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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1837/8 - 2013 නොවැම්බර් මස 19 වැනි අඟහරුවාදා - 2013.11.19

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PART I : SECTION (I) — GENERAL

Government Notifications

SRI LANKA NURSING SERVICE MINUTE

THE following Minute on the Nursing Officers' Service is substituted without prejudice to any action taken or purported to have been taken in terms of the Minute on the Nursing Officers' Service published in the Gazette extraordinary No 1684/18 dated 14.12.2010 of Democratic Socialist Republic of Sri Lanka and the amendments made to it time to time.

By order of the Public Service Commission,

Dr. Y. D. NIHAL JAYATHILAKA,
Secretary,
Ministry of Health

Ministry of Health,
No.385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
19th November 2013.

Ministry of Health

SRI LANKA NURSING SERVICE MINUTE

01. Details of Appointing Authority :

1.1 Appointing Authority -

- | | |
|---|---|
| (a) Sri Lanka Nursing Service Grade III, II,I and Supra Grade | - Secretary to the Ministry of Health to whom the power is vested with by the Public Service Commission |
| (b) Sri Lanka Nursing Service Special Grade | - Public Service Commission |
| (c) Sri Lanka Nursing Service Executive Grade | - Public Service Commission |



02. Category of service :

- 2.1 Category of service - (a) Officers in the Sri Lanka Nursing Service
(b) Officers in the Special Grade in the Sri Lanka Nursing Service
(c) Officers in the Executive Grade of the Sri Lanka Nursing Service

2.2 Grades

- (a) Sri Lanka Nursing Service
Grade III
Grade II
Grade I
Supra Grade
- (b) Special Grade of the Sri Lanka Nursing Service
- (c) Executive Grade of the Sri Lanka Nursing Service

2.3 General Definition of the duties assigned :

A process consists of duties especially assigned on the basis of scientific principles by identifying basic human needs, and assisting or facilitating functions which are helpful for the smooth functioning in the fields of Health care (hospitals and clinical) services, community/mental Nursing services, Nursing education services and specialized /Research Nursing services in order to perform functions which are for the prevention of diseases , improvement of Health, rescue from pain and rehabilitation.

03. Nature of the Post - Permanent and Pensionable

04. Salaries :

	4.1	Salary Code -	
	(a)	Grade III, II, I and Supra Grade	- MT 7 – 2006 - A
	(b)	Special Grade	- MT 8 – 2006 A
	(c)	Executive Grade	- SL-1-2006

4.2 Salary Scale

- (a) Rs. 15,620 – 4 X 180 – 6 X 240 – 11 X 320 – 20 X 360 -
- (b) Rs. 28,500
- (c) Rs. 24,180 – 10 X 650 – 8 X 790 - Rs.37,000
Rs. 22,935- 10X645-8X790-17X1050- Rs.53,555

4.3 Initial Salary Steps relevant to Grade system

Grade	Salary Scale	Salary Step Rs.
III	Step 01 of MT 7 – 2006 – A	15,620
II	Step 12 of MT 7 – 2006 – A	18,100
I	Step 23 of MT 7 – 2006 – A	21,660
Supra Grade	Step 34 of MT 7 – 2006 – A	25,620
Special	Step 04 of MT 8 – 2006 – A	26,130
Executive	Step 01 of SL-1-2006	22,935

Note.- During the period of training it will be paid a monthly allowance of Rs. 12,920 in the first year, Rs. 13,040 in the second year and Rs. 13,160 from the third year. At the recruitment to the Grade III of the Nursing service at the end of the training they will be placed on the initial salary step of the salary scale applicable to that grade. (These allowances may change as per the circulars issued from time to time.)

05. Post / Posts belonging to the service Category :

5.1 Approved Designations, Number of Posts and Duties Assigned to each Post :

Approved designations	Approved grades	Approved Number of Posts
Staff Nurse	Sri Lanka Nursing Service III ,II ,I, Supra grade	20105
Staff Nurse Grade I(Hospital Services)	Sri Lanka Nursing Service grade I	801
Staff Nurse Grade I(Education)	Sri Lanka Nursing Service grade I	218
Staff Nurse Grade I(Public Health)	Sri Lanka Nursing Service grade I	59
Staff Nurse Special Grade(Hospital Services)	Sri Lanka Nursing Service Special grade	174
Staff Nurse Special Grade(Education)	Sri Lanka Nursing Service Special grade	60
Staff Nurse Special Grade(Public Health)	Sri Lanka Nursing Service Special grade	4
Nursing Principals in the Nursing Education Field	Sri Lanka Nursing Service Special grade	19
Director(Nursing Education, Nursing Public Health, Nursing Medical Services)	Sri Lanka Nursing Service Executive Grade	03

5.2 Number of combined officers

(a)	Staff Nurse – Grade III, II, I and Supra Grade	- 20105
(b)	Staff Nurse Grade I (Hospital services,education,public health)	- 1078
(c)	Special Grade :	
	(i) Special Grade Nursing Officer(Hospital Services, Education, Public Health)	- 238
	(ii) Nursing Principals in the Nursing Education Field	- 19
(d)	Executive Grade Director(Nursing Education, Nursing Public Health, Nursing	- 03
	6.2. Recruitment for the student nursing training :	

06. Scheme of recruitment

6.1. Rate of recruitment

Stream	Percentage
Open	100%
Limited	-
Merit	-

6.2.1 Recruitment on the G.C.E. (A/L) qualifications

75% of the annual training requirement will be selected from the applicants who are applied based on the G.C.E.(A/L) results. Selected candidates will be enrolled to the full time Nursing Diploma course. (The period of training will be decided on the decision of the committee appointed in terms of Cabinet Decision No අමස/10/2604/415/179 of 10.11.2010) The candidates so enrolled will be appointed to the vacancies of the post of Staff Nurse Grade III in the Sri Lanka Nursing Service after passing the examination held at the end of the Pupil Nurses Training.

6.2.2 Recruitment on the Bachelor of Science (Nursing) degree

25% of the annual training requirement will be selected from the applicants who are applied based on the Bachelor of Science (Nursing) Degree. Selected candidates will be enrolled to the 06 months orientation and coordination training. The candidates so enrolled will be appointed to the vacancies of the post of Staff Nurse Grade III in the Sri Lanka Nursing Service after passing the examination held at the end of the course.

6.2.3 Qualifications :

6.2.3.1 Educational/professional qualifications :

6.2.3.1.1 Recruitment on the results of G.C.E.(A/L) Examination

Should have passed all subjects in Biology/ Mathematics /Agriculture stream of the science stream.(except Common General Test) in one sitting at the G.C.E. (A/L) Examination or should have passed three (03) Subjects of the old syllabus in one sitting.

And

Should have passed 6 subjects in not more than two sitting with 04 credit passes for Sinhala/Tamil Language ,Mathematics ,Science and English at the G.C.E.(O/L) examination.

6.2.3.1.2 Recruitment on the Bachelor of Science (Nursing) Degree

Should have Completed Bachelor of Science(Nursing) Degree in an institution recognized by University Grants Commission.

6.2.3.2 Physical Qualifications :

- (i) Every candidate should be physically fit to serve in any part of Sri Lanka.
- (ii) Height should not be less than 04 feet, 10 inches (4' 10").
- (iii) Should be physically fit enough to discharge duties assigned to the post.

6.2.3.3 Other

- (i) Should be a citizen of Sri Lanka
- (ii) Should be unmarried. This is not applicable to those who apply based on the B.Sc.(Nursing) Degree .
- (iii) Should be excellent in character
- (iv) Both males and females can apply.
- (v) 5% out of the total number of recruitments will be for males. However the percentage of recruitment of males can be changed from time to time on exigency of service subject to a maximum of 5%.
- (vi) Date of qualification. – All the qualifications given in above 6.2.3. should have been fulfilled in all respect as at the date mentioned in the notification of calling applications. And the candidate should submit copies of the relevant certificates with their application in order to confirm their qualifications.

6.2.3.4 Age

Minimum age Limit	- 18 years
Maximum age Limit	- 28 years

6.2.4 Method of recruitment :

6.2.4.1. Recruitment on results of the G.C.E.(A/L) Examination in a certain Year.

The Number of recruits will be divided in proportion to the number of students applied from each subject stream i.e .Biology, Mathematic and Agriculture in the year concerned and eligible persons will be selected on district basis from the applicants who have obtained the highest Z – score from each subject stream.

6.2.4.2. Recruitment on results of the G.C.E.(A/L) Examination in two or more years

The Number of recruits will be divided in proportion to the number applied in each year. Then the number prescribed to be recruited in each year will be divided in proportion to the number of students who apply from Biology, Mathematic and Agriculture streams in the respective year and eligible persons will be selected on district basis from the applicants who have obtained highest Z- score.

6.2.4.3. Recruiting Based on the BSc (Nursing) Degree

Applicants should sit a written competitive examination of 01 hour which will consist of questions to test the General Knowledge and Intelligence and the applicants who obtain the highest merits will be recruited on the merit basis if they have satisfied all the other qualifications. 5% out of the total number of recruitments will be for males. However the percentage of recruitment of males can differ from time to time on exigency of service subject to the maximum of 5%.

6.2.4.4. General Interview (marks will not be given)

Objectives expected to be achieved- To verify whether the qualifications mentioned in the Gazette notification published in terms of the recruitment procedure have been fulfilled and the physical fitness.

6.2.4.4.1 Appointing authority of the General Interview Board- Health Secretary

Note : The Number of candidates to be called for the Interview will be decided by the appointing authority as the case may be .

6.2.5 Method of calling applications – By a Government gazette Notification or advertisements published in newspapers and the website

07. Recruitment Grade – Grade III

Educational /Professional Qualifications

Should have been selected by the Ministry of Health for the training and successfully completed the Nursing Diploma Course of 03 years as a Nursing Student at a Nursing Training School under the Ministry of Health .

or

Should have obtained the B.Sc. Nursing Degree from a institute recognized by the University Grant Commission and successfully completed the orientation and co-ordination Course of six months conducted by the Ministry of Health .

08. Efficiency Bar Examinations:

8.1

<i>Efficiency Bar Examination</i>	<i>Before how many years the Efficiency Bar Examination should be passed</i>	<i>Nature of Efficiency Bar Written Test / Professional Test certificate Course / Other</i>
1 st Efficiency Bar Examination	Before completion of 3 years after recruitment to Grade III	See Schedule I
2 nd Efficiency Bar Examination	Before completion of 3 years after promotion to Grade II	See Schedule II
3 rd Efficiency Bar Examination	Before completion of 5 years after promotion to Grade I	See Schedule III

8.2 How often is the Efficiency Bar Examinations held? Twice a Year

8.3 The authority who is conducting the Efficiency Bar Examination – Health Secretary

09 Proficiency in Official Languages :

9.1

Language Proficiency	Grade	Proficiency to be obtained
01. Official Language	III	Proficiency in an official language should be obtained during the period of probation in case an officer entered the service in a medium other than an official language.
02. Other Official Language	III	The relevant level of language proficiency should be obtained in terms of Public Administration Circular No.07/2007 and incidental circulars.

10. Promotion of Grades :

10.1 Promotion from Grade III to Grade II

10.1.1 On General Performance

10.1.1.1 Qualifications to be fulfilled -

- (i) Should have been confirmed in the post of Grade III (A letter of confirmation in the post should have been issued)

- (ii) Should have completed an active and satisfactory service period of 10 years in Grade III service category and should have earned 10 salary increments prescribed for the relevant period.
- (iii) Should have shown a performance to the satisfactory level or higher than that within 10 years immediately prior to promotion in terms of approved procedure of performance appraisal.
- (iv) Should have passed 1st Efficiency Bar Examination by the prescribed date
- (v) Should have obtained relevant level of proficiency in the Other Official Language
- (vi) Should have completed a satisfactory service period within 05 years immediately prior to the date of promotion.

10.1.1.2 Method of Promotion -

When an application, in accordance with the prescribed form for promotion to Grade II, is submitted to the appointing authority by qualified officers, promotions will be granted after scrutinizing qualifications by the appointing authority with effect from the date on which the officer qualifies.

10.2 Promotion from Grade II to Grade I

10.2.1 On General Performance :

10.2.1.1 Qualifications to be fulfilled :

- (i) Should have completed an active and satisfactory service period of 10 years in Grade II as at the date on which he/she qualifies for promotion and should have earned 10 salary increments prescribed for the relevant period.
- (ii) Should have shown a performance to the satisfactory level or higher than that within 10 years immediately prior to the promotion in terms of approved procedure for performance appraisal.
- (iii) Should have passed Second Efficiency Bar Examination by the prescribed date.
- (iv) Should have completed a of satisfactory service period within 05 years immediately prior the date of promotion.

10.2.1.2 Method of Promotion :

When an application, in accordance with the prescribed form is submitted to the appointing authority by qualified officers, promotions will be granted after scrutinizing qualifications by the appointing authority with effect from the date on which the officer qualifies.

10.3 Promotion to the Supra Grade in the Nursing Service :

10.3.1 Qualifications to be fulfilled -

- (i) Should have completed an active and satisfactory service period of 10 years in Grade I in the nursing service as at the date on which he/she qualifies for promotion and should have earned 10 salary increments prescribed for the relevant period ;
- (ii) Should have shown a performance to the satisfactory level or higher than that within 10 years immediately prior to the promotion in terms of the approved procedure for performance appraisal ;

- (iii) Should have passed third Efficiency Bar Examination by the prescribed date.
- (iv) Should have completed a satisfactory service period within 05 years immediately prior the date of promotion.

10.3.2 Method of Promotion -

When an application in accordance with the prescribed form, is submitted to the appointing authority by qualified officers, promotions to the supra grade in the nursing service will be granted after scrutinizing qualifications by the appointing authority with effect from the date on which the officer qualifies.

Note:

In case of promotion on general performance, the promotion date of the officers who have not passed Efficiency Bar Examination as at the prescribed date, should be held off for a period equal to the delayed period to pass the Efficiency Bar Examination.

10.4 Promotion to the Special Grade in the Nursing Service

10.4.1 Qualifications to be fulfilled

- (i) Should have completed an active and satisfactory service period during the 5 years immediately prior to the promotion and should have earned all salary increments during the relevant period.
- (ii) Should have shown a performance to the satisfactory level or higher than that during 5 years immediately prior to promotion in terms of approved procedure for performance appraisal.
- (iii) Should have completed a service period of 5 years in a post of Grade I Nursing officer (Hospital Services, Education, Public Health) after following 1 ½ years Diploma which includes ward management and supervision /teaching and supervision/public health nursing and midwifery/psychiatric conducted by the National Institute for Nursing Education/Post Basic Nursing School.

10.4.2 Method of Promotion

Promotions will be granted, considering the number of vacancies by the Appointing Authority after scrutinizing the qualifications by a general interview board approved by the Public Service commission.

- Note :*
- (i) An applicant will be considered to have satisfied the qualifications required to appear for the interview for promoting to Special Grade only if the applicant has satisfied the qualifications mentioned in 10.4.1 above in all respects as at the date mentioned in the notification of calling application. Copies of the certificates should be attached to the application in proof the qualifications.
 - (ii) The number of applicants who will be called for the interview will be decided by the appointing authority according to the date of appointment to the post of Grade I Nursing Officer (Education, Hospital Services/Public Health) considering seniority, order of merits at the final examination for appointing to Grade I in Nursing Service held by the National Institute of Nursing Education/Post Basic Nursing Training and the number of vacancies existing.
 - (iii) Promotion will be granted twice per year considering the number of vacancies exist in the Special Grade by 01st of January and 30th of June in each year.
 - (iv) Promotion of an officer who has been promoted in the Special Grade will be cancelled in case he/she does not assume duties in the relevant post within two weeks after appointment to a post mentioned under 11.1 (b),(c),(d),(e)

11. Appointment to Posts

11.1 Qualifications

	<i>Post</i>	<i>Qualifications</i>
(a)	Grade I Nursing Officer (Education, Hospital Services, Public Health)	(i) Should be an officer in Grade II or Grade I or supra Grade (ii) Should be an officer who has followed and passed the 1 ½ years Diploma which includes Ward Management and Supervision /Teaching and Supervision/Public Health Nursing and Midwifery/ psychiatric conducted by the National Institute for Nursing Education /Post Basic Nursing School. (iii) Should have earned all prescribed salary increments within preceding 05 years and should have completed an active and satisfactory service period. (iv) Should have shown a performance to the satisfactory level or higher than that during 5 years immediately prior to promotion in terms of approved procedure for performance appraisal.
(b)	Special Grade Nursing Officer (Education, Hospital Services, Public Health)	(i) Should be an officer in special grade (ii) Should have earned all prescribed salary increments within preceding 05 years and should have completed an active and satisfactory service period. (iii) Should have shown a performance to the satisfactory level or higher than that during 5 years immediately prior to promotion in terms of approved procedure for performance appraisal
(c)	Special Grade Nursing Tutor(Public Health)	(i) Should be a special grade Nursing Officer(Public Health) (ii) Should have earned all prescribed salary increments within preceding 05 years and should have completed an active and satisfactory service period. (iii) Should have shown a performance to the satisfactory level or higher than that during 5 years immediately prior to promotion in terms of approved procedure for performance appraisal. (iv) Completed the 06 months training as nursing tutor conducted by National Institute of Health Science
(d)	Regional Supervising Public Health Nursing Officer(RSPHNO)	(i) Should be a special grade Nursing Officer(Pubic Health) (ii) Should have earned all prescribed salary increments within preceding 5 years and should have completed an active and satisfactory service period. (iii) Should have shown a performance to the satisfactory level or higher than that during 5 years immediately prior to promotion in terms of approved procedure for performance appraisal.
(e)	Nursing Principal	(i) Should be a special Grade nursing officer (Education) (ii) Should have earned all prescribed salary increments within preceding 5 years and should have completed an active and satisfactory service period.

	<i>Post</i>	<i>Qualifications</i>
		(iii) Should have shown a performance to the satisfactory level or higher than that during 5 years immediately prior to promotion in terms of approved procedure for performance appraisal
(f)	Director (Nursing Medical Services)	(i) Should be a special grade nursing officer (Hospital service) and should have at least 05 years active and satisfactory service period in the relevant post
(g)	Director (Nursing Public Health)	(i) Should be a special grade nursing officer (Public Health) and should have at least 05 years active and satisfactory service period in the relevant post.
(h)	Director (Nursing Education)	(i) Should be a special grade nursing officer(Education) and should have at least 05 years active and satisfactory service period in the relevant post.

11.2 Method of Selection

(a) (1) Appointing to the posts of Grade 1 Nursing officer (Hospital Service)

In order to fill 35% of the existing vacancies a written competitive examination will be held to select officers from those who are in Grade II, Grade I and Supra Grade and possess the following qualifications for following the Diploma Course mentioned in 11.1 (a) (ii) above. Syllabus of the examination is given in schedule iv

- (i) Should have earned all prescribed salary increments and completed an active and satisfactory service period within the preceding 05 years.
- (ii) Should have shown a performance higher than the satisfactory level according to the approved performance procedure within the five (05) years prior to the date of promotions.
- (iii) Should not be above 48 years.

A number of officers equivalent to the number of existing vacancies will be selected from those who obtain the highest marks at the written competitive examination, according to the merit list to follow the diploma course and the officers who are successful at the course will be appointed to the posts based on the number of vacancies existing.

In order to fill the other 65% of vacancies, a structured interview which will consider the seniority, merit, fitness, work and conduct of the officers who are in Grade II, Grade I and Super Grade and possess the following qualifications will be held by an interview board approved by Health Secretary and the successful officers will be selected to follow the Diploma Course mentioned in 11.1(a) above. Marking scheme relevant to the interview is given in schedule V.

- (i) Should have earned all prescribed salary increments and completed an active and satisfactory service period within the preceding 05 years.
- (ii) Should Have shown a performance higher than the satisfactory level according to the approval performance procedure within the five (05) years prior to the date of promotions.
- (iii) Should not be above 48 years.

Note :

- (1) Written competitive examination and the structured interview will be held once a year considering the number of vacancies existing relevant to the post of Grade I Nursing Officer (Hospital Services)
- (2) When an officers selected to follow the Diploma Course mentioned in 11.1(a)(ii) should enter into an agreement with the Director General of Health Services prior to the commencement of the training.
- (3) When an officer who is selected to follow the Diploma Course mentioned in 11.1(a)(ii) is appointed to a post mentioned in 11.1 (a) after the training period, the officer is required to report to the duties of the relevant posts within two weeks of such appointment. The officers who do not so assume duties or not completed the training should pay the bonded sum and they will be reversed to their previous posts.

(2) Appointing to the posts of Grade 1 Nursing Officer(Educational and Public Health)

In order to fill 50% of the existing vacancies a written competitive examination will be held to select officers from those who are in Grade II ,Grade I and Supra Grade and possess the following qualifications for following the Diploma Course mentioned in 11.1 (a) (ii) above. Syllabus of the examination is given in schedule iv

- (i) Should have earned all prescribed salary increments and completed an active and satisfactory service period within the preceding 05 years.
- (ii) Should have shown a performance higher than the satisfactory level according to the approved performance procedure within the five (05) years prior to the date of promotions.
- (iii) Should not be above 48 years.

A number of officers equivalent to the number of existing vacancies will be selected from those who obtain the highest marks at the written competitive examination, according to the merit list to follow the Diploma Course and the officers who are successful at the course will be appointed to the posts based on the number of vacancies existing.

In order to fill the other 50% of vacancies, a structured interview which will consider the seniority , merit, fitness, work and conduct of the officers who are in Grade II, Grade I and Super Grade and possess the following qualifications will be held by an interview board approved by Health Secretary and the successful officers will be selected to follow the Diploma Course mentioned in 11.1(a) above. Marking scheme relevant to the interview is given in schedule V. The other 50% of the vacancies are filled from the officers who are successful at the interview.

- (i) Should have earned all prescribed salary increments and completed an active and satisfactory service period within the preceding 05 years.
- (ii) Should have shown a performance higher than the satisfactory level according to the approved performance procedure within the five (05) years prior to the date of promotion.
- (iii) Should not be above 48 years.

Note:

- (1) Written competitive examination and the structured interview will be held once a year considering the number of existing vacancies relevant to the post of Grade I Nursing Officer(Educational and Public Health)

- (2) Officers selected to follow the Diploma Course mention in 11.1(a)(ii) should enter into an agreement with the Director General of Health Services prior to the commencement of the training.
- (3) When an officer who is selected to follow the Diploma Course mentioned in 11.1(a)(ii) is appointed to a post mentioned in 11.1 (a) after the training period, the officer is required to report to the duties of the relevant posts within two weeks of such appointment. The officers who do not so assume duties or not completed the training should pay the bonded sum and they will be reversed to their previous posts.
- (4) Female applicants only can apply for the post of Grade I Nursing officer (Public Health)

(b) Appointing to the posts of Special Grade Nursing Officer (Educational, Hospital Services, Public Health)

The eligible persons will be selected from the Nursing officers of Special Grade who possess the mentioned qualifications in 11.1 (b) above.

- Note :
- (i) Appointments will be given considering the seniority according to the date of promotion to the post of staff nursing officer grade I (Educational I, Hospital Service, Public Health), order of the merits obtained at the final examination of National Institute of Health/Post Basic Nursing training course and the number of vacancies existing.
 - (ii) The officers appointed to the post of Special Grade Nursing Officer should follow a Diploma Course of six months in Management from a Government Recognized Institution.
 - (iii) Vacancies of the post of Special Grade Nursing officer will be filled twice a year conducting a General Interview considering the number of vacancies existing as at 1st of January and 30th of June in each year.

(c) Appointing to the post of Special Grade Nursing Tutor (Public Health)

In order to fill the existing vacancies a structured interview will be held by an interview board approved by the Public Service Commission to select officers from Grade I Nursing Officers (Public Health) for following the training course for Nursing Tutor mentioned in 11.1 (c) (v) above. Marking scheme relevant to the interview is given in schedule vi. A number of officers equivalent to the number of existing vacancies will be selected from those who obtain the highest marks at the interview according to the merit list to follow the Training Course for Nursing Tutor which is of six months.

- (1) The structured interview will be held once a year considering the number of vacancies existing relevant to the post of Special Grade Nursing Tutor (Public Health)
- (2) Officer selected to follow the Course mentioned in 11.1 (c) (v) should enter into an agreement with the Director General of Health Service prior to the commencement of the training.
- (3) When an officer who is selected to follow the Course mentioned in 11.1(c)(v) is appointed to a post mentioned in 11.1(c) after the training period, the officer is required to report to duties of the relevant post within two weeks of such appointed. The officers who do not so assume duties and not completed the training should pay the bonded sum and they will be reversed to their previous posts.

(d) Appointing to the posts of Regional Supervising Public Health Nursing Officer (RSPHNO)

Eligible persons will be selected from the officers of Special Grade who possess the qualifications mentioned in 11.1(b) above.

- Note: Appointments will be given considering the seniority according to the date of promotion to the post of Grade I nursing officer (Public Health), order of merits obtained at the final examination of the National Institute of Health Science/ Post Basic nursing training course and the number of vacancies existing.

(e) Appointing to the post of Nursing Principal

A structured interview will be held by an interview board approved by the Public Service Commission to select eligible persons from the officers who are in Special Grade and possess the qualifications given in section 11.1 (e) .Marking scheme relevant to the interview is given in schedule vii. Transfers are not allowed for this post and an officer serving as a principal of a Nursing School could be appointed as a principal of another Nursing School only by applying for the post when the relevant vacancy is gazetted.

(f) Director (Nursing Medical Services)

A structured interview will be held by an interview board approved by the Public Service Commission to select eligible person from the officers who are in Special Grade and possess the qualifications mentioned in section 11.1 (f) above and the qualifications given below. Marking scheme relevant to the interview is given in schedule viii.

- (i) Should have earned all prescribed salary increments and completed an active and satisfactory service period within the preceding 05 years.
- (ii) Should have shown a performance higher than the satisfactory level according to the approval performance procedure within the five (05) years prior to the date of promotion.

(g) Director (Nursing Public Health)

A Structured interview will be held by an interview board approved by the Public Service Commission to select eligible person from the officers who are in Special Grade and possess the qualifications mentioned in selection 11.1 (g) above and qualifications given below. Marking scheme relevant to the interview is given in schedule ix.

- (i) Should have earned all prescribed salary increments and completed an active and satisfactory service period within the preceding 05 years.
- (ii) Should have shown a performance higher than the satisfactory level according to the approved performance procedure within the five (05) years prior to the date of promotion.

(h) Director (Nursing Education)

A Structured interview will be held by an interview board approved by the Public Service Commission to select eligible person from the officers who are in Special Grade and possess the qualifications mentioned in selection 11.1 (g) above and qualifications given below. Marking scheme relevant to the interview is given in schedule x.

- (i) Should have earned all prescribed salary increments and completed an active and satisfactory service period within the preceding 05 years.
- (ii) Should have shown a performance higher than the satisfactory level according to the approved performance procedure within the five (05) years prior to the date of promotion.

12. Provisions of the Establishment Code and the general conditions in the procedural rules of the Public Service Commission published in the extra ordinary Gazette No.1539/30 dated 20.02.2009 of Democratic Socialist Republic of Sri Lanka will be relevant to every appointments

13. (a) Training for Student Nurses

- (i) Training for student nurses will be conducted in nursing schools island wide
- (ii) Training of the trainees who fail the prescribed examinations within the training period or whose studies and conduct are not satisfactory or who fail to abide by the laws and rules of nursing schools in terms of the conditions relevant to examinations and leave may be terminated at any time.

- (iii) Should remain single within the period of training.
- (iv) Should undergo a government medical examination and submit a report before commencement of the training.
- (v) Student nurses who successfully complete the training for student nurses will be qualified to be appointed to the vacancies of Grade II in the service

(b) In service Training

The professional knowledge will be promoted continuously through In-service conducted from time to time. These training courses will provide professional development requirements of all Nursing Officers both male and female.

(14) Agreements

- (1) After successful completion of the training, if a trainee is appointed to a vacancy of Grade III in Nursing service based on the vacancies existing he/she should enter into an agreement with the Director General of Health Services to serve the government for 10 years. This agreement should be entered into within the first month of the training and the trainees who leave the training should compulsorily pay the bonded sum (which will be decided by the Secretary from time to time) and the allowances received upto then.
- (2) After successful completion of the training, if the graduates enrolled for the orientation and coordination course of six months conducted by the Ministry of Health are appointed to a post of Grade III in nursing service they should enter into an agreement with the Director General of Health Services that they serve the government for a period of 05 years.
- (3) An officer who is selected for the training for Grade I Nursing Officer (Education, Hospital Services, Public Health) should enter into an agreement with the Director General of Health Service that he/she will complete the training successfully and will assume duties in the relevant post within two weeks from the appointment after the training.
- (4) An officer who is selected for the training for Special Grade Nursing Tutor (Public Health) should enter into an agreement with the Director General of Health Services that he/she will complete the training successfully and will assume duties in the relevant post within two weeks from the appointment after the training.

(15) Definitions :

- (i) "Gazette " means the Gazette of the Democratic Socialist Republic of Sri Lanka
- (ii) "Prescribed date " means the date prescribed for satisfying the qualifications.
- (iii) "Student nurse" means a person recruited under the provisions of this procedure and is being trained
- (iv) "Nursing Officer" means a person who has followed a continuous Nursing Diploma course at a government Nursing school and registered with the Sri Lanka Medical Council/ Sri Lanka Nursing Council after passing the final examination thereof.
- (v) "Active service period" means the period of service the officer was actually engaged in duties receiving the salary relevant to his/her post. Except the government approved maternity leave, all the other no pay leave periods are not counted for the active service period.
- (vi) "Staff Nurse" means an officer who has followed the Nursing Diploma Course successfully at a Government Nursing school and registered with the Sri Lanka Medical Council/Sri Lanka Nursing Council after passing the final examination thereof and does not mean student nurses. This is a designation only and does not bear the meaning of staff grade. As per the salary circular 6/2006 of the Public Administration circulars, posts at the secondary level which are assigned with supervisory functions, posts at the tertiary level and all posts of the senior level fall within the staff grade.
- (vii) "Secretary " means the Secretary of the line Ministry in charge of the subject of Health.

(16) In recruiting to Grade III of this post for a particular year the number of recruitments should be the number of vacancies existing as at 30th of June of the same year.

(17) Recruitment and grade promotion :

Recruitment to service/posts, appointment and grade promotion should be done only according to the methods given in this procedure.

(18) Appointing Authority

- (a) Grade I of Sri Lanka Nursing service (Hospital Services, Educational, Public Health) – Secretary to the Ministry of Health authorized by Public Service Commission
- (b) Special Grade of Sri Lanka Nursing Service (Hospital Services, Educational, Public Health)- Public Service Commission
- (c) Director(Nursing Educational, Nursing Public Health , Nursing Medical Services)- Public Services Commission

(19) Absorption :

19.1 Absorption of the officers who are in service as at the prescribed date to the recognized Sri Lanka Nursing Service as follows

- (i) Officers in Grade III in the service into Grade III in the new minute ,officers in Grade II A in the service into Grade II in the new minute
- (ii) Officers in the Grade I in the service into Grade I in the new minute
- (iii) Officers in Grade I in the service who have completed an active service period of 10 years and the officers who have earned 10 salary increments prescribed for Grade I into supra Grade.
- (iv) Officers in the post of Special Grade in the service into the posts of Special Grade(Educational, Hospital Services, Public Health)

No prejudice will be caused due to the absorption for the officers in terms of the seniority of being in the relevant classes /grades as at the prescribed date.

19.2 Salary of the officers on absorption to the service

Salary or the increment date will not change due to the absorption of an officer into new grade III who was in grade II B, Into grade II who was grade II A, into new grade I who was in grade I or into new special grade who was in special grade as at the prescribed date under the existed Minute.

(20) Interim provisions

The interim period will be from 01.11.2010 to 01.01.2016 . Provisions of the new minute shall have fully effect after 01.01.2016. It should be act as follows within the interim period.

20.1 Efficiency Bar

20.1.1 1st Efficiency Bar

The provision that the nursing officers recruited as nursing officers of Grade II B or Nursing officers of Grade III or absorbed as Nursing Officers of Grade III should pass the first efficiency Bar Examination published during the period 03 years (probationary period) from the date of first appointment will have the same effect within the interim period.

20.1.2 2nd Efficiency Bar

20.1.2.1. Officers who have been absorbed or promoted to Grade II are qualified to sit this examination

- 20.1.2.2. Nursing officers who have completed an active service period of 06 years under segment II (A) as at 01.11.2010 under the old nursing service minute will be exempted from the requirement of passing the 2nd Efficiency Bar Examination.
- 20.1.2.3 It is compulsory for all the other Nursing officers in Grade II to pass the 2nd Efficiency Bar Examination and they will be granted a relief period of 03 years from 01.11.2010 on which date this Service Minute comes into effect or the date of promotion to grade II, which will come later.
- 20.1.2.4 In case of the Nursing officers who completed active service period of 05 years from the date of first appointment and the officers who satisfy all the other qualifications required to be promoted to segment II A according to the old Nursing Service Minute, during the interim period will be qualified to sit this examination after being promoted to grade II and they will be granted a relief period of 03 years from the date mentioned in the letter of promotion to pass the second Efficiency Bar Examination.

20.1.3. 3rd Efficiency Bar

- 20.1.3.1 Officers in the posts of grade I Nursing Officer (Hospital services/Educational/Public Health) and the officers promoted to /absorbed into Grade I are qualified to sit this examination.
- 20.1.3.2. From the officers who are absorbed into grade I, the nursing officers who have completed on active Service period of 5 years in Grade I as at 01.11.2010 will be exempted from the 3rd Efficiency Bar examination. And also the nursing officers who are in the posts of Grade I Nursing Officer. (Hospital services/Education/Public Health) after following diploma course of 1,1/2 years the Post Basic nursing school (National Institute of Nursing Education) will be exempted from the 3rd Efficiency Bar examination
- 20.1.3.3. From the nursing officers absorbed in to Grade I, the nursing officers who have an active Service period less than 5 years in Grade I as at 01.11.2010 will be granted a relief period of 5 years either from 01.11.2010 on which date this service minute comes into effect or the date of promotion to grade I, which will come after the other.
- 20.1.3.4. All officers promoted to grade I after 01.11.2010 should sit the 3rd Efficiency Bar Examination

20.2. Grade promotion

- 20.2.1 Recruitment to Grade III
Recruitments shall be accordance with the provisions of the new Nursing Service Minute.
- 20.2.2. Promotion to Grade II from Grade III
Officers who complete an active period of 05 years in Grade II and satisfy all the other qualifications required according the old Nursing Service Minute will be promoted to Grade II from the date on which they complete a service period of 05 years or satisfy the other qualification required, which will come after the other. Officers who satisfy the qualifications after the interim period will be granted promotions in accordance with the provisions of the New Service Minute. Herein, the service period in segment II(B) in the old service minute will be considered as a period of service in Grade III in the New Service Minute.
- 20.2.3. Promotion to Grade I from Grade II
Officers who complete an active service period of 10 years during the interim period will be promoted to Grade I. Herein, the Service period in segment II (A) will be Considered as a period of service Grade II in the New Service Minute. After the interim period promotions will be granted in accordance with the provisions of the New Service Minute. In case the date which an officer completes the service period of 10 years happens to be a date prior to 01.11.2010 such officer will be promoted to Grade I from 01.11.2010

20.3. Appointment to posts

20.3.1 Appointment to the post of Grade I Nursing Officer.(Hospital service/public health ,Education)
Appointments shall be in accordance with the provisions of the new Nursing Service Minute.
Grade I nursing Officer(Education) and Grade I nursing Officer(Public Health) will be recruited only by a competitive examination.

For the posts of Grade I nursing officer (Hospital service) ,35% will be selected on the results of a limited competitive examination and 65% will be selected from the nursing officers in Grade II , Grade I and supra Grade on their seniority.

20.3.2. Appointment into posts of Special Grade

During the interim period promotions shall be in accordance with this Service Minute subject to 20.1.3 above

21. This Nursing Service Minute of Sri Lanka shall have effect from 01.11.2010

22. In addition to the requirements mentioned in this Minute , officers should obtain the proficiencies and skills as decided and prescribed by the government from time to time.

All officers in Sri Lanka Nursing service shall subject to the General Orders of the government, provisions of the Establishment Code of Democratic Socialist Republic Of Sri Lanka, the general conditions in the procedural rules of the Public Service Commission and Financial regulations and General Regulations of the government which are in force for the time being.

Note: Decision of the Public Service Commission shall be conclusive with regard to the matters not provided by this Minute. In case of any inconsistency between the Sinhala, Tamil and English texts of this service Minute the text in Sinhala will prevail.

SCHEDULE I

01ST EFFICIENCY BAR EXAMINATION FOR OFFICERS GRADE III IN THE NURSING SERVICE

01. Should answer in the same language medium applied for the Training as a student nurse before recruitment to the post.

02. Nursing Officers (Grade III) in the service are eligible to apply for the examination.

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

04. Candidates should secure minimum of 40%marks for a subject to pass the examination.

05. The examination consist of two question papers as given below :-

- | | |
|-----------------------|---|
| Establishments Code | - Question paper of 03 hours (Marks 100).
Candidates should answer 05 questions out of the 08 essay type questions |
| Financial Regulations | - Question Paper of 03 hours (Marks 100)
Candidates should answer 05 questions out of the 08 essay type questions. |

Syllabus

(i) Establishments Code :

A written question paper to test the knowledge of the contents in chapter II,III, VII, VIII, XII, XIII, XVII, XVIII, XXII, XXIII, XXV of the Establishments Code.

(ii) Financial Regulations :

A written examination paper to test the knowledge of the contents in Financial Regulations from 01 to 157.

SCHEDULE II

2ND EFFICIENCY BAR EXAMINATION FOR THE II NURSING OFFICERS (GRADE II) IN THE NURSING SERVICE

01. should answer in the same language applied for the training as a Student Nurse before recruitment to the post.
02. Officers in Grade II in the Nursing Service are eligible to sit for this examination.
03. Candidates are permitted to sit for all the subjects at the one sitting or separately in several times.
04. Should secure minimum of 40% mark for each subject to have a pass.
05. The examinations consist of two question papers as follows :

(I) Theoretical knowledge in Nursing	-	03 hours 100 Marks
(II) Ward Management	-	03 hours 100 Marks

Syllabus -

(I) Theoretical knowledge in Nursing :

- * Surgical Nursing
- * Medical Nursing
- * Pediatric Nursing

(II) Ward Management :

- * Patient Care Management
- * 5's concept
- * Action Plan – Monthly / Annual

SCHEDULE III

03RD EFFICIENCY BAR EXAMINATION FOR THE NURSING OFFICERS (GRADE I) IN THE NURSING SERVICE

01. Should answer in the same language medium applied for training as a Student Nurse before recruitment to the post.
02. Nursing Officers in the Grade I of the post are eligible to sit the examination. Nurses who have followed 1,1/2 years diploma course of the Post Basic nursing school (National Institute of Nursing Education) and in grade I posts.(Hospital services/Education/Public Health) will be exempted from the 3rd Efficiency Bar examination.
03. Candidates are permitted to sit for the examination for all subjects at the same sitting or separately at several times
04. Candidates should secure a minimum 40% marks for each subject to have a pass.
05. The examinations consists of two question papers as follows

I. General Management	-	03 hours 100 Marks
II. General Nursing	-	03 hours 100 Marks

SCHEDULE III (Contd.)

Syllabus

01. General management :

- * Patient Care Plan
- * Monitoring and supervision of staff
- * Delegation of duties
- * Leadership
- * Human Resource management

02. General Nursing

- * Primary Health Care (Relevant to 17 facts)
- * Preventive Health and Health Promotion
- * Educational Scheme of Principles
- * Nursing Research Principles
- * Ward Management
- * Communication
- * Team Work Concept
- * Staff Development

SCHEDULE IV

STRUCTURE OF THE EXAMINATION

01. Name of the Examination :

Selection for the training to appoint as Staff Nursing Officers Grade I (Hospital services, Education, Public Health)

02. Details of the Examinations :

Three Examinations for the 03 fields.

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passed Marks</i>	
Simple essay writing	01 hour	100%	40%	
Timely tendencies of Nursing	02 hour	100%	40%	
English Language	1 1/2 hour	100%	40%	Relevant to the officers who apply for the post of Grade I Nursing Officer (Education)

03. Examination Authority - Secretary

04. How frequent the examination is held will be decided by the Secretary considering the number of vacancies existing and the requirement.

05. Syllabus of the examination :

<i>Question Paper</i>	<i>Syllabus</i>
Simple essay writing	This question paper includes an essay writing.
Timely tendencies on Nursing	Test the knowledge of a Nurse on General Nursing.
English Language	Question paper at the level of G.C.E.(O/L) examination

20A

I කොටස : (I) ඡේදය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට් පත්‍රය - 2013.11.19

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SCHEDULE V

MARKING SCHEME FOR SELECTION ON SENIORITY AND MERIT FOR TRAINING TO BE APPOINTED AS GRADE I NURSING OFFICER
(HOSPITAL SERVICE/EDUCATION/PUBLIC HEALTH) IN THE NURSING SERVICE

01.	Seniority 08 points for each year in Grade II, Grade I and Supra Grade in the Nursing Service.	-	Maximum Marks 80
02.	Merit	-	Maximum Marks 20
(i)	For a degree recognized by the University Grant Commission	-	05 points
(ii)	For a diploma obtained from an institution recognized by the Secretary of Health	-	03 points
(iii)	Special activities	-	12 points
	02points are given for every special activity and the interview board will decide the special activities relevant to the field concerned for which mark should be given.		
	Total	-	100 points

SCHEDULE VI

MARKING SCHEME FOR SELECTION ON SENIORITY AND MERIT FOR THE TRAINING OF 06 MONTHS TO APPOINT AS SPECIAL GRADE NURSING
TUTOR(PUBLIC HEALTH) IN NURSING SERVICE

01.	Seniority 05 points for the service of each year after the service of 07 years in a post of Grade I Nursing Officer (Public Health)	-	Maximum Marks 80
02.	Merit	-	Maximum Marks 20
(i)	For a degree recognized by the University Grant Commission	-	05 points
(ii)	02 points are given for each year for the service in a training center	-	06 points
(iii)	For performance appraisal	-	09 points
	Excellent - 09 Above the average level-07 Average – 05 Marks which should be given with regard to the performance appraisals will be decided by the Interview Board		
	Total	-	100 points

SCHEDULE VII

MARKING SCHEME FOR SELECTING OF SENIORITY AND MERIT TO APPOINT AS NURSING PRINCIPAL

1. Seniority in the Special Grade	-	50 points
2. Experience in the post of Nursing principal	-	20 points
3. For Special Merits	-	10 points
4. Professional Qualifications	-	15 Points
5. Interview	-	05 points
Total	-	100 points

SCHEDULE VII (Contd.)

Note: At the time of calling applications for recruitments , Secretary of the Ministry of Health should get a marking scheme which is within the limits of maximum marks with regard to the main areas for which marks are allocated in the table above approved by the public Service Commission for the structured interview.

SCHEDULE VIII

MARKING SCHEME FOR SELECTING OF SENIORITY AND MERIT TO APPOINT AS THE DIRECTOR (NURSING MEDICAL SERVICES)

- | | |
|--|--------------|
| 1. Seniority in the Special Grade in Nursing Service (Hospital Service) | - 30 points |
| 2. Experience in Nursing service (Hospital Services) | - 30 points |
| 3. Educational Qualifications of the relevant field | - 25 points |
| 4. Other extra activities relevant to the field | - 10 Points |
| 5. At the discretion of the interview board, Merits,Leadership, attitudes, personality, and communication skills | - 05 points |
| Total | - 100 points |

Note: At the time of calling applications for recruitments , Secretary of the Ministry of Health should get a marking scheme which is within the limits of maximum marks with regard to the main areas for which marks are allocated in the table above approved by the public Service Commission for the structured interview.

SCHEDULE IX

MARKING SCHEME FOR SELECTING OF SENIORITY AND MERIT TO APPOINT AS THE DIRECTOR (NURSING EDUCATION)

- | | |
|---|--------------|
| 1. Seniority in the Special Grade in Nursing Service(Education) | - points |
| 2. Experience in Nursing service(Education) | - 30 points |
| 3. Educational Qualifications of relevant field | - 25 points |
| 4. Other extra activities relevant to the field | - 10 Points |
| 5. At the discretion of the interview board, Merits ,Leadership, attitudes, personality, and communication skills | - 05 Points |
| Total | - 100 points |

Note : At the time of calling applications for recruitments , Secretary of the Ministry of Health should get a marking scheme which is within the limits of maximum marks with regard to the main areas for which marks are allocated in the table above approved by the public Service Commission for the structured interview.

SCHEDULE X

MARKING SCHEME FOR SELECTING ON SENIORITY AND MERIT TO APPOINT AS THE DIRECTOR (NURSING PUBLIC HEALTH)

- | | |
|--|--------------|
| 1. Seniority in the Special Grade in Nursing Service(Public Health) | - 30 points |
| 2. Experience in Nursing service (Public Health) | - 30 points |
| 3. Educational Qualifications of the relevant field | - 25 points |
| 4. Other extra activities relevant to the field | - 10 Points |
| 5. At the discretion of the interview board, Merits ,Leadership,attitudes, personality, and communication skills | - 05 Points |
| Total | - 100 points |

Note: At the time of calling applications for recruitments , Secretary of the Ministry of Health should get a marking scheme which is within the limits of maximum marks with regard to the main areas for which marks are allocated in the table above approved by the public Service Commission for the structured interview.