of excellent character

7.3.3. Age:-

7.3.3.1 Minimum Age Limit : Age limits are not applicable to those who are already in the 7.3.3.2

Maximum Age Limit: Provincial Public Service.

7.3.4 Method of Recruitment:-

7.3.4.1 Written Examination:- Not Applicable

Subjects	Maximum Marks	Pass marks

7.3.4.1.1 Conducting Authority: -

7.3.4.2 Professional Test :- Not Applicable

Subjects	Maximum Marks	Pass marks

7.3.4.2.1 Conducting Authority: -

7.3.4.3 General Interview

Objectives to be achieved: - Not Applicable

7.3.4.3.1 The Appointing Authority for Board of General Interviews: -

7.3.4.4. Structured Interview

Main Headings for awarding Marks	Maximum Marks	Minimum marks for considering selection
Educational qualifications obtained additional to the basic educational qualifications necessary for recruitment (G.C.E. A/L)	10	} 50%
Testing the knowledge of relevant field	20	
Extra period of service	15	
Personality	05	

Note: The requirements considered in a general interview are considered in this regard.

**(Syllabus of the structured interview (Limited) for recruitment to the Post of In charge of Solid Waste management Center – Annexure No. 03)**

7.3.4.4.1 Authorized Officer for appointing

the structured interview Board:-

The relevant appointing Authority

7.3.5 Method of calling applications :-

Applications will be called by inserting advertisements in the government Gazette or Newspaper Advertisements or Public Notice.

7.4 Merit Recruitment :- Not Applicable

7.4.1 Recruit grade

7.4.2 Qualifications :-

7.4.2.1 Education qualifications :-

7.4.2.2 Professional qualifications :-

7.4.2.3 Experience :-

7.4.2.4 Physical qualifications :-

7.4.2.5 Others :-

7.4.3 Age

7.4.3.1 Minimum limit

7.4.3.2 Maximum limit

7.4.4 Method of recruitment

7.4.4.1 Written test

Subjects	Maximum marks	Pass mark

7.4.4.1.1 Authority held :-

7.4.4.2 Professional examination :-

Subjects	Maximum marks	Pass mark

7.4.4.2.1 Authority the interview held :-

7.4.4.3 General interview :- Not Applicable

Objects expected to succeed

7.4.4.3.1 Authority the general interview :-

board appoints

7.4.4.4 Structural interview :- Not Applicable

Key head to which marks are given	Maximum marks	Minimum marks considered for selection

7.4.4.4.1 Authority the structural interview board appoints

7.4.5 Method of calling applications :-

Key head to which marks are given	Maximum marks	Minimum marks considered for selection

7.4.4.4.1 Authority the structural interview :-

board appoints

7.4.5 Method of calling applications :-

8. Efficiency Bar Examination

8.1

What Efficiency Bar Examination	Before how many years the Efficiency Bar Examination should have been passed	Nature of the Efficiency Bar Examination – written test / professional examination / certificate course / others
1 <sup>st</sup> Efficiency Bar Examination	Should pass the first Efficiency Bar Examination before to lapse 03 years from the date of recruitment for Grade III (Annexure 04)	Written test multiple
2 <sup>nd</sup> Efficiency Bar Examination	Should pass the second Efficiency Bar Examination before to lapse 03 years from the date of promotion for Grade II (Annexure 05)	Written test
3 <sup>rd</sup> Efficiency Bar Examination	Should pass the third Efficiency Bar Examination before to lapse 05 years from the date of promotion for Grade I (Annexure 06)	Written test

8.2 For how long time once, the Efficiency Bar Examination is held?:-

Once an year or as and when required

8.3 Who are the authorities conduct the examinations relevant to the Efficiency Bar?

1<sup>st</sup> Efficiency Bar Examination }  
 2<sup>nd</sup> Efficiency Bar Examination } The relevant appointing authority

### 3<sup>rd</sup> Efficiency Bar Examination

#### 9. Language Proficiency

##### 9.1

1. Official Language	Officers joined for service in a medium that is not an Official Language should acquire the prescribed Official Language proficiency within the probation period.
2. Other language	The proficiency in relevant level must be acquired according to the provisions contained in PA Circular No. 01/2014.
3. Link language (if relevant only)	Not relevant

#### 10. Promotion to Grade

##### 10.1 Promotion to Grade II from Grade III

###### 10.1.1 Promotion to Grade II from Grade III according to the general performance

###### 10.1.1.1 Qualification that must be fulfilled:-

- I. Confirmation on the post.
- II. Should have been completed at least Ten (10) years of active service period in Grade III of the service category and should have been earned all salary increments due to the said period.
- III. According to the approved performance evaluation procedure, should have been demonstrated a performance in satisfactory level or above, within the whole period of Ten (10) years prior to the date of promotion.
- IV. Should have been completed a satisfactory service period within the preceding Five (05) years, as at the date of promotion.
- V. Should have been acquired the other Official Language Proficiency in the relevant level.
- VI. Should have been passed the relevant Efficiency Bar Examination.

###### 10.1.1.2 Method of promotion :-

According to the prescribed form and upon submission of an application to the appointing authority by the relevant officer to promote the officers to Grade II who fulfill the qualifications, promotion to Grade II will be made by the appointing authority after examining the qualifications, with effect from the date comes over either after the date of completing Ten (10) years in the service or the date of completing the qualifications.

##### 10.2 Promotion to Grade I from Grade II

###### 10.2.1 Promotion to Grade I from Grade II according to the general performance.

###### 10.2.1.1 Qualification that must be fulfilled :-

- I. Should have been completed at least Ten (10) years of active service period in Grade II of the service category and should have been earned all salary increments within the said period.
- II. According to the approved performance evaluation procedure, should have been demonstrated a performance in satisfactory level or above, within the whole period of Ten (10) years prior to the date of promotion.
- III. Should have been completed a satisfactory service period within the preceding Five (05) years, as at the date of promotion.

IV. Should have been passed the relevant Efficiency Bar Examination.

10.2.1.2 Method of promotion :-

According to the prescribed form and upon submission of an application to the appointing authority by the relevant officer to promote the officers to Grade I who fulfill the qualifications, promotion to Grade will be made by the appointing authority after examining the qualifications, with effect from the date comes over either after the date of completing Ten (10) years in the service or the date of completing the qualifications.

10.3 Promotion to Special Grade from Grade II :- Not relevant

10.3.1 According to the general performance

10.3.1.1 Qualification that must be fulfilled :-

10.3.1.2 Method of promotion :-

11. Appointment to the posts :- Not relevant

11.1 Qualifications

Post	Qualifications	Method of selection

(Use and annexure if required)

12. Condition extraneous to the general conditions contained in the Procedural Code of rules of the Western Province Public Service Commission:-

Should act in compliance to the provisions contained in the Establishment Code of the Democratic Socialist Republic of Sri Lanka, the Code of Financial Rules of the Western Province Provincial Council, regulations alias directives enacted from time to time by the Hon. Governor of the Western Province Provincial Council, regulations alias directives enacted from time to time by the Western Province Public Service Commission, Ministerial and departmental directives and the directives issued by the head of institutions.

13. The definitions extraneous to the definitions contained in the Task Procedural Code of the Western Province Public Service Commission.

The Western Province Provincial Council / Hon. Governor of the Western Province Provincial Council may brief and act with regard to the definitions (if any) extraneous definitions contained in the Procedural Code of the Western Province Public Service Commission.

14. Absorption to Grade: - Not applicable

15. The Hon. Governor of the Western Province Provincial Council will brief with regard to the matters not provided the provisions in this procedure.

**Definitions**

**The satisfactory period of service**

‘The satisfactory period of service’ means, by a period of service to which includes a government servant has been fulfilled his/her duties efficiently and industriously, has passed the Efficiency Bar Examination that should have been consisted on the due date, has fulfilled all qualification required for the confirmation, has earned all salary increments that should have been earned within that period and the officer has not been committed a punishable offence. (Excluding warnings / urgings)

**The active service period**

‘The active service period’ means, the period of service actually engaged in duties, receiving the salaries relevant to the respective post. Except the maternity leave approved by the government, all other no pay leave periods are not computed for the active service period.

**To the due date :-**

The date on which the relevant Efficiency Bar Examination should pass means as ‘The due date’. At the promotions from a grade to another grade, officers who pas the Efficiency Bar Examination on or before the due date entitle for promotions as stated in the recruitment procedure. The date of promotion of the officers who don’t pass as at the due date should be held up for a period equivalent to the period delayed to pass the Efficiency Bard Examination.

Prepared by	: .....	Checked by	: .....
Name	: .....	Name	: .....
Designation	: .....	Designation	: .....
Date	: .....	Date	: .....

Recommend and submitted.

Signature	: .....
	(Head of the Department)
Name	: .....
Designation	: .....
Date	: 03/20

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Reference No. : CM/WP/E15/5/1-1

I recommend the approval of this Promotion Scheme proposed for the post of In charge of Solid Waste Management Center in Local Government Institution of the Western Province.

Signature : .....  
Ministerial Secretary (W.P.)

Date : 31/3/2014

Official Seal :

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Reference No. : CSO/PTR/15/3/5

I recommend the approval of this Recruitment Scheme proposed for the post of In charge of Solid Waste Management Center in Local Government Institution of the Western Province.

Signature : .....  
Chief Secretary (W.P.)

Date : 24/04/2014

Official Seal :

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Reference No. : 1/4/2/5/100

I recommend the approval of this Recruitment Scheme proposed for the post of In charge of Solid Waste Management Center in Local Government Institution of the Western Province.

Signature : .....  
Secretary, Provincial Public Commission (W.P.)

Date : 03/07/2014

Official Seal :

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Reference No. : .....

The Recruitment Scheme proposed for the post of In charge of Solid Waste Management Center in Local Government Institution of the Western Province was approved by the Hon. Governor on 8/7/2014

Signature : .....  
Secretary to the Governor (W.P.)

Date : 8/7/2014

Official Seal :

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**Post of In charge of Solid Waste Management Center of Local Government Institutions**  
**in the Western Province**  
**Approved Institutions and Number of Posts**

Serial number	Local Government Institution	Number of Approved Posts
1	Kwsbewa Municipal Council	01
2	Ja-Ela Municipal Council	01
3	Kotikawatta Mulleriyawa Pradeshiya Sabha	01
4	Agalawatta Pradeshiya Sabha	01
	<b>Total</b>	<b>04</b>

**The structured interview for recruitment (open) to the post of  
In charge of Solid Waste Management Center Grade III**

1. The name of the structured interview :- The structured interview for recruitment (open) to post of In charge of Solid Waste Management Center Grade III
2. Fields of awarding marks and standard of marks for the structured interview:-

Main headings for awarding marks	Maximum Marks	Cut off Marks
Testing practical knowledge relevant to the field (Provide oral answers to several questions)	20	} 50%
Participating in training courses on waste management (05 marks each for a certificate)	25	
Personality (Consideration of the manner in which the candidate faces the interview and other factors)	05	

3. Authority for conducting the structured interview :- the relevant Authority
4. After what period will the interview be held :- After considering the number of vacancies Created.

Signed : .....

Name : .....

Designation : .....

Date :03/20

Name : .....

Designation : .....

Date : .....

**The structured interview for recruitment (Limited) to the post of  
In charge of Solid Waste Management Center Grade III**

1. The name of the structured interview :- The structured interview for recruitment (Limited) to post of In charge of Solid Waste Management Center Grade III
2. Fields of awarding marks and standard of marks for the structured interview:-

Main headings for awarding marks	Maximum Marks	Cut off Marks
Additional educational qualifications obtained over and above the educational qualification necessary for recruitment (05 marks each subject for GCE A/L)	10	} 50%
Testing practical knowledge relevant to the field including the methodology for collecting garbage in the related area and manner to consider when transporting the yard etc. (Provide oral answers to several questions)	20	
For additional period of service for the period of permanent service to be completed in the Local Government Service (05 marks each year)	15	
Consideration of the manner in which the candidate faces the interview and other factors	05	

3. Authority for conducting the structured interview :- the relevant Authority
4. After what period will the interview be held :- After considering the number of vacancies created.

Signed : .....

Name : .....

Designation : .....

Date : .....

**Efficiency Bar Examination – I for the post of In charge of Solid Waste Management Center**

1. Name of the examination / professional test :- Efficiency Bard Examination - I for the post of In charge of Solid Waste Management Center
2. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Establishment Code and Provincial Financial Regulations	01 Hour	100	40%
Garbage management and related regulations	01 Hour	100	40%

3. Authority, the examination held :- The relevant appointing authority.
4. After how long time the examination is held :- Per annum or as and when required
5. Syllabus for the examination

Name of the question paper	Syllabus
Establishment Code and Account and Provincial Financial Regulations	Basic knowledge about Chapter II, IV, VII, XII of Section I of the Establishment Code. Examining the basic knowledge about Western Provincial Council Financial Rules, Accounting related to Local Government Institutions and Local Government Auditing (multiple choice question paper)
Personnel Administration and basic acts	A multiple choice question paper for examining the knowledge of the officer regarding recyclable waste, classification of garbage, non-hazardous waste disposal, garbage-related products, measures to minimize garbage, by-products from waste.

Signature : .....

Name : .....

Designation : .....

Date : .....

**Efficiency Bar Examination - II for the post of In charge of Solid Waste Management Center**

06. Name of the examination / professional test :- Efficiency Bard Examination - II for the post of Administrator

07. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Establishment Code and Provincial Financial Regulations	01 Hour	100	40%
Garbage management and related ordinance	01 Hour	100	40%

08. Authority, the examination held :- The relevant appointing authority.

09. After how long time the examination is held :- Per annum or as and when required

10. Syllabus for the examination

Name of the question paper	Syllabus
Establishment Code and Provincial Financial Regulations	<p>Basic knowledge about Chapter II, III, IV, VIII, XII, XIV of Section I of the Establishment Code.</p> <p>Basic knowledge about Chapter XLVII, XLVIII of Section II of the Establishment Code.</p> <p>Consists with a question paper, to which must be given short answers to examine the knowledge about Provincial Council Financial Rules, Accounting related to Local Government Institutions.</p>
Personnel Administration and basic acts	<p>Examining the basic knowledge of the officer regarding recyclable waste, classification of garbage, non-hazardous waste disposal, garbage-related products, and measures to minimize garbage, by-products from waste.</p> <p>Consists with a question paper, to which must be given short answers to examine the knowledge about marking the check roll of minor staff grades in the yard, testing the knowledge of motivation of subordinates and their administrative activities, the provisions of the Municipal Councils Ordinance, Urban Councils and Pradeshiya Sabhas regarding provisions for garbage removal.</p>

Signature : .....

Name : .....

Designation : .....

Date : .....

**Efficiency Bar Examination - III for the post of In charge of Solid Waste Management Center**

11. Name of the examination / professional test :- Efficiency Bard Examination - III for the post of Administrator

12. Details about the examination / professional test :-

Question Paper / Terms of Reference	Period	Total Marks	Pass Marks
Establishment Code and Provincial Financial Regulations	01 Hour 30 minutes	100	40%
Garbage management and related ordinance	01 Hour 30 minutes	100	40%

13. Authority, the examination held :- The relevant appointing authority.

14. After how long time the examination is held :- Per annum or as and when required

15. Syllabus for the examination

Name of the question paper	Syllabus
Establishment Code and Provincial Financial Regulations	Basic knowledge about Chapter II, III, IV, V, VI, XII, XIV, XV of Section I of the Establishment Code. Basic knowledge about Chapter XLVII, XLVIII of Section II of the Establishment Code. Consists with a question paper, to examine the knowledge about Provincial Financial Rules.
Garbage management and related ordinance	Examining the basic knowledge of the officer regarding recyclable waste, classification of garbage, non-hazardous waste disposal, garbage-related products, and measures to minimize garbage, by-products from waste. Consists with a question paper, to examine the knowledge about marking the check roll of minor staff grades in the yard, testing the knowledge of motivation of subordinates and their administrative activities, the provisions of the Municipal Councils Ordinance, Urban Councils and Pradeshiya Sabhas regarding provisions for garbage removal.

Signature : .....

Name : .....

Designation : .....

Date : .....

