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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE

ON the order of the Public Service Commission following Minute on Public Management Assistants' Service is published in substitution for the Minutes on Government Shroffs' Service effective from 21st February, 1969 published in the *Government Gazette Extraordinary* No. 14842 of 21st February, 1969, General Clerical Service effective from 01st October, 1971 published in the *Government Gazette Extraordinary* No. 14977/9 of 29th September, 1971, Government Stenographers' Service effective from 19th May, 1972 published in the *Government Gazette Extraordinary* No. 15011 of 19th May, 1972, Government Typists' Service effective from 20th May, 1972 published in the *Government Gazette Extraordinary* No. 15011/2 of 20th May, 1972, Government Book-keepers' Service effective from 30th November, 1979, published in the *Government Gazette Extraordinary* No. 65 of 30th November, 1979, Store-keepers' Service effective from 01st February, 1984, published in the *Government Gazette Extraordinary* No. 301/2 of 11th June, 1984.

JAYAMPATHI P. HETTIARACHCHI,
Director General of Combined Services.

Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07,
15th December, 2004.

Minute of the Public Management Assistants' Service

1. *Title of the Minute* : This Minute shall be known as the Minute on the Public Management Assistants' Service.
 - 1.1 The Public Management Assistants' Service shall henceforth be effective in lieu of the General Clerical Service, Government Typists' Service, the Government Stenographers' Service, the Government Book-keepers' Service, the Government Shroffs' Service and the Government Store-keepers' Service which presently belong to the Combined Service.

- 1.2 This Minute shall come into effect without prejudice to any action taken or purported to be taken in terms of the following Service Minutes and any amendments to such Minutes made from time to time.
- A. The Minute on the Government Shroffs' Service published in the *Government Gazette Extraordinary* No. 14842 of 21st February, 1969 effective from 21st February, 1969.
 - B. The Minute on the General Clerical Service published in the *Government Gazette Extraordinary* No. 114977/9 of 29th September, 1971 effective from 01st October, 1971.
 - C. The Minute on the Government Stenographers' Service published in the *Government Gazette Extraordinary* No. 15011 of 19th May, 1972, effective from 19th May, 1972.
 - D. The Minute on the Government Typists' Service published in the *Government Gazette Extraordinary* No. 15011/2 of 20th May, 1972 effective from 20th May, 1972.
 - E. The Minute on the Government Book-keepers' Service published in the *Gazette of the Democratic Socialist Republic of Sri Lanka* No. 65 of 30th November, 1979, effective from 01st April, 1975.
 - F. The Minute on the Government Store-keepers' Service published in the *Government Gazette Extraordinary* No. 301/2 of 11th June, 1984 effective from 01st February, 1984.

1.3 This Minute shall come into force from 01.01.2004.

2. *Definition* :—

- 2.1 The term “ Minute ” shall mean the Minute on the Public Management Assistants' Service.
- 2.2 “ Secretary ” shall mean the Secretary to the Ministry in-charge of the subject of Public Administration.
- 2.3 “ Director General ” shall mean the Director General of Combined Services.
- 2.4 “ Service ” shall mean the Public Management Assistants' Service.
- 2.5 “ Commission ” shall mean the Public Service Commission.
- 2.6 “ Period of satisfactory service ” shall mean the period of service immediately preceding the date of application for promotion during which all increments falling within the period have been earned and no punishment suffered for any offence committed during such period (other than warning or severe warning).
- 2.7 “ 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.
- 2.8 The “ Gazette ” shall mean the *Gazette* published by the Democratic Socialist Republic of Sri Lanka.

3. *Structure* : This Service shall comprise officers appointed to Class III and appointed on promotion to Class II, Class I and the Supra Class on the following salary scales :

4. *Annual Consolidated Salary Scale* : The new salary scales effective from 01.01.2004 corresponding to the salary scales prevailing as at that date shall be as follows :

Supra Class : TA 3.8.2—Rs. 105,120—16 x 2,460—144,480

TA 3.6.1— *Class I*—Rs. 87,300—6 x 1,560—13 x 2,460—128,640.

Class II—Rs. 78,720—3 x 1,320—15 x 1,560—106,080.

Class III—Rs. 69,480—15 x 1,320—4 x 1,560—95,520.

5. *Efficiency Bar* :—

5.1 Officers in Class III should pass an Efficiency Bar Examination before the expiry of 03 years from the date of appointment to that Class. An officer on passing a practical test in the use of the computer (Appendix IV) and an Efficiency Bar Examination (Appendix XI) conducted by the Commissioner General of Examinations on behalf of the Director General, will be considered to have completed the Efficiency Bar Examination.

5.1.1 Where computer facilities cannot be readily provided, an officer should pass a test in typewriting as determined by the Secretary to the Line Ministry (Appendix IV). This provision however shall apply only for three years from the effective date of the Minute.

5.1.2 The officers who hold the Computer Operators' Licence issued by the National Apprentice and Industrial Training Authority as well as the officers who hold certificates on computer based practical and theoretical knowledge issued by accredited institutes of the Tertiary Education and Vocational Education Commission qualitatively similar or higher than the Computer Operators' Licence will be exempted from this examination. The courses so recognized and a list of the institutions conducting such courses will be published in the *Gazette Notification* calling applications for the Efficiency Bar Examination.

5.2 The officers in Class II should before the expiry of 06 years from the date of appointment, pass an Efficiency Bar Examination conducted by the Commissioner General of Examinations on behalf of the Director General (Appendix XII) and should have satisfied the requirement of the second language as prescribed in Section 5.2.1.

5.2.1 The second language means an official language other than the medium in which the officer entered the service. A pass in the Sinhala/Tamil Language as an optional subject at the General Certificate of Education (Ordinary Level) Examination or the Certificate in the Advanced Language Training Programme for Public Servants conducted by the Department of Official Languages under the All Island Language Training Programme will be sufficient for exemption from the second language test.

6. *Cadre* : The cadre shall be shown under the respective Heads and Programmes in the Annual Estimates.

7. *Control* : Subject to the general provisions, the Service shall be under the control of the Commission/Secretary/Director General.

8. *Recruitment to Class III*

8.1 *Open Competitive Examination* :

8.1.1 Seventy percent (70%) of the vacancies in Class III of the Service shall be filled by appointment on the results of an Open Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Director General and an interview to check eligibility.

8.1.2 *Eligibility*—

- (a) Should be a citizen of Sri Lanka.
- (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.
- (d) Should fulfill the following educational qualifications.

1. Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects at one sitting with credit passes in :—
 - i Sinhala/Tamil/English Language ;
 - ii Mathematics and
 - iii Two other subjects and
2. A pass in all subjects at the General Certificate of Education (Advanced Level) Examination (other than the common General Paper) at one sitting.

A pass in 3 subjects under the old syllabus at one sitting would be sufficient.

8.1.3 *Method of Application* : The method of application and particulars of the examination shall be as published in the *Gazette* (Appendix II).

8.2 *Limited Competitive Examination*

8.2.1 Not more than thirty percent (30%) of the vacancies in Class III of the Service shall be filled by promotion of Minor Employees in the Public Service through a Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Director General, and an interview to check eligibility.

8.2.2 If the number of persons eligible for appointment on the results of that examination is less than 30% of the vacancies, the difference between the 30% and the number of eligible for appointment will be met from the persons eligible in the Open Competitive Examination.

8.2.3 *Eligibility* : Minor Employees in the Public Service as specified in Appendix III to this Minute are eligible to apply.

8.2.4 *Method of Application* : The method of application for the Limited Competitive Examination and the particulars of the syllabus shall be as published in the *Gazette* (Appendix III).

9. *Confirmation in the Post* :

9.1 An officer appointed to Class III of the Service will be subject to probation for a period of 3 years. On passing the Efficiency Bar Examination conducted by the Commissioner General of Examinations and on fulfilling the requirements in 5.1, provided the Head of the Department is satisfied that the officer's work, conduct and attendance are satisfactory, and provided, on a report made to the Director General to that effect at the end of the 3 years, the Director General is satisfied, the officer will be confirmed in his post.

NOTE : Provisions in Chapter II of the Establishment Code will apply in respect of the period of probation.

9.2 All appointments will be made subject to the condition that the physical fitness of the appointee to serve in any part of the Island shall be proved by a medical examination.

10. *Training* : All officers appointed to the Service shall undergo an initial training of not less than three (03) months.