

THE SCHEME OF RECRUITMENT OF THE PROVINCIAL DRIVER'S SERVICE
-EASTERN PROVINCE-

01. Name : This Scheme of Recruitment shall be cited as the Scheme of Recruitment of Eastern Provincial Drivers' Service.

02. Effective Date : This Scheme of Recruitment shall come into force with effect from 01.07.2013

03. Particulars of the Appointing Authority :

3.1 Appointing authority : Deputy Chief Secretary (Administration), Eastern Province.

04. Particulars on the Category of Service.

4.1 Category of Service : Primary Level Skilled.

4.2 Grades : Grades III, II, I and Special

4.3 General definition on the role assigned:

This is a category of service consisting of persons assigned with functions that require industrial/technical/vocational skills supported by an industrial training certificate/proficiency certificate at level four (04) of the National Vocational Qualifications (N.V.Q.) as determined by the Tertiary and Vocational Education Commission from among the basic tasks such as construction, maintenance, repairs and lighting which are supposed to be the basic requirements for the execution and conduct of the activities entrusted with the institutions and of persons holding a motor vehicle driving license issued by the Commissioner General of Motor Traffic as required for the transporting purposes.

4.4 **Assignment of Duties :**

Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill.

05. Nature of the Post : Permanent and Pensionable

06. Definitions

6.1 The term "Scheme of Recruitment" shall mean the Scheme of Recruitment of the Eastern Provincial Drivers' Service.

6.2 The term "Secretary" shall mean the Deputy Chief Secretary to the Department of which the subject of Eastern Provincial Public Administration is assigned.

6.3 The term "Service" shall mean the Eastern Provincial Drivers' Service.

6.4 The term "Period of Active Service" shall mean a period of service during which an officer has actually engaged himself in duties receiving the salaries pertaining to his post. All periods of no pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.

- 6.5 The term “Effective Date” shall mean 01.07.2013.
- 6.6 The term “Period of Satisfactory Services” means a period during which a public officer has earned all the increments due to him efficient and diligent discharge of his duties, by passing over the efficiency bars due on him on the prescribed dates and by fulfilling qualifications required for his conformation and has not committed any punishable offence.
- 6.7 The term “Due Date” means the date on which the respective efficiency bar is due to be passed over. In grade promotions, officers who pass over their efficiency bars on or before the due date are entitled to have promotions as set out in the scheme of requirement. The date of promotion of officers who do not pass over their efficiency bars on due date should be deferred by a period equivalent to the amount of the time they spent being related for passing over of such efficiency bars.

Example :- Where an efficiency bars passable within Three (03) years is met with success in Four (04) years, the promotion due in Ten (10) years will take effect only after Eleven (11) years.

07. Salary

7.1 **Salary Code** : PL -03 – 2006 (A)

7.2 **Salary Scale** : Rs. 12,470 – 10x130 – 10x145 – 10x160-12x170 - 18,860

7.3 Initial Salary Step pertaining to grade system:

Grade	Initial Salary Step	Initial Salary Point (Rs.)
III	01	Rs. 12,470/-
II	12	Rs. 13,915/-
I	22	Rs. 15,380/-
Special	32	Rs. 16,990/-

08. Post /Posts associated with the category of service:

8.1 Approved titles of posts, approved cadre and the duties assigned:

Approved titles of posts	Grade for which the post is approved	Duties
Driver	III,II,I and Special	Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill.

8.2 Combined Cadre :

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

09. Method of Recruitment

9.1 Percentages of Recruitment :

Stream	Percentage
Open	100%

9.2 Open Recruitment:

9.2.1 Grade at Recruitment : III

9.2.2 Qualification :

9.2.2.1 Educational Qualifications :

Should have passed the G.C.E (Ordinary Level) Examination in six (06) subjects with at least two (02) credit passes including Sinhala/Tamil language at not more than two (02) sittings.

9.2.2.2 Vocational/Professional Qualifications:

A valid Driving License issued by the Commissioner General of Motor Traffic for driving “B” and “C” Categories of Vehicles. (Old Driving License issued for “C,C1” and “B” category also acceptable)

9.2.2.3 Experience:

Drivers should have at least Three (3) years of experience as a Driver, after obtaining the Driving License. (Should be supported by the certificate)

9.2.2.4 Physical Fitness :

All the candidates should have the physical health and good eye-sight so as to perform duties during day and night.

9.2.2.5 Others :

- i. Should be a citizen of Sri Lanka.
- ii. Should have had at least Three (03) years continuous permanent residence in the Eastern Province within the Six (06) years immediately prior to the date of closing of application.
- iii. Candidates shall be of excellent character.
- iv. Should be of the minimum height of 5 feet..
- v. Should have a fair knowledge on the Highway Code.
- vi. Should 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 Limit : 18 yrs

9.2.3.2 Maximum Limit : 45 yrs

Note: Maximum age limit will not be applicable for officers holding a permanent post in the Provincial Public Service in Eastern Province.

9.2.4 Method of Recruitment : Recruitment will be made on the results of Written Exam & Trade Test.

9.2.4.1 Written Examination

Subjects	Duration	Maximum Marks	Passable Marks
(i) Aptitude Test	01 hour	100	40 %
(ii) General Knowledge	01 hour	100	40%

(i) Aptitude Test

This paper tests the logical thinking, analytical skills, decision making skills and mathematical skills of the applicant in average level.

(ii) General Knowledge

This paper includes questions to test the knowledge of the applicant regarding the National & International Transport System, Driving ethics, General Knowledge to Road sign & Traffic Rules, National & International Transport Issues, Timely Important Local and International issues on Politics, Cultural, Social and Sports.

9.2.4.1.1 Authority conducting the examination :

The Secretary, Provincial Public Service Commission, Eastern Province.

9.2.4.2 Trade Test :

Subjects	Maximum Marks	Passable Marks
Vehicle driving & Highway Code		
(i) Driving Skills	50	} 50
(ii) Concerning of Road Sign & Highway Sign	30	
(iii) Protection of Passengers	10	
(iv) Basic Knowledge of Motor Mechanism	10	
Total	100	

9.2.4.2.1 Authority conducting the Trade Test :

The Secretary, Provincial Public Service Commission, Eastern Province.

- ❖ Members - Examiner of Motor Vehicles in the Department of Motor Traffic / Mechanical Engineer
- ❖ One officer from Traffic Police

9.2.4.3 General Interview :

An interview will be held to test the basic qualifications of the applicant on the basis of marks priority of the Written Examination and Trade Test based on the number of existing vacancies in the Eastern Province. No marks shall be allocated.

9.2.4.3.1 Authority appointing the Board of General Interview:

The Deputy Chief Secretary (Administration), Eastern Province.

9.2.4.4 Structured Interview : Not applicable

9.2.5 Method of inviting applications :

Applications are called through notification in the Government Gazette or by News Paper and Website notices.

9.3 Limited Recruitment : Not applicable

9.4 Recruitment on Merit : Not applicable

10. Efficiency Bar Examinations:

10.1

Which of the Efficiency Bars	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bars Written Examination/Trade Test/Certificate Course /Other
1 st Efficiency Bar	Before the expiry of three years (03) from the date of appointment to Grade III	Structured Interview (Annexure – 01)
2 nd Efficiency Bar	Before the expiry of three years (03) from the date of appointment to Grade II	Structured Interview (Annexure – 02)
3 rd Efficiency Bar	Before the expiry of five years (05) from the date of appointment to Grade I	Structured Interview (Annexure – 03)

10.2 Frequency at which the Efficiency Bar Examinations occur : Twice a year

10.3 Authority for conducting the Efficiency Bar Examination :

The Efficiency Bar examinations should be conducted by the Secretary, Provincial Public Service Commission, Eastern Province.

11. Language Proficiency

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

12. Promotion to Grades

12.1 Promotion from Grade III to Grade II

12.1.1 As per General Performance

12.1.1.1 Qualifications to be fulfilled:

- i. Should have been confirmed in the appointment.
- ii. Should have completed at least Ten (10) years of active and satisfactory service in Grade III of the category of service and earned Ten (10) salary increments.
- iii. Should have shown a satisfactory or higher level of performance during a period of Ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have completed Five (05) years of satisfactory service immediately before the date of promotion.
- v. Should have a Driving License issued by the Commissioner General of Motor Traffic for driving heavy motor vehicles.
- vi. Should have gained the prescribed level of proficiency in the other official language.
- vii. Should have passed the respective Efficiency Bar examination on the due date.

12.1.1.2 Method of Promotion:

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

12.2 Promotion from Grade II to Grade I

12.2.1 As per General Performance

12.2.1.1 Qualification to be fulfilled:

- i. Should have completed at least Nine (09) years of active and satisfactory service in Grade II of the category of service and earned Nine (09) salary increments.
- ii. Should have completed Five (05) years of satisfactory service immediately prior to the date of promotion.
- iii. Should have shown a satisfactory or higher level of performance during a period of Nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the respective efficiency bar examination on the due date.

12.2.1.2 Method of Promotion

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date on which they become eligible for such promotion.

12.3 Promotion from Grade I to Special Grade

12.3.1 As per General Performance

12.3.1.1 Qualifications to be fulfilled

- i. Should have completed at least Nine (09) years of active and satisfactory service in Grade I of the category of service and earned Nine (09) salary increments.
- ii. Should have completed Five (05) years of satisfactory service immediately prior to the date of promotion.
- iii. Should have shown satisfactory or higher level of performance during the entire period of Nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- iv. Should have passed the prescribed efficiency bar examination on the due date.

12.3.1.2 Method of Promotion

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Special Grade effective from the date on which they became eligible for such promotion.

13. Appointments to Posts : Not applicable

14. Absorption into Grade system

(Applicable only for the officers who are in service at the effective date of this Scheme of Recruitment)

14.1 General Matters

- (1) The qualification mentioned as the requirement for the as passes in the six (06) subjects with at least (02) Credits passes not more than Two (02) sittings in the G.C.E. (O/L) shall not be a compulsory requirement to absorption.

14.2 Methodology

All the officers who are serving in posts of Grade III, II and I of Provincial Drivers' Service on due date shall be absorbed under the new Scheme of Recruitment in the following manner.

- (i) Officers who are in Class II 'B' of Provincial Drivers' Service on prescribed date shall be absorbed into Grade III under the new Scheme of Recruitment.
- (ii) Officers who are in Class II 'A' of Provincial Drivers' Service on prescribed date shall be absorbed into Grade II under the new Scheme of Recruitment.
- (iii) Officers who are in Class I of Provincial Drivers' Service on prescribed date shall be absorbed into Grade I under the new Scheme of Recruitment.
- (iv) The Present salary of the officers or the increment date shall not be changed due to this absorption.

15. Establishment Procedural Regulation for Eastern Provincial Public Service, published by the Gazette of the Democratic Socialist Republic of Sri Lanka, No.1804 – IV (a) dated 28.03.2013, the provisions of the Establishments Code, Financial Regulations and Rules/Regulations imposed from time to time by the Government and Eastern Provincial Council shall be applicable for each appointment.

16. Interim Provisions

16.1 Recruitment shall strictly be made under this scheme of recruitment.

16.2 Appointment will be made strictly in the order of the marks secured, depending on the number of vacancies set a part to be filled on the result of the Competitive Examination and proportion will be made as per the Ethnic Ratio in the Eastern Province according to the Public Administration Circular 15/90.

16.3 The employee shall be subjected to probation of Three (03) years.

16.4 Passing the First Efficiency Bar is a pre-requisite for confirmation in service.

17. The following Scheme of Recruitment and Service Minutes are hereby cancelled by this Scheme of Recruitment.

- (i) Scheme of Recruitment to the combined Drivers Service in the North east Provincial Council, approved by the Hon. Governor, Northern & Eastern Province on 09.01.1997.
- (ii) Revised Scheme of Recruitment for the post of Combined Drivers Service in the North East Province, approved by the Hon. Governor, Northern & Eastern Province on 02.02.2000.

18. In the event of any discrepancy in the Sinhala and English versions of this Scheme of Recruitment, the Sinhala version shall prevail.

19. Matters not provided for in the Service Minute shall be determined by the Hon. Governor, Eastern Province.

Annex -01

First Efficiency Bar Examination of Eastern Provincial Drivers' Service

1. Areas for which marks are awarded and the marks so awarded :

Main areas for which marks are awarded	Maximum Marks	Minimum Marks reckoned for selection
i. Basic knowledge in Highway code and Motor Mechanisam	40	40%
ii. Knowledge on provisions in Establishment Code and Procedural Rules <ul style="list-style-type: none"> • Probation period • Efficiency Bar Examinations • Over time allowances • Leave • Railway Warrants • Channels of Correspondence • General Conduct and Discipline 	25	
iii. Knowledge on using and maintaining public Vehicles <ul style="list-style-type: none"> • Duties and responsibilities of motor vehicle drivers • Responsibilities of a driver in respect of maintenance and protection of public vehicles • Daily running charts • Maintenance of vehicle inventory • Vehicle repairing and servicing • Accidents to public vehicles and action that should be taken in respect of accidents 	25	
iv. Attendance, Work and Conduct	10	

2. This Efficiency Bar Examination shall be conducted by the Secretary, Provincial Public Service Commission, Eastern Province.
3. Frequency at which the Structured E.B. Examination occur : Twice a year.

Annex - 02

Second Efficiency Bar Examination of Eastern Provincial Drivers' Service

1. Areas for which marks are awarded and the marks so awarded :

Main areas for which marks are awarded	Maximum Marks	Minimum Marks reckoned for selection
i. General knowledge in Highway code	40	40%
ii. General knowledge in Motor Mechanism	40	
iii. Attendance, Work, Conduct	20	

2. This Efficiency Bar Examination shall be conducted by the Secretary, Provincial Public Service Commission, Eastern Province.
3. Frequency at which the Structured E.B. Examination occur : Twice a year.

Annex 03

Third Efficiency Bar Examination of Eastern Provincial Drivers' Service

1. Areas for which marks are awarded and the marks so awarded :

Main areas for which marks are awarded	Maximum Marks	Minimum Marks reckoned for selection
i. Practical knowledge in Highway code	40	} 40%
ii. Practical knowledge in Motor Mechanism	40	
iii. Attendance, Work, Conduct	20	

2. This Efficiency Bar Examination shall be conducted by the Secretary, Provincial Public Service Commission, Eastern Province.
3. Frequency at which the Structured E.B. Examination occur : Twice a year.

Application for promotion of Drivers in Grade III to Grade II

Part I – Shall be perfected by the candidate himself

1. Name with initials :
2. Names denoted by the initials :
3. Present place of work :
4. Date of entry to service :
5. Number of the letter of appointment of Provincial Driver Service :
6. Date of confirmation of the appointment :
7. Date of passing efficiency bar examination :
8. Date of completion of Ten (10) years in the service:

I hereby certify that all information furnished by me above, is true and correct.

Date:

Signature:

Part II – Recommendation of the Secretary to the Ministry / Head of the Department

Mr. is serving at this office and the above mentioned particulars are correct according to his / her personal file.

1. The appointment has been confirmed as at :
2. Date of passing the efficiency bar examination of Grade III :
3. Date of obtaining proficiency at level III in other official language :
4. An active period of Ten (10) years in Grade III of Drivers' Service completed as at :
5. A performance at average level or above has / has not demonstrated within the Ten (10) years immediately preceding the date of promotion as per the approved performance appraisal scheme.
6. All the salary increments have been / have not been earned during the Ten (10) years immediately preceding the above date.

7.

- i. Half pay and no pay leave have been / have not been obtained during the Ten (10) years immediately preceding the above date.
- ii. If half pay and no pay leave have been obtained, the number of days and the dates on which they have been obtained
(From the Date of Appointment of Driver Service)

8.

- i. Whether the officer subjected to any punishment (other than warning) during the said period?
- ii. Whether any disciplinary action or legal action is being taken against the employee?

9. If the employee has been released for service at a Corporation or other Statutory Board, period of such service and details:

.....

This employee has / has not fulfilled all the qualifications. Therefore, I recommend / do not recommend the promotion to Grade II to be effective from

Date:

Signature of the Head of the Institution:

Name:

Designation :

(Official Stamp)

Note: If the qualifications mentioned from 01 to 09 above have not been fulfilled, indicate the same.

I recommended / do not recommended the promotion to Grade II.

Date:

Signature of the Secretary to the Ministry:

Name:

Designation:

(Official Stamp)

Application for promotion of Drivers in Grade II to Grade I

Part I – Shall be perfected by the candidate himself

- 1. Name with initials :
- 2. Names denoted by the initials :
- 3. Present place of work :
- 4. Date of entry to service :
- 5. Number of the letter of appointment of Provincial Driver Service :
- 6. Date of confirmation of the appointment :
- 7. Date of passing the second efficiency bar examination :
- 8. Date of completion of Nine (09) years in the Grade II:

I hereby certify that all information furnished by me above, is true and correct.

Date:.....

Signature:

Part II – Recommendation of the Secretary to the Ministry / Head of the Department

Mr. is serving at this office and the above mentioned particulars are correct according to his / her personal file.

- 1. Date of promotion to Grade II :
- 2. Date of passing the second efficiency bar examination :
- 3. An active period of Nine (09) years in Grade II of Drivers’ Service completed as at :
- 4. A performance at average level or above has / has not demonstrated within the Nine (09) years immediately preceding the date of promotion as per the approved performance appraisal scheme.
- 5. All the salary increments have been / have not been earned during the Nine (09) years immediately preceding the above date.
- 6.

- i. Half pay and no pay leave have been / have not been obtained during the Nine (09) years immediately preceding the above date.
- ii. If half pay and no pay leave have been obtained, the number of days and the dates on which they have been obtained
(From the date of promotion to Grade II of Provincial Drivers' Service)

7.

- i. Whether the officer subjected to any punishment (other than warning) during the said period?
- ii. Whether any disciplinary action or legal action is being taken against the employee?

8. If the employee has been released for service at a Corporation or other Statutory Board, period of such service and details:

.....

This employee has / has not fulfilled all the qualifications. Therefore, I recommend / do not recommend the promotion to Grade I to be effective from

Date:

Signature of the Head of the Institution:

Name:

Designation :

(Official Stamp)

Note: If the qualifications mentioned from 01 to 08 above have not been fulfilled, indicate the same.

I recommended / do not recommended the promotion to Grade I.

Date:

Signature of the Secretary to the Ministry:

Name:

Designation:

(Official Stamp)

Application for promotion of Drivers in Grade I to Special Grade

Part I – Shall be perfected by the candidate himself

1. Name with initials :
2. Names denoted by the initials :
3. Present place of work :
4. Date of entry to service :
5. Number of the letter of appointment of Provincial Driver Service :
6. Date of confirmation of the appointment :
7. Date of passing the 3rd efficiency bar examination :
8. Dated of acquiring the proficiency in language at level III :
9. Date of completion of Nine (09) years in the Grade I:

I hereby certify that all information furnished by me above, is true and correct.

Date:

Signature:

Part II – Recommendation of the Secretary to the Ministry / Head of the Department

Mr. is serving at this office and the above mentioned particulars are correct according to his / her personal file.

1. Date of promotion to Grade I :
2. Date of passing the Third efficiency bar examination :
3. An active period of Nine (09) years in Grade I of Drivers' Service completed as at :
4. A performance at average level or above has / has not demonstrated within the Nine (09) years immediately preceding the date of promotion as per the approved performance appraisal scheme.
5. All the salary increments have been / have not been earned during the Nine (09) years immediately preceding the above date.

6.

- i. Half pay and no pay leave have been / have not been obtained during the Nine (09) years immediately preceding the above date.
- ii. If half pay and no pay leave have been obtained, the number of days and the dates on which they have been obtained
(From the date of promotion to Grade I of Provincial Drivers' Service)

7.

- iii. Whether the officer subjected to any punishment (other than warning) during the said period?
- iv. Whether any disciplinary action or legal action is being taken against the employee?

8. If the employee has been released for service at a Corporation or other Statutory Board, period of such service and details:

.....

This employee has / has not fulfilled all the qualifications. Therefore, I recommend / do not recommend the promotion to Special Grade to be effective from

Date:

Signature of the Head of the Institution:

Name:

Designation :

(Official Stamp)

Note: If the qualifications mentioned from 01 to 08 above have not been fulfilled, indicate the same.

I recommended / do not recommended the promotion to Special Grade.

Date:

Signature of the Secretary to the Ministry:

Name:

Designation:

(Official Stamp)

Application for absorption of officers those who completed Nine (09) years of service in Grade I of Provincial Driver Service as at 01.07.2013 to Special Grade

Part I – Shall be perfected by the candidate himself

1. Name with initials :
2. Names denoted by the initials :
3. Present place of work :
4. Date of entry to service :
5. Number of letter of appointment of provincial Driver Service:
6. Date of confirmation of the appointment :
7. Date of completion of Nine (09) years in service in Grade I :

I hereby certify that all information furnished by me above, is true and correct.

Date :
Signature of the candidate

Part II – Recommendation of the Secretary to the Ministry / Head of the Department

Mr. is serving at this office and the above mentioned particulars are correct according to his personal file.

1. Date of promotion to Grade I :
2. An active period of Nine (09) years in Grade I of Drivers' Service has been / has not been completed as at 01.07.2013
3. A performance at average level or above has/has not been demonstrated within the Nine (09) years immediately preceding the date o promotion as per the approved performance appraisal scheme.
4. All the salary increments have been /have not been earned during the Nine (09) years immediately preceding the above date.

5. (i) Half pay and no pay leave have been/have not been obtained during the Nine (09) years immediately preceding the above date.
- (ii) If half pay and no pay leave have been/have not been obtained, the number of days and the dates on which they have obtained
- (From the date of Promotion to Grade I of the Provincial Driver Service)
6. (i) Whether the officer subjected to any punishment (other than warning) during the said period ?
-
- (ii) Whether any disciplinary action or legal action is being taken against the employee?
-
7. If the officer has been released for service at a Corporation or other statutory Board, period of such service details :
-

This officer has/has not fulfilled all the qualifications. Therefore, I recommend / do not recommend the absorption to Special Grade to be effective from 01.07.2013.

Date : Signature of the Head of the Institution :.....

Name :

Designation :

(Official Stamp)

Note : If the qualification mentioned from 01 to 08 above have not been fulfilled, indicate the same.

I recommended / do not recommended the promotion to Special Grade.

Date : Signature of the Secretary to the Ministry :.....

Name :

Designation :

(Official Stamp)