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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

THE PRINTING SERVICE MINUTE OF THE DEPARTMENT OF GOVERNMENT PRINTING

THE following mentioned Printing Service Minute of the Department of Government Printing is substituted, without prejudice to any measure taken, in terms to the Sri Lanka Printing Service Minute published in the *Extra - Ordinary Gazette* No. 486/7 dated 28.12.1987 of the Democratic Socialist Republic of Sri Lanka and the amendments made to it from time to time or any measure taken compatible to it or intend to have been taken under that.

By order of the Public Service Commission,

T. M. L. C. SENARATHNE,
Secretary,
Public Service Commission.

Dated on 26th June, 2013.

01. *Date of Effective* : This Service minute should be effective from the date of 2nd May, 2012.

02. *General Role* : Print and Publish Acts, Hanzard, *Gazettes* and Regulations required by the Sri Lanka Parliament, Ministries, Departments and Supply, required Printing materials; specimens, stamps, admissions, ballot papers and commercial printing to the Government Provincial Councils, Local Government Bodies, and Statutory Bodies, thereby afford convenient for the institutions and provide information directly through the Electro - media.

03. *Interpretations and Definitions* :

- (i) ' Service Minute ' means Printing Service Minute of the Department of Government Printing.
- (ii) ' Printing Service ' means Printing Service of the Department of Government Printing.
- (iii) ' Department ' means the Department of Government Printing.



- (iv) 'Apprentice' means the persons employed by the National Apprentice and Vocational Training Authority for the training at the Department of Government Printing.
- (v) 'Satisfactory Service' means a period, by attending to the duties with efficient and diligent by passing the efficiency bar examinations, to be passed, by fulfilling all the qualifications for the permanence of the appointment, to be done, by earning all the increments to be earned, during that period and by not occurring any punishable Fault by the Public officer.
- (vi) 'Active Service Period' means a period of service, attended to the duties actually by obtaining relevant salary for his own post.
- (vii) 'Secretary' means Secretary to the Ministry, the Government Printing Department belongs.
- (viii) 'Head of the Department' means Government Printer.

04. *Appointing Authority* :

Government Printer	: Cabinet of Ministers
Additional Govt. Printer	: Public Service Commission
Executive level officers	: Public Service Commission
Supervisor Management Assistant - Technology cadre officers	} By the Govt. Printer Delegated Authority given by the Public Service Commission
Management Assistant - Technology Cadre Officers	

05. *Administrative Authority* : Secretary is the Administrative Authority of the Government Printer, Additional Government Printer and Executive level officers.

06. *Description of the Service Cadre belongs to the Service* :

6.1 This service is consists of the officers appointed to the following each and every class and grade :-

<i>Service Cadre</i>	<i>Class</i>	<i>Grade</i>
Senior Executive Officer		Special Grade
Executive Officer	Class I	Grade I Grade II Grade III
Supervisor Management Assistant - Technology	Class II	Grade I Grade II Grade III
Management Assistant - Technology Unit - 3	Class III	Grade I Grade II Grade III

6.2 *Nature of the Posts* .- These posts are Permanent and Pensionable. Person who recruits shall contribute to the Widows' & Orphans Pension scheme or Widowers' & Orphans' pension scheme as the case may be.

07. *Salary* :

07.1 Salary Code Numbers, steps and salary scales in relevant to the each class and grade of the service as follows:-

<i>Class</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Initial Salary Step</i>	<i>Salary Scale</i>
Class I	Special Grade	SL 3 - 2006	Initial Step	Rs.42,390 - 12x1,310 - Rs.58,110
	Grade I	SL 1 - 2006	20 Step	Rs.22,935 - 10x645 - 8x790 - 17x 1,050 - Rs.53,555
	Grade II	SL 1 - 2006	12 Step	
	Grade III	SL 1 - 2006	Initial Step	
Class II	Grade I	MN 3 - 2006A	23 Step	Rs.15,005 - 4x180 - 6x240 - 11x320 - 20x 360 - Rs.27,885
	Grade II	MN 3 - 2006A	12 Step	
	Grade III	MN 3 - 2006A	Initial Step	
Class III	Grade I	MT 1 - 2006A	23 Step	Rs.14,425 - 10x145 - 11x 170 - 6x240 - 14x320 - Rs.23,665
	Grade II	MT 1 - 2006A	12 Step	
	Grade III	MT 1 - 2006 A	Initial Step	

7.2 The employees who are in the class III and earn Salary on MT - 3 - 2006 A. Salary scale on the date of effective of this minute , will be received the same salary as individual to them further.

7.3 Salary code number, salary scale and grade structure should be completely mentioned in each appointment letter. In the case of promotion from Grade to Grade within the each employee cadre, issue of a new appointment letter is irrelevant, only the letter of promotion will be sufficient.

08. *Approved number of Cadre is as Follows* :

<i>Class</i>	<i>Grade</i>	<i>Required Number</i>
Class I	Special Grade	03
	Grade I	24
	Grade II	
	Grade III	
Class II	Grade I	167
	Grade II	
	Grade III	
Class III	Grade I	893
	Grade II	
	Grade III	

(a) 24 combined officers for Class I, the three grades I , II and III, 167 combined officers for Class II, the three Grades I, II and III and 893 combined officers for class III, the three grades I, II and III are being considered for the purpose of promotion from Grade to Grade. These numbers can be amended by the Department of Management Service on the grounds of requirement.

09. *Posts belong to the Service:*

Names of the posts and number of the posts which belong to the service are as follows:

<i>Class</i>	<i>Grade</i>	<i>Name of the Post</i>	<i>Number</i>
	Special Grade	Govt. Printer	01
		Additional Government Printers	02
Class I	Grade I	Senior Deputy Govt. Printer	04
	Grade II	Deputy Govt. Printer	20
	Grade III	Assistant Govt. Printer	
Class II	Grade I	Head Foreman	70
		Head Printing Editor	
	Grade II	Foreman II	97
		Assistant Head Printing Editor II	
Grade III	Foreman III	36	
	Assistant Head Printing Editor III		
Class III	Grade I,II,III	Offset Litho Printing Operator	128
		Letter Press Operator	95
		Pree-Press Layout man	120
		Printing Editor	150
		Computer Type Setter and Designer for Printing	120
		Print Finisher	244
		Printing Technician	36

10. *Method of Recruitment :*

10.1 Recruitment to the Executive Cadre:

Recruitment will be done through the relevant scheme, among the following schemes, in accordance with the regulations in the following section 10.1.1 by the appointing authority by considering the prevailing number of vacancies, on the time of filling of the vacancies.

- (i) Recruitment of the external applicants by Open Competitive Examination and an interview to check the qualifications;
- (ii) Recruitment of internal applicants through by Limited Competitive Examination and an interview to check the qualifications.

10.1.1 50% consist of the approved number of officers from the internal applicants to be recruited and the other 50% consist of the external applicants to be recruited, for the Executive Service Cadre except the posts of Assistant Govt. Printer (Maintenance - Printing Mechanical/Maintenance - Electronic) and Assistant Govt. Printer (Printing Editor).

10.1.2 Recruitment will be done only for the Grade III - Executive Service Cadre.

10.1.3 Qualifications:

Required qualifications for the recruitments are stated in the Chapter I (one).

10.1.4 Age Limit :

Should not less than 22 years and not more than 28 years. (The maximum age limit will not be permitted to the applicants who are already employed in a permanent post in the Department).

10.1.5 *Method of Recruitment :*

- (i) Open and limited competitive examinations will be conducted by the Commissioner General of Examinations, Otherwise exams will be conducted by an institute, approved by the Appointing Authority.
- (ii) Syllabus for the Open competitive Examination mentioned in the Appendix 2 and Syllabus for the Limited competitive Examination mentioned in the Appendix 3.
- (iii) Applicants are called for the interview, in accordance with the number of vacancies as determined by the Appointing Authority and recruitment will be done based on the order of merits displayed by them in the exams.
- (iv) The interview, mentioned in the above section III will be conducted to check the qualifications of the selected ones and the Appointing Authority will appoint the Interview board. No marks will be given in the Interview.
- (v) At first applications are called through the internal applicants for the recruitment of qualified persons for the three (3) Assistant Govt. Printer Posts (Maintenance - Print Mechanical / Maintenance - Electronic) where there is no internal applicants to fill the vacancies, qualified persons will be recruited from the external applicants. The two Assistant Govt. Printer Posts (Printing Editor) will be recruited only from the internal applicants.

10.1.6 *Method of Calling Applications.*— Applications are called from the external applicants through publishing an advertisement in the *Gazette of the Democratic Socialist Republic of Sri Lanka* and in the Web site. For internal applicants, applications are called through publishing an advertisement within the Department and in the Web site.

10.2 *Recruitment of Supervisory Management Assistant - Technology Service Cadre:-*

- 10.2.1 When any Vacancy occurred in this Service cadre, a structured interview results and followed by a interview to check the qualifications as decided by the Appointment Authority, the qualified persons will be recruited to fill the vacancies in accordance with the order of merits displayed in the structured interview.
- 10.2.2 Applications are called upon, relevant sections, mentioned in the posts under class III Section 09.
- 10.2.3 Required qualifications for the recruitments are stated in the Appendix I.
- 10.2.4 Recruitment will be done to the Grade III Supervisory Management Assistant Technology Service Cadre.
- 10.2.5 Interview board will be appointed by the 'Appointing Authority' Method of giving marks in the structured interview is stated in the Appendix 4.
- 10.2.6 At least 40% marks should be obtained to pass the structured interview.
- 10.2.7 Interview Board, to check qualifications will be appointed by the Appointing Authority. No. of applicants, determined by the Appointing Authority, based on the order of merits obtained in the structured interview and the number of Vacancies, are called for this Interview. No marks allocated in this interview.
- 10.2.8 *Method of calling applications :*
Applications are called, by publishing an advertisement within the Department and in the Web Site for the recruitment for these posts.

10.2.9 When recruiting qualified persons to new posts, their salary points will be done in terms of the Section 5 of Chapter VII in the Establishment Code.

10.3 *Recruitment to the Management Assistant - Technology Unit - 3 service cadre:*

10.3.1 Recruitment will be done to the relevant scheme for each post as mentioned under Section 4 of Chapter 1, through the following schemes :-

(i) Selection of qualifiers through external applicants by National Vocational Qualifications (N.V.Q.) Level 5 examination, structured interview and an interview for examining Qualifications as in relevant to the post to be recruited.

(ii) Selection of qualifiers through internal applicants for training by the results of a structured interview and an interview for examining qualifications.

(iii) Selection of Apprentices for the Training by an interview to examine the Qualifications.

10.3.2 Structured interview will be conducted to the external applicants who had Obtained Competency certificate by facing National Vocational Qualifications (N.V.Q.) Level 5 - examination. Recruitment of qualifiers will be done through an interview for examining qualifications, based on merits obtained in that.

10.3.3 Internal applicants for the training will be selected, based on the order of merits obtained in the structured interview. The selected applicants undergo three year (3) training period. They shall pass by facing to the National Vocational Qualifications - (N.V.Q.) Level 4 exam within 2 years period. At the end of three years (3) they shall face to the National Vocational Qualifications (N.V.Q.) Level 5 exam and only those who pass shall be recruited permanently for the relevant Posts. Those who fail, National Vocational Qualification (N.V.Q.) Level 4 or National Vocational Qualifications (N.V.Q.) Level 5, as is relevant, shall be sent back to their previous posts. They have got right to obtain salary and salary increments of their previous posts, during the training period. Where the persons who sent back to their previous posts, shall be placed on the relevant salary points by considering them employing continuously at those posts and the period of training shall be considered as an active service period of the post, when giving promotions.

10.3.4 Selected apprentices shall undergo three years (3) training period. They should face to the National Vocational Qualifications (N.V.Q.) Level 4 Exam and pass within the two years period. At the end of three years, should face to the National Vocational Qualifications (N.V.Q.) Level 5 Exam, and only the selected ones will be recruited permanently for the relevant posts. Those who fails to pass Level 5 examination, will no right for the further training or obtain permanent post respectively, Allowance will be given to them during the training.

10.3.5 Where any applicant at the time of selection for a post pass in National Vocational Qualifications (N.V.Q.) Level 4 exam and obtained certificate then no need to face National Vocational Qualifications (N.V.Q.) Level 4 Exam. Under above sections 10.3.3 and 10.3.4. Such applicant need not pass, National Vocational Qualifications (N.V.Q.) Level 5 Exam.

10.3.6 The Govt. Printer can afford another additional opportunity for those who fails to pass National Vocational Qualifications (N.V.Q.) Level 4 and National Vocational Qualifications (N.V.Q.) Level 5 exam. at ones; however the internal applicants and apprentices can be faced to these exams, during their service in the previous post and external, respectively as no extension is given for this training period.

10.3.7 Those who trained under above sections 10.3.3 and 10.3.4 will be appointed to the permanent posts based on the date of passing the National Vocational Qualifications (N.V.Q.) Level 5.

10.3.8 The headings considered in the structured interview, mentioned under the above 10.3.2 and 10.3.3 and the marks given for those headings will be determined through the board of interview. Which consist of the following members and will enforced after the approval of the Secretary.

01. Government Printer,
02. An Executive officer from the Govt. Printing Department,
03. An Executive Officer from the Ministry, the Govt. Printing Department belongs to.

10.3.9 *Recruitment ratio :*

Recruitment ratio for the each posts is stated below:

<i>Post</i>	<i>External Applicant</i>	<i>Internal Applicants</i>	<i>Apprentices</i>
Offset Litho print operator	50%	–	50%
Letter Press Operator	30%	30%	40%
Pre Print Planner	–	50%	50%
Computer Type Setter and Designer for Printing	–	50%	50%
Printing Finisher	30%	30%	40%
Print Technician	–	100%	–
Print Editor	Recruitment will be done in accordance with the rules and regulations under section 4.4.2 in the Appendix I.		

10.3.10 Recruitment done only for the Grade III Management Assistant Technology Cadre.

10.3.11 *Qualifications :*

Required qualifications for the recruitment for the posts are stated in the Appendix 1.

10.3.12 *Age Limit :*

- (i) Should not be less than 30 years and not more than 40 years of age for the external applicants.
- (ii) Should not be less than 22 years of age for the Internal applicants and the maximum age limit will not be permitted for them.
- (iii) Should not be less than 18 years and not more than 30 years of age for the Apprentices.

10.3.13 The qualifications mentioned under the above Sections 10.3.11 and 10.3.12, should be fully completed on every hand to the date stated in the notification of calling applications.

10.3.14 *Method of Recruitment :*

- (i) National Vocational Qualifications (N.V.Q.) Exam., structured interview and an interview for examining qualifications will be conducted in accordance with the relevant posts, as stated in the Sections 10.3.1, 10.3.2, 10.3.3, 10.3.4 and 10.3.5.
- (ii) Marks are given for the competency certificate given in the National Vocational Qualifications (N.V.Q.) exam, and for the Structured Interview and no marks are given for the interview, conducted to check the qualifications.
- (iii) National Vocational Qualifications (N.V.Q.) level 4 and Level 5 shall be conducted by the National Vocational and Tertiary Education Commission or as appropriately determined by the Commission.

(iv) Relevant Competency certificates will be given to the applicants who obtained, decided competency in the National Vocational Qualifications. 40% or more than that should be obtained to pass the structured interview.

(v) Method of recruitment based on the National Vocational Qualifications (N.V.Q.) Competency certificate mentioned under the above Sections 10.3.1, 10.3.2, 10.3.3, 10.3.4 and 10.3.5 shall undergo the amendments of the National Vocational and Tertiary Education Commission.

10.3.15 *Method of Calling Applications:* Applications are called from the External Applicants by publishing an advertisement in the *Gazette of the Democratic Socialist Republic of Sri Lanka* and in the Web site. Applications are called from the Internal Applicants by publishing an advertisement within the departmental premises and for the Apprentices, by publishing an advertisement by the National Apprentice and Technical Training Authority.

11. *Efficiency Bars and Act of Permanent :*

11.1 All the officers, who are recruited under this constitution shall pass the Efficiency Bar Examinations as stated below:-

11.1.1 Shall pass the 1st Efficiency Bar Examination as relevance to, before passing three years (3) having being appointed to the Grade III,

11.1.2 Shall pass the 2nd Efficiency Bar Examination as relevance to, before passing three years (03), having being promoted to the Grade II,

11.1.3 Shall pass the 3rd Efficiency Bar Examination as relevance to, before passing five years (05) having being promoted to the Grade I.

11.2 Efficiency Bar Examinations are conducted twice a year.

11.3 The relevance Efficiency Bar Examination shall be conducted by the officers with delegated powers given by the Appointing Authority or from the Institute approved by the Appointing Authority.

11.4 An officer can sit in one occasion or in separate occasions for the relevant subjects.

11.5 Shall obtain at least 40% marks to pass each question paper.

11.6 Relevant Syllabuses for the Efficiency Bar Examinations are stated in the 6th, 7th and 8th Appendix.

11.7 *Act of Permanent:*

11.7.1 An officer who appointed to Class III, Grade III based on the results of structured interview and National Vocational Qualifications (N.V.Q.) Certificate and Class I Grade III service based on the results of the Open Competitive Exam, should undergo three years (3) probation period. He/She will permanent in the service at the end of the probation period, if he/she pass the 1st efficiency bar exam, fulfill language competency and if he/she conduct his/her duties and behavior satisfactory within the probation period.

11.7.2 An internal officer, who appointed to Class III, Grade III based on National Vocational Qualifications (N.V.Q.) Competency Certificate and the results of structured interview and Class I Grade III service based on the results of the limited competitive exam. Shall undergo a one (1) year Acting period He/ She will permanent in the service period. If he/she conduct satisfactorily his/her duties and behavior within the Acting period.

12. *Official Language Competency :*

12.1 All the officers should obtain Language Competency in terms of the Public Administration circular No. 7/2007. The other official languages competency levels to be obtained by each service cadre are stated below.

<i>Service Cadre</i>	<i>Competency level to be Obtained in terms of the Public Administrative Circular No. 7/2007</i>
1. Executive Officer	Section 1
2. Supervisory Management Assistant Technology	Section 2
3. Management Assistant Technician - Unit 3	Section 2

12.2 *Official Language.* - The officers/employees who are recruited to the service through any other language medium except the Official languages should obtain the Official language competency within the probation period.

13. *Graded Promotions :*

Method of Graded Promotions, based on performance, shall consists of the following method :-

13.1 Promotion of Grade III to Grade II in the Executive Service Cadre.

13.1.1 Requirements that should fulfill by those who display general level performance -

- (i) Should have Permanent in the Appointment;
- (ii) Should have earned ten (10) salary increments and complete ten (10) active and satisfactory service period in Grade III service cadre on the date of qualifying for the promotion;
- (iii) Should have displayed satisfactory performance or higher than that within ten (10) years period previously on the date of promotion in accordance with the Approved Performance Evaluation Procedure;
- (iv) Should have completed satisfactory service within the immediately preceding five years (05) on the date of promotion;
- (v) Should have obtained the other official language competency in the relevant level;
- (vi) Should have passed relevant efficiency bar examinations on due date;
- (vii) Should have obtained a certificate after following fulltime course, not less than one year in the well recognized university like London College of printing or the Watford College of Technology or Manchester Metropolitan University or from a Printing Institute or should have obtained Higher Diploma Certificate for Printing Technology and Management.

13.1.1.1 *Method of Promotion:*

Where officers with fully completed Qualifications have made request for the Appointing Authority through the relevant specimen form, then the Appointing Authority, having verified the qualifications will promote to grade II, with effect from the date on which they qualify for promotion.

13.1.2 Requirements to be fulfilled by those who display special Performance Level:

- (i) Should have permanent in the appointment;
- (ii) Should have completed six years (06) active and satisfactory service period in Grade III service cadre and should have earned the six (06) salary increments due date, on the date of promotion ;
- (iii) Should have shown special performance within the preceding six (06) years period on the date of promotion in accordance with the approved performance evaluation procedure;
- (iv) Should have complete satisfactory service within the immediately during the five years (5) period on the date of promotion;
- (v) Should have obtained relevant level competency in other official Languages;
- (vi) Should have passed relevant Efficiency bar examination due date;
- (vii) Should have obtained a certificate after following fulltime course, not less than one an year in London college of Printing or Watford College of Technology or an recognized university like Manchester Metropolitan University or should have obtained Higher Diploma Certificate in Printing Technology and Management at Sri Lanka Printing Institute.

13.1.2.1 *Method of Promotion* : The officers who fulfilled above qualifications, can sit for a written Aptitude test conducted by an approved Institute by the Appointing Authority. Having made request, those who passed it, for the Appointing Authority through relevant specimen then the appointing Authority shall overfilled the qualifications. The officers who fulfilled other requirements completely, shall be promoted to Grade II, effective from the date of completing six years (06) from the date of appointing by the Appointing Authority. Syllabus and conditions for the Aptitude Test are stated in the 5th Appendix.

13.2 Promotion from Grade II to Grade I in the Executive Cadre.

13.2.1 *Qualifications to be Fulfilled:*

- (i) Should have obtained postgraduate in one field; in Printing /Engineering/ Computer/Management/ Science from an recognized University by the University High Commission;
- (ii) Should have earned seven relevant increments and completed seven active and satisfactory service period in Grade II service Cadre;
- (iii) Should have completed five (05) years satisfactory service preceding the date of qualifying for the promotion;
- (iv) Should have shown Satisfactory level performance or above that within seven (7) years preceding on the date of promotion in accordance with the approved performance evaluation procedure;
- (v) Should have passed relevant Efficiency Bar Exams due date.

13.2.2 *Method of Promotion* :

Where officers with fully completed qualifications having made request in a relevant specimen form for the Appointing Authority, then the Appointing Authority having verified the qualifications will promote to Grade I with effective from the date of qualifying.

13.3 Promotion from Grade I to Special Grade in the Executive Service Cadre:

13.3.1 The Officers in Class I Grade I, who completed the following requirements shall be promoted to the Special Grade by the Appointing Authority:-

- (i) Should have earned five (05) salary increments after promoting to the Class I, Grade I and completed five (05) years active and satisfactory service in Class I, Grade I.
- (ii) Should not have faced to any disciplinary punishment and should have a satisfactory service within five (05) years preceding the date of qualifying for the promotions.
- (iii) Having being satisfactory or higher level annual performance within five (05) years, preceding the date of qualifying for the promotions.
- (iv) Should have completed active service not less than eighteen years (18) in the Executive Service cadre on the date of qualifying for the promotions.

13.3.2 *Method of Promotion :*

- (i) Promotion to a special grade will be done by an Approved interview board, by the Public Service Commission on the results of interview.
- (ii) Seniority and Merits shall be considered by the Interview board.
- (iii) Promotion to a Special grade will be done, by the Public Service Commission in accordance with the number of vacancies existent.

13.4 Promotion from Grade III to Grade II in the Supervisory Management Assistant (Technology) and Management Assistant (Technology) service cadre.

13.4.1 *Those who display general level performance :*

13.4.1.1 *Qualifications to be fulfilled :*

- (i) Having being permanent in the appointment;
- (ii) Should be earned ten (10) salary increments and fulfilled at least ten (10) years active and satisfactory service in Grade III service cadre on the date of qualifying for the promotion;
- (iii) Should have displayed satisfactory performance level or higher than that within ten (10) years preceding the date of promotion, in accordance with the Approved performance evaluation procedure.
- (iv) Should have completed satisfactory service within five (05) years preceding the date of promotion.
- (v) Should have obtained the relevant level competency in other official languages.
- (vi) Should have passed relevant Efficiency bar exams. on the due date.

13.4.1.2 *Method of Promotion:*

Where officers with fully completed qualifications, to promote Grade II, having made request in a relevant specimen from for the Appointing Authority, then the Appointing Authority having verified the qualifications, will promote with effect from the date of qualifying.

13.4.2 Those who show Special Performance -

13.4.2.1 *Requirements to be Fulfilled:*

- (i) Appointment should be Permanent:
- (ii) Should have earned relevant six salary increments(06) on due date and completed active and satisfactory six years (06) service in Grade III service cadre, on the date of qualifying for the promotion.
- (iii) Should be shown special performance level, within the preceding immediately six years(06), in accordance with the approved evaluation procedure.
- (iv) Should have completed satisfactory service within five (05) years. preceding immediately on the date of promotion.
- (v) Should have obtained competency in other official languages in relevant level with the relevant period.
- (vi) Should have passed relevant efficiency bar exam on due date.

13.4.2.2 *Method of Promotion :*

Where the officers who fulfilled above qualifications, can sit for the written aptitude test conducted by institutes approved by the Appointing Authority. Appointing Authority will verify the qualifications having made request in a relevant form, from those who pass the exam. Officers who fulfilled other relevant qualifications, will be promoted to grade II with effective from the date of completing six (06) years from the date of appointing, by the Appointing Authority. Syllabuses and conditions of the Aptitude Test are stated in the Appendix five (5).

13.5 Promotion to Grade I from Grade II in the Supervisory Management Assistant, Technology and Management Assistant Technology Service Cadre:

13.5.1 Those who display general level performance:

13.5.1.1 *Qualifications to be fulfilled:*

- (i) Should have earned ten (10) salary increments and completed at least ten (10) years active and satisfactory service in Grade II service cadre on the date of qualifying for the promotion ;
- (ii) Should have completed satisfactory service within the preceding immediately five (05) years on the date of promotion;
- (iii) Should have display performance in satisfactory level or above that within the preceding ten (10) years on the date of promotion in accordance with the Approved performance evaluation procedure;
- (iv) Should have passed relevant efficiency bar exam. On due date.

13.5.1.2 *Method of Promotion:*

Where the officers who completed qualifications to promote to the Grade I, can request for the Appointing Authority in a relevant specimen form, then having made verification the qualification will be promoted with effect from the date of qualifying.

13.5.2 Those who display Special Performance -

13.5.2.1 *Qualifications to be Fulfilled:*

- (i) Should have earned relevant nine (9) salary increments on due date and completed nine (9) years active and satisfactory service in Grade II service cadre on the date of qualifying for the promotion;
- (ii) Should have completed satisfactory service within five (5) years preceding date of promotion;
- (iii) Should have displayed special performance within nine (9) years preceding in accordance with the Approved performance evaluation procedure;
- (iv) Should have passed relevant Efficiency bar exams on due date.

13.5.2.2 *Method of Promotion:*

Structured interview will be conducted by the Appointing Authority for the officers who fulfill the qualifications and, the those officers who gain 50% or marks or above from the structured interview will be promoted to Grade I with effect from the date of completing nine (09) years after promoting to the Grade II by the Appointing Authority.

Procedural marks and conditions relevant to the structured interview are stated in the Appendix 9.

13.6 Requests for promotions for all the grades should be forward in accordance with the specimen stated in the Appendix 10.

13.7 *Remarks:*

- (i) Should obtained at least 60% marks to pass the examination, which conducted, when giving promotions under Extraordinary performance. Further, the examination for promotion under the Extra Ordinary performance will be conducted once a years and an officer can sit only once.
- (ii) Where an officer unable to sit for the examination of promotion on due date under special performance, owing to Special reason beyond his control, he can sit for an aptitude test late. The date of promotion under Extra Ordinary performance for such an officer shall consider as the date of pass of that examination Confirmation for this should be obtained by the secretary.

Note : (Sit for the examinations for promotions under Extra- Ordinary performance.)

Opportunity has given to sit for the written Aptitude Test/Structured interview for promotions; to those who displayed satisfactory level or above performance at the Annual performance evaluation, which has been conducted at present, under Extra Ordinary performance, until introduce Extra Ordinary performance evaluation procedure by the Government.

14. *Appointment for the Posts :*

14.1 Appointment to the Govt. Printer post in the Printing Service:

Qualifications. - Should have been held the post of Additional Govt. Printer in the Printing Service.

Method of Recruitment. - Appointment shall be done by the Cabinet of Ministers.

14.2 Appointment to the Post of Additional Govt. Printer in the Printing Service :

Qualifications.- Should have been held Senior Deputy Govt. Printer in the special Grade in the Printing Service

Method of Recruitment.- Appointment shall be done by the Appointing Authority when any vacancy occurred in the post, on the basis of Seniority of the officer, who has got satisfactory service immediately preceding five years (5).

14.3 Appointment to the post of Senior Deputy Govt. Printer in the Printing Service:

Qualifications :- Should be an officer in the Class I Grade I or Special Grade in the Printing Service.

Method of Recruitment :- Appointment shall be done by the Appointing Authority when any vacancy occur in the post on the basis of Seniority of the officer, who has got satisfactory service immediately preceding five years (5).

14.4 Appointment to the post of Deputy Govt. Printer in the Printing Service:-

Qualifications.- Should have a Class I Grade II officer in the Printing Service.

Method of Recruitment .- Appointment will be done for the officers who promoted Class I Grade II to the Post of Deputy Government Printer by the Appointing Authority.

14.5 Appointment to the post of the Assistant Govt. Printer in the Printing Service:

Method of Recruitment .- Appointment will be done for the Grade III, Executive cadre in the Printing Service under section 10 on the basis of number of vacancies occurred in accordance with the order of merits by the Appointing Authority.

14.6 Appointment to the Post of Head Foreman/Head Printing Editor:

Qualifications .- Having being held the post of Class II Grade I or Class II Grade II or Class II Grade III Head Foreman/Head Assistant Printing Editor in the Printing Service.

Method of Recruitment .- Appointment will be done when any vacancy occurred, in the Post of Head Foreman/Head Printing Editor in any section, from the officers who had been held the Head Foreman/Head Assistant Printing Editor in relevant sections, and with satisfactory service immediately preceding five (5) years on the basis of the seniority of the officer.

15. *Intermediate Rules*:

15.1 Promotions and the Internal recruitments, which has been started in terms of the previous Minute before effecting of this Minute, should be finished enacting, within one year after approving this minute.

15.2 The requirements of having pass efficiency bar exams, obtain language competency and obtain Post Graduate which need for the graded promotions under this Minute, should be enacted completely after 4 years this minute has been started to operate.

15.3 Where any officer who had appointed to a post, stated in the previous Minute, before enacting this Minute and no relevant post under this Minute, he/she can be appointed to a suitable post under this Minute, and it should be enacted completely within two (2) years period. After approving this Minute.

15.4 Upto five (5) years, after approving this minute, the selection of internal applicants for the posts of Letter Press Operator and Pressman, mentioned under section 9 of the minute, then pass a course, not less than a year relevant to the post conducted by the Govt. Printing Institute, will be sufficient for them to appoint for the permanent posts. When recruiting after five (5) years of approving this minute for the posts mentioned above it should be done in terms of the section 10.3 of this minute.

15.5 *Promotion to the Extra - Ordinary Grade*:

Promotion to Extra - Ordinary grade shall be done in terms of the section 13.3 in this service minute.

16. *Absorption to the Printing Minute:*

The Grades and Posts, published in the *Extra Ordinary Gazette* of the *Democratic Socialist Republic of Sri Lanka* No. 486/7 and dated 28th December 1987, under the minute of Sri Lanka Printing, submissively absorbed in terms of the provisions in the Section 4 of the Chapter VII in the Establishment Code, to the Grades under this minute as shown below. However the date of salary increment shall not change due to the absorption and the date should effect unchanging as the date of salary increment as earlier, before the absorption. Likewise at the Salary change where on the similarity between the salary step being earned at last to the new salary step going to be earned by the relevant person, then staging him/her to the next above salary step should not be done in accordance with the Section 4.4 of the Chapter VII in the Establishment Code :-

16.1 The officers who has been employed in Class III Grade III service on the date of effect of this minute, shall be absorbed to Class III, Grade III ;

16.2 The officers who have been employed in Class III Grade II service on the date of effect of this minute shall be absorbed to Class III Grade II ;

16.3 The officers who have been employed in Class III Grade I service on the date of effect of this minute shall be absorbed to Class III Grade I ;

16.4 The officers who have been held the Post of Head Foreman (Foreman) and the Post of Assistant Head Reader under Class III Grade II on the date of effect of this minute shall be absorbed to Class II Grade II ;

16.5 The officers who have been held the Post of the Head Foreman (Foreman) and Chief Assistant Head Reader, on the date of effect of this minute shall be absorbed to Class II Grade I ;

16.6 The officers who have been employed under Class II Grade I, on the date of effect of this minute, will be absorbed to Class I Grade III ;

16.7 The officers who have been employed under Class I Grade II, on the date of effect of this minute, will be absorbed to Class I Grade II ;

16.8 The officers who have been employed under Class I Grade I, on the date of effect of this minute, will be absorbed to Class I Grade I ;

16.9 The officer who has been held the Post of Govt. Printer in Special Grade on the date of effect of this minute will be considered as the officer who has absorbed to the Post of the Govt. Printer in Special Grade.

17. *Other Conditions:*

17.1 All the officers who are recruited under this service minute shall bound to discharge rules and regulations in the Establishment Code and Financial Regulations Code of the Democratic Socialist Republic of Sri Lanka and the orders regulations procedural rules enacted by the Public Service Commission, Departmental Orders and the rules and regulations issued by the Govt. from time to time.

17.2 Public Service Commission shall do the interpretations for the facts stated in this service minute. Public Service Commission has got power to decide the where there is no provisions provided in this Minute.

In the event of any inconsistency between the Sinhala, Tamil and English texts of this Minute, the Sinhala text shall prevail.

Appendix One

RECRUITMENT TO THE POSTS

1. General Qualifications for the recruitment of all the Posts:

- (i) be a Sri Lankan Citizen.
- (ii) be a good health and sound health.
- (iii) should not be a clergy of any religious chapter.

2. Recruitment to the Executive Service Cadre III

2.1 For External Applicants:

Educational Qualifications -

(i) For the Post of Assistant Government Printer (Production):

- (a) Should have obtained a Science Degree with Chemistry/Computer Science (as main subject) Degree in Printing Technology or with class from, recognized university by the University High Commission; or
- (b) Should have obtained a Degree in Printing Engineering or Engineering (Mechanic/ Electric/ Telecommunication/ Electronic/ Production); or
- (c) Should have followed (02) Print Technology Courses in the Sri Lanka Printing Institute and have five (05) years service in the Government Printing Department with a Science Degree. (Duration of a Course should not less than one year).

(ii) For the Post of Assistant Government Printer (Maintenance - Printing Mechanical/ Maintenance - Printing Electronic):

- (a) Should have obtained an Engineering Degree (Mechanic/ Electric/Telecommunication/ Electronic) from recognized University by the University High Commission.

2.2 For Internal Applicants -

Qualifications:

(i) For the Post of Assistant Government Printer (Production):

- (a) Should be an officer who has been held a Post of the Head Foreman or Grade II Head Foreman in the Printing Service; and
Should have obtained Certificates, after following 2 Courses in Printing, in the Sri Lanka Printing Institute or in recognized institute; (Duration of a course should not less than one year); or
- (b) Should be an officer who has been held a post of the Head Printing Editor or Printing Editor Grade II in Printing Service; and
Should have obtained certificates after following 3 courses in Printing in the Sri Lanka Printing institute or in recognized institute. (Duration of a course should not be less than one year).
- (c) Should have completed satisfactory service within five (05) years, proceeding immediately on the final date of closing applications.

(ii) For the Post of Assistant Government Printer (Maintenance):

- (a) Should be an officer who has been held the Head Foreman (Maintenance) or Grade II Head Foreman (Maintenance) in the Printing Service;
- (b) Should have obtained certificates after following 02 courses in Printing in the Sri Lanka Printing Institute or in recognized Institute. (Duration of a course should not be less than one year); or
Should be a Foreman (Head Foreman) in Grade I, with ten (10) years consolidated experience in the Grade I or Grade II Foreman Posts.
- (c) Should have completed satisfactory service within the five (05) years preceding immediately on the final date of closing applications.

(iii) For the post of Assistant Government Printer (Printing Editor):

- (a) Should be an officer who has been held the Head Printing Editor or Grade II Printing Editor in the Printing Service; and
Should have obtained certificates after following 2 courses in printing in the Sri Lanka Printing Institute or in recognized Institute; (Duration of a course should not be less than one year)
- (b) Should have completed satisfactory service within the five (05) years preceding immediately on the final date of closing applications.

03. Recruitment to the Grade III, Supervisory Management Assistant Technology Service Cadre:

Qualifications:

- (i) Should be an officer in Class III Grade I or an officer who has been completed five (05) years service in Class III Grade II in the Printing Service.
- (ii) Should have completed satisfactory service within the five (05) years, preceding immediately on the final date of closing applications.
- (iii) Should have obtained certificates after following 02 courses in Printing in the Sri Lanka Printing Institute or in other recognized Local/International Institute;
(One of this Course, should be relevant to the Post)

04. Recruitment to the Grade III Management Assistant Technology Service Cadre:

Qualifications:

4.1 Offset Litho Print Operator:

4.1.1 For the External Applicants:-

- (a) Should pass six (06) Subjects at once including at least credit passes for four (04) subjects, inclusive of Mathematics, Language medium, out of the Sinhala/ Tamil/ English language, science at the G.C.E. (O/L) Examination;
- (b) Should have obtained not less than ten (10) years experience in relevant field in recognized Institute;
- (c) Should have obtained a Certificate of Competency at N.V.Q. Level 4 in relevant to the field.

4.1.2 For the Apprentices -

- (i) Should pass G.C.E (O/L) as stated under the above section 4.1.1(a);
- (ii) Should pass all the subjects (except Common General Test) in science subjects stream at G.C.E. (A/L) examination, at once (It will be sufficient to pass three (03) subjects under the old syllabus).

4.1.3 50% out of the external applications and 50% out of the Apprentices as a ratio shall be recruited, when recruiting to these posts. However the Govt. Printer can recruit, the number from the other group where there is no sufficient qualified applicants.

4.2 Off Set Printing Machine Operator:

4.2.1 For the External Applicants -

- (a) Should pass six (06) subjects at once at least with credit passes for four (04) subjects inclusive of Mathematics, Language medium, out of the Sinhala/ Tamil/English language, science at the G.C.E.(O/L) Examination;
- (b) Should have obtained not less than ten (10) years experience in relevant field in a recognized Institute;
- (c) Should have obtained a certificate of competency at N.V.Q. level 4 in relevant to the field.

4.2.2 For the Internal Applicants -

- (a) Should have obtained not less than five (05) years experience in the Greaser Post with not less than fifteen (15) years service in the Department.

4.2.3 For the Apprentices -

- (i) Should pass G.C.E. (O/L) Examination as stated under the above section 4.2.1 (a);
- (ii) Should pass all the Subject (except general Common Test) in science stream at once at the G.C.E.(A/L) examination. Pass three (03) subjects at once under the old syllabus will be sufficient);

4.2.4 30% out of the external applicants 30% out of the internal applicants, 40% out of the apprentices, as a ratio, shall be recruited, when recruiting for these posts. However the Govt. Printer can recruit the number from the other group, where there is no sufficient applicants with qualifications in any group.

4.3 Pre-Printing Planner:

4.3.1 For the Internal Applicants :

- (a) Should have obtained at least credit passes for two (02) subjects and passed six (6) subjects inclusive of Mathematics, Language medium, out of the Sinhala/ Tamil/ English languages at the G.C.E. (O/L) examination;
- (b) Should have completed service not less than seven (07) years in the Department.

4.3.2 for Apprentices:

- (a) Should pass six (06) subjects at once at least credit passes for four (04) subjects inclusive of Mathematics, Language medium out, of the Sinhala/Tamil/ English Languages, science, at once at the G.C.E.(O/L) examination;

(b) Should have passed all the subjects (Except General Common Test) at once at the G.C.E. (A/L) examination. (Pass three (03) subjects at once under the old syllabus will be sufficient)

4.3.3 50% out of the Internal applicants, 50% out of the Apprentices as a ratio shall be recruited, when recruiting these posts. However, the Govt. Printer can recruit the number from the other group, where there is no sufficient applicants, with qualifications in any group.

4.4 Printing Editor:

4.4.1 For all the Applicants:

(a) At the G.C.E. (O/L) Examination -

(i) A credit pass in Sinhala/ Tamil an English subjects;

(ii) Should have passed in six subjects at once with credit passes for four (04) subjects inclusive of credit pass for the subject of Mathematics.

(b) At the G.C.E.(A/L) Examination -

(i) Should have passed all the subjects at once with credit pass for Sinhala/ Tamil and English subjects. (pass in three (03) subjects under the old syllabus will be sufficient)

(ii) Where there is a general pass for the subjects English at the G.C.E.(A/L) Examination or where there is no pass for the subject English at the G.C.E.(A/L) then Grade A or B Pass should be obtained for that subjects at the G.C.E.(O/L) examination.

(c) Applicants with the Qualifications mentioned under above (b) II, shall be considered, where there is no sufficient number of the applicants with qualifications which mentioned under the above section (b) (i).

4.4.2 Selection will be done after calling application from the internal applicants at first for this post. where there is no sufficient number of qualified internal applicants to fill the vacancies then, applications are called from the apprentices and external applicants and the vacancies will be filled.

4.4.3 The recruited ones from the external applicants, for this post, will be recruited as Trainee at first Selection of trainees will be done as decided by the Appointing Authority, through competitive test and an interview to examine the qualifications. The rules and regulations, mentioned in the section 10.3.4 of the minute shall be relevant to the selected trainees through this.

4.5 Computer Type Setter and Printing Designer:

4.5.1 For the Internal Applicants -

(a) Should have passed six (06) subjects including at least two (02) Credit passes inclusive of a credit pass for Mathematics, Medium Language out of the languages, Sinhala/ Tamil/ English at the G.C.E.(O/L) examination;

(b) (i) Should have passed all the subjects at ones (except the general common test) including Sinhala/ Tamil language at the G.C.E.(A/L) examination (pass in three (03) subjects at once under the old syllabus is sufficient);

(ii) Should have obtained a credit pass for English language in any occasion at the G.C.E. (O/L) examination, where that subject had not passed at the G.C.E. (A/L) examination mentioned in the section (b) (i).

4.5.2 For the Apprentices -

- (a) Should have passed six (06) subjects at once including credit passes at least for four (04) subjects inclusive of mathematics, Medium language out of the language, Sinhala/ Tamil/ English at the G.C.E. (O/L) examination;
- (b) (i) Should have passed all the subjects at once (except the general common test) at the G.C.E. (A/L) Examination (pass in three subjects at once under the Old syllabus is sufficient);
- (ii) Should have obtained 'A' grade pass in any occasion at the G.C.E. (O/L) for the subjects of Sinhala/ Tamil and English Languages where those subjects had not passed at the G.C.E. (A/L) examination, mentioned in the section (b) (i);

4.5.3 50% out of the internal applicants, 50% out of the apprentices for recruiting these posts as a ratio are recruited. However, the Govt. Printer can recruit the number from the other group where there is no required number of the qualified applicants in any group.

4.6 Printing Finisher:

4.6.1 For the External Applicants -

- (a) Should have passed six (06) subjects at once, including credit passes at least four (04) subjects including of Mathematics, medium language, out of the Sinhala/ Tamil/ English language at the G.C.E (O/L) examination;
- (b) Should have obtained experience not less than ten (10) years in relevant to the field at a recognized institute;
- (c) Should have obtained a competency certificate at N.V.Q. level 4, relevant to the field.

4.6.2 For the Internal applicants -

- (a) Should be an officer in Grade II Printing Aid service or above grade who completed not less than fifteen (15) years active service in the Department.

4.6.3 For the Apprentices -

- (a) Should have passed G.C.E. (O/L) examination as mentioned above under section 4.6.1 (a);
- (b) (i) Should have passed all the subjects at once at the G.C.E. (A/L) examination. (pass three (03) subjects under the old syllabus is sufficient)

4.6.4 30% out of the external applicants, 30% out of the internal applicants 40% out of the apprentices as a ratio are recruited for these posts. However, the Govt. Printer can recruit the number from other group, where there is no required number of the qualified applicants in any group.

4.6.5 Selection of the internal applicants for this post shall be done on the results of the structured interview. The rules and regulations related to the structured interview is mentioned in the section 10.3.8 of the Minute, are applied.

4.7 Printing Technician :

4.7.1 For the Internal Applicants :

- (a) Should have obtained two (02) credit passes at least for two subjects and passed six (06) subjects inclusive Mathematics, Medium Language; out of the Sinhala/ Tamil/ English languages at the G.C.E. (O/L) Examination;
- (b) Should have completed not less than five (05) years service as a Fitter/ Electrician in the Department;

4.7.2 Selection of the internal applicants for this post shall be done on the results of the structured interview. The rules and regulations, related to the structured interview, is mentioned in the Section 10.3.8 of the Minute, are applied.

05. Applicants shall proved the payments of contribution to the Employers Trust Fund/ Pension scheme for their service, within the ten year service, as mentioned in the above Sections 4.1.1(b), 4.2.1(b),4.6.1(b).

Appendix Two

1. Open competitive examination for the recruitment to the Grade III Executive Service Cadre in the Printing Service.

1.1 Written Examination held in the following subjects:

- (a) Comprehension - two hours - 100 marks
- (b) General Aptitude - one hour - 100 marks
- (c) General knowledge - two hours - 100 marks

Each applicant should sit for all the papers. At least 40% marks should be obtained to pass a paper. Those who obtained the highest marks shall be called for an interview by considering the number of vacancies occurred at present, then qualified persons are selected. The Public Service Commission shall decide the number to be appointed at a time .

1.2 Syllabus :

- (a) *Comprehension* - This paper means, to express idea of a few short sentences in one sentence, to supply meanings for the under noted terms, to select the most appropriate expression to the facts included in the given paragraph among the optional expressions, to answer the questions by referring to the given paragraph and to measure the capability of applicant to understand the meaning and express clearly by forwarding; the main ideas included in a much complex paragraph in a Document or in a Memorandum in their own words.
- (b) *General Aptitude*:- This paper expects to measure, applicants intelligence, and power of understanding through checking their conclusions and reactions related to the given problems, within the literal, numeral and figurative composition.
- (c) *General Knowledge*.- This paper means to measure applicants apprehending and perceiving, in Political, Social, Cultural and Economical environment in Sri Lanka inclusive of the surrounding in which the applicant live Nationally and Internationally important modern facts as well as relevant Scientific and Technical development and the subject of printing. The applicants have got opportunity to select questions, preferable among the number of questions.

Appendix Three

1. The Limited Competitive Examination for the recruitment to the grade III Executive Service Cadre in the Printing Service.

1.1 Written examination is held in the following subjects:

- (a) General Administration - 3 hrs - 100 Marks
(b) Printing Technology - 3 hrs - 100 Marks

Every applicants should sit for both papers and should obtain at least 40% marks for each question paper to gain qualification. The qualified persons shall be called for an interview by considering the number of vacancies occurred, The selected number shall be determined by the Public Service Commission.

1.2 *Syllabus:*

(a) *General Administration:-* Questions consist of the rules and regulations in the Establishments Code, Public Service Commission Procedural rules and Departmental Orders to check its knowledge and apprehension.

(b) Printing Technology:

(i) Pre-Printing

- Type setting
- Lay outing papers
- Creating computer designs
- Works in process camera
- Planning and lay-outing by using film roles
- Ripping
- Setting images
- Forming Plates
- Forming polymer plates

(ii) Printing

- Printing Offset Litho papers
- Print Offset Litho Web
- Print Letter Press Forms
- Print Letter Press Rotary

(iii) Post-Printing

- Cutting
- Folding, Gathering and Inserting
- Wiring, Sewing sections and Perfect Binding
- Forming case covers
- Making Ledgers
- Foiling
- Re-binding and special binding works

(iv) Other

- Cutting using dye, Blind Embossing
- Foil Laminating, Creasing and Perforating
- Costing and Estimation
- Security Printing

- (v) Future Requirements
Setting Plates
Print Continuous Stationery
Digital Printing

- (vi) Compiling
Pre-Editing
Proof- Reading
Examining Machine Proofs

- (vii) Maintaining and repairing machines and machine parts in the equipments,
Maintaining and repairing machines and Electric parts in the equipments,
Maintaining and repairing machines and electronic parts in the equipments,
Maintaining and repairing computer and electronic parts,
Maintaining and repairing buildings (including electric parts),
(Applicants are given opportunity to answer four (04) questions from four (4) preferable parts out of the presented questions from the each part mentioned above).

Appendix Four

1. Structured interview for the recruitment to the Supervisory Management Assistant (Technology) service cadre.

<i>Headings for giving marks</i>	<i>Amount of Maximum Marks</i>
<i>(a) Seniority and Experience:</i>	50
(i) 05 marks per year for the active service in Grade III/I	
(ii) 1 mark per each year to be approached, after 5 years fulfilling qualifications for the active service in Grade III/II	
When considering the service, the period of suspended increments will be deducted.	
<i>(b) Additional Qualifications:</i>	35
(i) For science/computer Degree - 20	
<i>Training Courses in a Recognized Printing Institute -</i>	
(i) for a Higher Diploma certificate in Printing Technology - 15	
(ii) should have obtained a certificate after following a course not less than 12 months in Printing Technology - 20 (10 marks per one course)	
(iii) Should have obtained a certificate after following a course not less than 06 months in Printing Technology - 15 (05 marks per course)	
<i>(c) Performance:</i>	10
(i) Within foregone 05 years - 02 marks per performance of 'very good' 01 mark per performance of 'good'	
<i>(d) Merits/ skills displayed at the interview</i>	05
Total	<u>100</u>

Appendix Five

1. *Aptitude Test* :

- (a) A written aptitude test will be held to promote (from Grade II to Grade I and from Grade III to Grade II) for those who show an Extra Ordinary performance in an executive, Supervisory Management Assistant (Technology) and Management Assistant (Technology) service cadre inclusive of the service.
- (b) At least 60% of marks should be obtained for pass this test. Further the promotion test under an Extraordinary performance will be conducted once a year and an officer can sit only once.
- (c) Where an officer was unable to sit for the promotion test under special performance on due date, owing to a special reason beyond his control the officer can sit for the Aptitude test which conduct afterwards. For such an officer , the date of pass that test will be considered as the date of promoting under the Extra Ordinary performance. For this, the Appointing Authority should obtain relevant permission from the secretary to the Ministry.
- (d) Syllabus -
This is a limited aptitude test to measure the acquirement of knowledge, skills and aptitudes as well as expected competency required for performing all the duties enforced to him with efficient beyond the level of general efficiency.
- (e) Written Question paper - Duration 1 1/2 hrs.

Appendix Six

1. The Efficiency bar examination for the Executive Officers

1.1 The 1st efficiency bar examination;

1.1.1 This examination consists of the following subjects;

- (a) Administration - 3 hrs - 100 marks
(b) Financial Methods - 3 hrs - 100 marks

1.1.2 Syllabus

(a) Administration:

(i) Office methods :

Knowledge of the rules and regulations included in the following chapters of the Establishments code will be examined. IV, V, VII, VIII, IX, XI, XII, XIII, XV, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII.

(ii) Procedural rules of the Public Service Commission.

(b) Financial methods in the Public Sector;

- (i) Knowledge of rules and regulations included in the Volume I of the Financial Code (Except chapter IX and X);
(ii) Govt. Procurement Procedure.

1.2 The 2nd efficiency bar examination:

1.2.1 This examination consists of the following subjects:

- (a) English Language;
(b) Computer Literacy.

1.2.2 Examination Procedure:

(a) English Language

- (i) Grammar in English;
- (ii) Comprehension (answer questions reference to a given context);
- (iii) Ability of expression (Write essay, reference to a given topic)

(b) Computer Literacy

It will be necessary to obtained a certificate by following a course to pass these subjects.

- (i) Should have obtained a certificate by following a computer course in not less than six month in an Institute recognized by the Tertiary and Vocational Education;
- (ii) Should have obtained a certificate in computer Diploma given by the National Business Management Institute;
- (iii) Should have obtained a certificate in Computer Diploma given by an University;
- (iv) Should have obtained a certificate in Computer Diploma, presented by an institute, recognized by the University High Commission as a Higher Education Institute;
- (v) Should have obtained a certificate by following other computer course, not less than one year, and recognized by the Appointing Authority.

1.3 The 3rd Efficiency Bar Examination:

1.3.1 This examination consists of the following subjects:

- (a) Management and Organization Methods;
- (b) To present project report in Printing Technology.

1.3.2 Examination Procedure:

(a) Management and Organizational methods -

- (i) Principals in the Management and Organization methods;
- (ii) Methods and Techniques in the Strategic Management.

(b) *Compile Project report relevant to Printing technology.* - Present compiled project not less than 3,000 words on a topic relevant to the Printing technology, given by the Government Printer

Appendix Seven

01. The Efficiency Bar Examination for Supervisory Management Assistant Technology Officers

Examination Procedure.- Written examinations will be conducted by the Appointing Authority to examine the knowledge of the officers in relevant subjects. At least 40% marks should be obtained for each subject to pass these examinations.

1.1 The First Efficiency Bar Examination:

1.1.1 This examination consists of the following subjects:

- (a) General administration;
- (b) Technical Skills.

1.1.2 *Syllabus* :

(a) *General Administration* -

This is an examination to examine the knowledge of regulations included in the chapters II, IV, VII, VIII, XII, XIII, XXIV, XLVII and XLVIII in the Establishments code and Public Service Commission Procedural rules.

(b) *Technical Skills* -

This Examination, will examine the knowledge in Printing Technology works used in the department under the main activities in Pre-Printing, Printing and Finishing.

1.2 The 2nd Efficiency Bar Examination:

1.2.1 This examination consists of the following subjects :-

- (a) Management Principals ;
- (b) English Language.

1.2.2 *Syllabus*:

(a) *Management Principle* -

The knowledge in Planning, deciding, Organizing, Staffing, Leading, Motivating, the Management levels and Participation management will be examined.

(b) *English Language* -

Capability of handling grammatical language, apprehending and expressing will be examined.

1.3 *The 3rd Efficiency Bar Examination* :

1.3.1 This examination consists of the following subjects :-

- (a) Financial Regulation ;
- (b) Printing Technology.

1.3.2 *Syllabus* :

(a) *Financial Regulation*

Perception of knowledge - the facts included in the following section in the Financial Regulations:

F.R 6 - 79 Annual Expenditure Assessment

F.R 82 - 85 Annual Income Assessment

F.R 101 - 113 Loss and Abandons

F.R 124 - 128 Chief Counting Officer, Counting Officer

F.R 133 - 134 Internal Audit

F.R 135 - 137 Delegate Powers, Approval, Certification and Payment

F.R 165 - 189 Receiving

F.R 200 - 289 Payments

(b) *Printing Technology* :

Should have obtained a certificate after following a course not less than 12 months, conducted by the Printing Institute in Printing Technology, to pass these subjects.

Appendix Eight

01. *Efficiency Bar Examination for the Management Assistant Technology Officers :*

1.1 *The 1st Efficiency Bar Examination -*

1.1.1 This examination consists of the following subjects:

- (a) General Administration - 2 hrs - 100 Marks
- (b) Practical Knowledge in the relevant field - 100 Marks

1.1.2 *Syllabus :*

(a) *General Administration :*

Knowledge in Public Service Commission Procedural rules, rules and regulations included in the II, IV, VII, VIII, XII, XIII, XXIV, XLVII and XLVIII chapters and Internal Orders.

(b) Practical Knowledge in the relevant field:

Knowledge and understanding in the officers relevant to the field shall be examined by a committee appointed by the Government Printer

1.2 The 2nd Efficiency Bar Examination:

1.2.1 This Examination consists of the following Subjects;

- (a) English Language - 2 hrs - 100 Marks
- (b) Printing Technology - 2 hrs - 100 Marks

1.2.2 *Syllabus :*

(a) English Language -

This test is to examine the knowledge and capability of understanding general grammar in English language.

(b) Printing Technology -

Should have obtained a certificate after following a course in Printing Technology in not less than six months, conducted by the Printing Institute of Sri Lanka, to pass these subjects.

1.3 The 3rd Efficiency Bar Examination:

1.3.1 This Examination consists of the following Subjects:

- (a) General Administration - 2 hrs - 100 Marks
- (b) Financial Regulation - 2 hrs - 100 Marks

1.3.2 *Syllabus :*

(a) *General Administration -*

The knowledge in rules and regulations included in the Public Service Commission Procedural, rules in the chapters of the Establishment code relevant in the 1st Efficiency Bar Examination under the General Administration.

(b) *Financial Regulations -*

Knowledge in the facts included in the following chapters in the Establishments Code:

F.R - 124 - 128 - Chief Counting Officer, Counting Officer

F.R - 133 - 134 - Internal Audit

F.R - 135 - 137 - Delegating Powers, approval, certification and payment

F.R - 165 - 189 - Receiving

F.R - 200 - 298 - Payments

Appendix Nine

Structured Interview conducted, to promote from Grade II to Grade I in the Supervisory Management Assistant Technician and Management Assistant Technical Service Cadre under the Extra - Ordinary Performance.

- 01. Authority who conduct the interview - Govt. Printer
- 02. The interview conduct once a year on the requirement
- 03. Marks procedure at the interview:

<i>Areas for which Marks are awarded</i>	<i>Maximum Marks</i>	<i>Passed Marks</i>
1. For the Special Contribution given to the institute, when performing duties (05 marks for each contribution)	50	50%
2. Performance Evaluation (for preceding immediately 05 years on the date of promotion) Very Good - 09 Marks Good - 06 Marks Satisfactory- 03 Marks	45	
3. Skills displayed in the interview	05	
	100	

Appendix Ten

Address :

Date :

From.....

To : Govt. Printer,

Request for the Grade Promotion in the Printing Service

- 01. Full Name:
- 02. Post held at Present:
- 03. Class and Grade belongs:
- 04. Class and Grade requests for the promotion:

Having being employed in the ClassGrade..... in the Printing Service at present, I have fulfilled all the qualifications, required, to promote Class Grade..... mentioned in the relevant service Minute. Therefore I kindly request the promotion to the Class..... Grade.....

Signature:

Name:

Designation:

07-209