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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE PROGRAMME OFFICERS' SERVICE

The following minute of the Programme Officers' Service has been approved by the Public Service Commission on 21.12.2011.

B.P.P.S. Abeygunarathne,
Director General of Combined Services,
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07.
14th February 2012

01. Name : This Service Minute shall be cited as the Minute of Programme Officers' Service

02. Effective Date : This Minute shall come into force with effect from 01st August 2011

03. Particulars of the Appointing Authority

3.1 Appointing authority: Director General of Combined Services

04. Particulars of the officer category

4.1 Officer Category : Associate officer

4.2 Grades : Grades III, II and I

4.3 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 government, is entrusted to the officers holding these posts.

1A

05. Nature of the Post : Permanent and Pensionable

06. Definitions

- 6.1 The term “Service Minute” shall mean the Minute of the Programme Officers’ Service
- 6.2 The term “Secretary” shall mean the Secretary to the Ministry of which the subject of Public Administration is assigned.
- 6.3 The term “Director General” shall mean the Director General of Combined Services.
- 6.4 The term “Service” shall mean the Programme Officers’ Service.
- 6.5 The term “Period of Active Service” shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post, subject to public requirements or/ and matters of public policy.
- 6.6 The term “Effective Date” shall mean 01st August 2011
- 6.7 The term “Ministry” shall mean the Ministry in charge of the subject of Public Administration.
- 6.8 The term “Period of Satisfactory Service” shall mean a period of service during which he/she has earned all increments required to be earned by the officer during that period by way of performing the duty of a Public Officer efficiently and diligently and passing all efficiency bars prescribed and further satisfying all the qualifications prescribed for the confirmation in service and no any punishable offence committed by the officer.

07. Salary

- 7.1 Salary code number : MN 4 – 2006 (A)
- 7.2 Salary Scale : Rs.15,215 – 10 X215-4X240-7X320-15X360– Rs. 25,965/-
- 7.3 Initial salary step applicable to grading system:

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

08. Post / posts belonging to officer category:

- 8.1 Approved post and number of the posts

<i>Approved Post</i>	<i>Number of Approved Posts</i>	<i>Tasks</i>
Programme Officer	45,000	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

8.2 Combined Cadre :

For the purpose of grading promotions Grade III, II and I shall be treated as belonging to combined cadre.

09. Method of recruitment

9.1 Recruitment Ratio:

<i>Stream</i>	<i>Percentage</i>
Open	100%

9.2 Recruitment under Open Stream

9.2.1 Grade of recruitment : Grade III

9.2.2 Qualifications

:

9.2.2.1 Educational Qualifications : Shall have possessed a degree from a university recognized by the University Grants Commission

9.2.2.2 Professional Qualifications : Not Applicable

9.2.2.3 Experience : Not Applicable

9.2.2.4 Physical Fitness: All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.

9.2.2.5 Other :
I. The candidate shall present an affidavit/oath to prove that him/her is an unemployed graduate and the Divisional Secretary of the Divisional Secretariat in which the candidate resides permanently shall certify the same.

II. Candidates shall be of excellent character

III. Shall have satisfied each and every way the qualifications, required for the recruitment to the post, on the prescribed date as per the notification/*Gazette*.

9.2.3 Age:

9.2.3.1 Minimum Age Limit : 21 years

9.2.3.2 Maximum Age Limit : 35 Years

9.2.4 Method of Recruitment:

The candidates shall be recruited on the basis of the marks obtained at a structured interview

9.2.4.1 Written Examination : Not Applicable

9.2.4.2 Professional Test : Not Applicable

9.2.4.3 Structured Interview

<i>Titles on which marks are given after verification</i>	<i>Maximum Marks</i>	<i>Minimum Marks required to pass the examination</i>
1. Language Proficiency	20	Recruitments shall be made on the order of the merit out of those who scored highest marks
2. Computer Literacy	15	
3. Additional Educational Qualifications and other qualifications	30	
4. Extra-Curricular Activities	30	
5. Skills proven at the interview	05	
Total	100	

9.2.4.3.1 Authority that appoints the structured interview board: Director General

9.2.4.4 General Interview : Not Applicable

9.2.5 Method of Calling Applications: By a public notification

9.3 Limited Recruitment : Not Applicable

9.4 Recruitment on merit : Not Applicable

10. Efficiency Bar

<i>Efficiency Bar</i>	<i>At what point the limit for passing the Efficiency Bar expires (number of years)</i>	<i>Nature of the Efficiency Bar Written/professional/certificate courses/others</i>
1 st Efficiency Bar	Before the lapse of three years (03) from the date of appointment to Grade III	Written (Annex 01)
2 nd Efficiency Bar	Before the lapse of three years (03) from the date of promotion to Grade II	Written (Annex 02)
3 rd Efficiency Bar	Before the lapse of five years (05) from the date of promotion to Grade I	Written (Annex 03)

10.2 How often the examination is conducted : Twice a year

10.3 Authority for conducting the Efficiency Bar :

The efficiency bar examination shall be held either by the appointing authority or any other authority authorized by the appointing authority according to the guidelines of the appointing authority.

11. Language Proficiency

11.1

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

12. Grade Promotions

12.1 Promotion to Grade II from Grade III

12.1.1 Officers who prove average performance

12.1.1.1 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 period of service of five (05) years immediately preceding the date of promotion
- (v) Shall have acquired the proficiency in other official language at the relevant level.
- (vi) Shall have passed the relevant Efficiency Bar Examination as at the prescribed date

12.1.1.2 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.

12.1.2 Officers who prove exceptional performance

12.1.2.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the appointment
- (ii) Shall have completed an active period of service for 06 years in Grade III of the officer category and earned all 06 salary increments as at the prescribed date.

- (iii) Shall have proved a performance at exceptional level during the period of 06 years immediately preceding the date of promotion appointment 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 language at the relevant level.

12.1.2.2 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 six years is completed.

(Method of Written Aptitude Test – Annex 04)

Note:

- * Candidates shall need at least 60% of marks from the test conducted for 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 which he/she passes the exam. The concurrence of the Secretary shall be obtained for this purpose.

12.2 Promotion from Grade II to Grade I

12.2.1 Employees who prove average performance

12.2.1.1 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 10 salary increments.
- (ii) Shall have proved a performance at satisfactory level or above during the period of 10 years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iii) Shall have proved a satisfactory period of service within 05 years immediately preceding the date of promotion.
- (iv) Shall have passed the relevant efficiency bar examination as at the prescribed date.

12.2.1.2 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.

12.2.2. Officers who prove exceptional performance

12.2.2.1 Qualifications to be satisfied

- (i) Shall have completed an active and satisfactory service period of 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 09 years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iii) Shall have completed a satisfactory service within the five (5) years immediately preceding the date of promotion.
- (iv) Shall have passed relevant efficiency bar examination as at the prescribed date

12.2.2.2 Method of Promotion :

A structured interview shall be held for the officers who satisfy qualifications, 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 by the government 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.

13. Appointment to posts : Not Applicable

14. Absorption of officers who are already in service (Applicable only for the officers who are in service at the effective date of the service minute)

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 (01.08.2011) 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 Programme Officers' Service subject to the following provisions.

14.1 General Matters

- I. Officers who are willing to be absorbed shall submit an application in line with the specimen application indicated in Appendix 01 through the Head of the Department.
- II. Head of the Institution shall send the applications handed over to him, to the Director General of Combined Services of Ministry of Public Administration and Home Affairs within three (03) months from the date of publishing this service minute.

III. Heads of Department shall take actions to provide other relevant documents and information requested by the Director General.

IV. Actions shall be taken to issue a formal appointment letter to the absorbed officers by the Director General of Combined Services.

14.2 Methodology

(i) **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

(ii) **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.

(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"

(c) Officers who have completed at least ten (10) years of service period but have not satisfied other service requirements in a post or a grade to which the salary relevant to Grade II is prescribed under the salary scale MN 4 -2006 "A"

Shall be absorbed into Grade II

15. Procedural Rules published by the *Gazette Extra Ordinary* of the Public Service Commission No. 1589/30 dated 20.02.2009, the provisions of the Establishments Code, financial regulations and rules/regulations imposed from time to time by the Government shall be applicable for each appointment.

16. Transfers

Director General/Head of the Department shall make transfers on exigency of service.

17. Interim Provisions

17.1 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.

17.2 Officers who are not willing to be absorbed into the Programme Officers' Service can remain further in their present post. An officer who has satisfied the qualifications to be absorbed into this service, but not willing to be absorbed shall hand over a declaration which is not allowed to change subsequently to the appointing authority through his/her Head of the Department within 03 months from the date of publishing the *Gazette* with the service minute.

Those posts shall be maintained as personal to the officers who do not exercise their option to be absorbed. Further, when such post is fallen vacant recruitment shall not be made under that designation.

Recruitment shall strictly be made under this service minute.

18. Matters not provided for in the Minute shall be determined by the Secretary, Ministry of Public Administration and Home Affairs with the concurrence of the Public Service Commission.

Annex 01

First Efficiency Bar Examination of Programme Officers' Service

01. Particulars of the Examination:

<i>Question paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut off Marks</i>
1. Office Systems	01 hour	100	40%
2. Accounting Systems	01 hour	100	40%
3. Computer Test	02 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 three question papers in the language medium in which they sat 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

<i>Name of the Question Paper</i>	<i>Syllabus</i>
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	<ul style="list-style-type: none"> (i) Basic Concepts of Information Technology (ii) Windows Operating System (iii) File Management (iv) Word Processing <ul style="list-style-type: none"> 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 (v) Spreadsheets <ul style="list-style-type: none"> Basic skills formatting editing columns and ranges, insertion and deletion sorting data creating charts printing @ function working with macros file management (vi) Database <ul style="list-style-type: none"> Basic skills of introduction Creating and using a database Forms Linked forms, popup forms Dialog and message boxes Queries Sorting Obtaining reports Working with macro (vii) Presentation/ Illustration <ul style="list-style-type: none"> Basic skills, editing, formatting Applying designs, inserting images clip art and graphs, slide transition and effects, animations using presentation tools, preparing masters, printing slides and notes (viii) Internet <ul style="list-style-type: none"> Introduction to internet, World Wide Web, How to Navigate, Internet Practical (ix) E-mail <ul style="list-style-type: none"> Introduction, basic skills, receiving e-mails, sending e-mails, replying, using attachments, creating and using nick names, composing messages

Annex 02

Second Efficiency Bar Examination of Programme Officers' Service

01. Particulars of the examination:

<i>Question paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cutoff Marks</i>
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 Commissioner General of Examinations on behalf of 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 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 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

Annex 03

Third Efficiency Bar Examination of Programme Officers' Service

01. Particulars of the examination:

<i>Question paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cutoff Marks</i>
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 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 this question paper in the language medium of their education 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 :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
Project Management	i. Defining a project ii. Project Management iii. Project cycle iv. Preparation and analysis of a project v. Project evaluation * Payback period * Net present value * Internal rate of return * Cost Benefit Ratio * +Annual Average Return Ratio vi. Project organization vii. Adopting shadow price

Annex 04**Promotion under exceptional Performance**

01. Particulars of the examination:

<i>Question paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cutoff Marks</i>
Aptitude Test	02 hours	100	60%

02. 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.

03. Examination shall be held at least once a year.

04. Candidates shall answer this question paper in the language medium in which they sat 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 this question paper in the language medium of their education or in an official language.

05. Syllabus of the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
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

Programme Officers' Service

APPLICATION FOR ABSORPTION

PART I - (SHALL BE COMPLETED BY THE OFFICER)

1. Place of work and address :.....
 :.....
2. Name in full: Miss./ Mrs / Mr.*
3. (i) Date of birth :..... minute:
- (ii) Age as at the effective date of the service
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 minute. (01.08.2011)
 :.....
 :.....
- 5.3 Indicate the nature of the appointment if the officer has received an appointment in a way other than the 5.2 above
 :.....
 :.....
 :.....
6. As per Public Administration Circular 9/2004
 1. Salary scale:
2. Salary code number:
7. As per Public Administration Circular 6/2006
 1. Salary scale:
2. Salary code number:
3. (a) Salary point: Rs.
- (b) Salary step number:as at 31.07.2011
8. Minimum educational qualifications required for the post held at present as per recruitment procedure
9. Particulars of the duties (In brief):.....
 :.....
 :.....
10. 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

<i>Efficiency bar examination</i>	<i>Date of passing the examination</i>
.....
.....
.....
11. Particulars of the period of service (Use an attachment if needed) :

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

12. I hereby certify that all information furnished by me above, is true and correct.
 Date: Signature of the candidate:

14A

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

13. 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 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

PART 3 – FOR USE OF DIRECTOR GENERAL OF COMBINED SERVICES

14. I hereby absorb/ do not absorb the candidate* into this service.

15. Reasons for not absorbing if absorption is not made :

.....
.....

16. Grade to which absorption is made:

.....
Date

.....
Signature of the authorized officer

* Delete the words inappropriate