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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 705 - 1992 මාර්තු 06 වැනි සිකුරාදා - 1992.03.06

No. 705 - FRIDAY, MARCH 06, 1992

(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

(Separate paging is given to each language of every Part in order that it may be filed separately)

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N.B.—(i) Appropriation Bill, Social Security Benefits Bill and National Development Bank of Sri Lanka (Amendment) Bill were published as Supplements to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of September 20, 1991.

(ii) Sugar Cane Research Institute (Amendment) Bill was published as a Supplement to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of September 27, 1991.

(iii) The Medico-Legal Society of Sri Lanka (Incorporation) Bill, Alakolamada Sri Jayasumanarama Maha Vihara Dayaka Sabha (Incorporation) Bill and Sri Bodhiraja Foundation (Incorporation) Bill were published as Supplements to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of October 18, 1991.

(iv) Judicature (Amendment) Act, No. 29 of 1991 and Judicature (Amendment) Act, No. 16 of 1989 (Amendment) Act, No. 30 of 1991 of the Parliament of the Democratic Socialist Republic of Sri Lanka were published as Supplements to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of September 09, 1991.

(v) Co-operative Wholesale Establishment (Amendment) Act, No. 31 of 1991 of the Parliament of the Democratic Socialist Republic of Sri Lanka was published as a Supplement to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of September 16, 1991.

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to each of the 'Notices' appearing in the 1st week of every month, regarding the latest dates and times of acceptance of notices for publication in the weekly *Gazette* at the end of each Part of the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, a fortnight before the date of publication. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, i.e. by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of March 13, 1992, should reach the Government Press on or before 12 noon on February 28, 1992.

Department of Govt. Printing,
Colombo 8,
January 01, 1992.

NEVILLE NANAYAKKARA,
Government Printer.

Provincial Council Notifications

My No. CPC/A/20/90.

CENTRAL PROVINCIAL COUNCIL

It is hereby notified that the following statute has been unanimously passed by the Central Provincial Council on 10.12.1991 and the Honourable Governor's Assent has been received by his letter No. GCP/AC/03 of 16.12.1991.

P. R. RANASINGHE,
Assembly Secretary,
Central Provincial Council.

Central Provincial Council,
Assembly Secretariat,
P. O. Box 92,
Pallekele,
Kundasale.
3rd February, 1992.

Provincial Council Secretarial Staff Statute No. 15 of 1990 of the Provincial Council of Central Province

A statute, under Section 17 (I) (II) of Part II of the Provincial Council Act, No. 42 of 1987, to provide for the establishment of a Secretarial Staff for the Provincial Council of the Central Province and to regulate the recruitment and conditions of service of persons so appointed and matters connected therewith and incidental thereto.

Be it enacted by the Provincial Council of the Central Province of the Democratic Socialist Republic of Sri Lanka as follows :

Short title and Date
of Operation.

1. This Statute may be cited as the Provincial Council Secretarial Staff Statute No. 15 of 1990 of the Central Provincial Council and shall come into operation from the day on which the Governor of the Central Province gives his approval.

Council Secretary

2.1 There shall be a Secretary to the Council who shall be appointed by the Governor of the Central Province and who shall hold office during good behaviour.

2.2 The salary of the Secretary shall be determined by the Provincial Council and shall be charged on the Provincial Fund. The salary payable to the Secretary and the facilities provided shall not be diminished during his term of office.

2.3 The office of the Secretary shall become vacant —

- (a) Upon his death ; or
- (b) On his resignation by letter addressed to Governor ; or
- (c) On his retirement using the right to retire upon his completing the age of fifty - five or at any time thereafter and such right shall be made use of by giving three months notice to Governor ; or
- (d) Save otherwise on an extension in terms of a resolution passed by the Council, on his completing the age of sixty ; or
- (e) On his removal by the Governor on account of ill-health or physical or mental infirmity ; or
- (f) On his removal by the Governor upon and address of a resolution of the Council.

2.4 Whenever the Secretary is unable to perform the function of his office, the Governor may appoint another person to act for the Secretary.

Secretarial Staff

3.1 The Secretarial Staff of the Central Provincial Council shall be considered as a special staff and shall be governed by and in terms of the provisions of this statute: -

3.2 The Secretarial Staff consists of an Assistant Secretary who shall assist the Secretary and such other members as may be appointed by the Secretary subject to the approval of the Chairman of the Council.

Appointment of
Public Officers or
Officers of the Local
Government Service
to the Secretarial
Staff.

4. Any officer or Officers in the Public Service or Local Government Service may be appointed permanently or temporarily to the Secretarial Staff at a request of the Provincial Council, provided however that both such officer or officers and the Secretary to the Ministry of Public Administration, Provincial Councils and Home Affairs or any other officer acting on his behalf consented and any officer so appointed on a temporary basis shall abide by the terms and conditions for Secretarial Staff, specified in terms of the Establishment Code.

5. There shall be a Staff Advisory Committee consisting of the Chairman or Member of the Council nominated Chairman, the Minister of finance or a person nominated by him or if the Minister of Finance is the Chief Minister, Member of the Council nominated by him, and a Member of the Opposition nominated by the Chairman with the concurrence of the Leader of the Opposition.

Staff Advisory Committee.

The Chairman and the Secretary of the Council shall be the Chairman and Secretary of the Staff advisory committee respectively.

6.1 The Secretary of the Council may, on the recommendation of the Staff advisory Committee, recruit suitable persons to his staff.

Cadre, Qualifications and Salaries of the Council Secretarial Staff.

The number of members to be recruited by the Secretary to his staff, the qualifications for each post and the series thereof may be determined by the Chairman of the Council on the recommendation of the Staff Advisory committee.

6.2 The salaries of the Members of the Secretarial Staff shall be charged on the Provincial Council Fund.

7.1 Recruitment to the Secretarial Staff shall be done by calling applications from the Public Servants or such other persons as may possess the required qualifications specified by the Staff Advisory Committee and by examining them.

Establishment Regulations.

7.2 The required staff to the Secretariat of the Provincial Council of the Central Province shall be recruited in the manner specified in the Schedule appended hereto.

7.3 Whereas the Secretarial Staff of the Provincial Council is a special service not coming under the Provincial Public Service, whereas those appointed to the Secretarial Staff in terms of Statutes proposed by the Provincial Council not eligible to be appointed to posts in the Provincial Public Service, whereas their scope of promotions is confined to the Secretarial Staff, whereas unlike the Provincial Public Servants they are not eligible for transfers and having regard to their various hardships, their salary scales shall be determined to be commensurate with their posts specified in the Schedule.

However the Chairman is empowered to change the post of the salary scale of the Cadre referred to, in the Schedule at any time with the concurrence, of the Staff Advisory Committee.

8. The Chairman may, on the recommendations of the Staff Advisory Committee, make establishment regulations applicable to the Members of Staff containing provisions *inter alia* :

Establishment Regulations.

(a) The service conditions of members such as payment of salaries, increments, other allowances, granting of leave, determining the age limit for compulsory retirement, payment of pension and gratuity.

(b) Payment of salaries or other remunerations to persons appointed to act for such members.

Administrative Regulations.

9. The Secretary of the Council may, with the concurrence of the Staff Advisory Committee exercise the establishment regulations in respect *inter alia* of all matters relating to their duties, conduct and the disciplinary control.

Disciplinary Actions.

10. The powers to take disciplinary actions such as interdiction, punishment and dismissal against the Secretary and Members of the Secretarial Staff shall be vested in :-

(a) Chairman in the case of the Secretary ; and

(b) in the case of other members of the Staff, the Secretary in consultation with the Chairman shall exercise this power, in terms of Administrative Regulations referred to in Article 10 of this Statute. In respect of Public Officers who are temporarily appointed to the Secretarial Staff, the provisions of the Establishment Code may be exercised with the necessary modifications.

11.1 Member of the Secretarial Staff shall have the right to retire from service at any time after the completion of fifty - five years of age. Such members may communicate their option to the Secretary by notice delivered not less than three months before the proposed date of retirement.

Retirement of the Secretarial Staff.

11.2 Unless, otherwise his services were extended on a resolution passed by the Provincial Council, every member of the Staff shall retire from office on his completing the age of fifty- five years.

Any Member of Staff who wishes to continue in service even after the completion of fifty - five years of age, shall make an application to the Secretary to that effect not less than three months before his completing fifty-five years of age or, if on an extension, three months before the date of the expiry of such extension.

The Chairman may use his discretion in deciding whether or not to grant the extension. Any member who fails to apply for the extension of service shall be deemed to have retired from the day on which he completes his fifty-five years of age or from the day on which his extension expires as the case may be.

Application of Widows' and Orphans' Pension Fund, Ordinance, the Minutes of Pension and the Public Service Provident Fund Ordinance to the Secretarial Staff.

12.1 The Secretary to the Ministry of Provincial Council shall, on the request by the Secretary of the Provincial Council and with the concurrence of the Minister of Public Administration, Provincial Councils and Home Affairs declare any post in the Secretarial Staff of the Provincial Council of Central Province as pensionable with effect from such date as may be specified in the said declaration. The date so specified may be a date prior to the date on which the Statute may come into operation.

12.2 Any person holding a post considered as pensionable as is specified in Sub-section 1, shall be entitled to retire or receive pension under the provisions of this Statute, and under the Widows' and Orphans' Pension Ordinance or the Widows' and Orphans' Pension Ordinance as amended.

12.3 If an officer of Secretarial Staff of the Provincial Council of the Central Province who holds a post which was declared as pensionable under Sub-section 1 had, prior to his appointment to that post, held a post in the Public Service or the Local Government Service, which had been declared as pensionable under the Pensions Ordinance under the Public Service Employees' Provident Fund Ordinance (notwithstanding that declaration was made after he ceased to hold that post) and if he performs his duties satisfactorily in the Provincial Council Secretarial Staff Service, such officer is entitled to the benefits of the Pension Scheme or the Public Service Employees' Provident Fund Scheme.

12.4 In this Section the term "Secretarial Staff" includes the Secretary too.

Estimates of Expenditure.

13. The Estimates for the expenditure of Secretarial staff of the Provincial Council shall be prepared and presented by the Secretary each year in pursuance of the Section 17 (I) (II) of Part II of the 13th Amendment to the Constitution No. 42 of 1987.

Interim Provisions.

14. Any member of the Secretarial staff including the Secretary of the Council appointed on or after the day of May 1988 who holds a post in the Secretarial Staff on the day on which this Statute comes into operation shall be deemed, under provision of this Statute to have been appointed from the day on which he assumed office.

Interpretation.

15. In this Statute unless otherwise qualified in specific contexts—

The term "Governor" means the Governor of the Central Province ;

The term "Chief Minister" means the Chief Minister of the Central Province ;

The term "Chairman" means the Chairman of the Provincial Council of the Central Province ;

The term "Leader of the Opposition" means the leader of Opposition of Provincial Council of the Central Province ;

The term "Secretary to the Ministry of Public Administration, Provincial and Home Affairs" means the Secretary to the Ministry of Public Administration, Provincial Councils, and Home Affairs of the Government of Sri Lanka ;

The term "Secretary" means the Secretary of the Provincial Council of the Central Province ; and

The term "Council" means the Provincial Council of Central Province.

Effectiveness of Sinhalese Language Version.

16. In the event of any inconsistency between the Sinhala and Tamil or English Texts of this Statute, the Sinhala Text shall prevail.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 779 - 1993 අගෝස්තු 06 වැනි සිකුරාදා - 1993.08.06

No. 779 — FRIDAY, AUGUST 06, 1993

(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

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N.B.— (i) Hakmana Mangala Owagiri Raja Maha Vihara Sanwardana Sabha (Incorporation) Bill was published as a Supplement to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of April 23, 1993.

(ii) Ruhuna Development Foundation (Incorporation) Bill and Muslim Ladies Arabic College (Incorporation) Bill were published as Supplements to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 07, 1993.

(iii) Kalliyathu Hiflil Quran - Eravur (Incorporation) Bill was published as a Supplement to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 14, 1993.

(iv) Wills (Amendment) Act, No.5 of 1993, Civil Procedure Code (Amendment) Act, No.6 of 1993, and Provincial Councils Elections (Amendment) Act, No.7 of 1993, of the Parliament of the *Democratic Socialist Republic of Sri Lanka* were published as Supplements to Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 18, 1993.

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All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication, e.g., Notices for publication in the weekly *Gazette* of August 13, 1993 should reach the Government Press on or before 12 noon on July 30, 1993.

Department of Govt. Printing,
Colombo 8,
January 01, 1993.

NEVILLE NANAYAKKARA,
Government Printer.

Provincial Councils Notifications

My No. CPC/A/20/90.

CENTRAL PROVINCE PROVINCIAL COUNCIL

THE Schedule referred to in Section 7:2 of the Secretarial Staff Statute No. 15 of 1990 of the Central Province Provincial Council appeared in *Gazette* No. 705 dated 06.03.1992 of Part IV (A) of the Democratic Socialist Republic of Sri Lanka, is hereby published for general information.

P. R. RANASINGHE,
Council Secretary,
Central Province Provincial Council.

Central Province Provincial Council Secretariat,
P.O. Box 92,
Pallekelle,
kundasale,
09th June, 1993.

Schedule

OFFICE PROCEDURE TO BE FOLLOWED FOR RECRUITMENT OF SECRETARIAL STAFF OF THE CENTRAL PROVINCIAL COUNCIL SCHEDULE OF DETAILS

- Date of Operation.** The date of operation shall be the date on which the Statute No. 15 of 1990 shall be published in the *Government Gazette*, after having passed the same in the Provincial Council and receiving assent of the Governor.
- Recruitment Procedure.** Except for the appointment of the Council Secretary, all other appointments and promotions shall be governed by the procedure laid down here and promotions shall be governed by the procedure laid down here and any changes in this procedure shall take effect only on the approval of the Advisory Committee of the Secretarial Staff presided by the Hon. Chairman of the Provincial Council.

Serial No.	Post	No. of Posts.	Salary Group of the Public Administration Circular No. 387	Annual Salary Scale Rs.
01	Council Secretary	01	R - 10 - 5	96,000-8X6,000 -1,44,000
02	Assistant Secretary	01	R - 6 - 1	55,200-7X2,400-72,000
03	Accountant II/II	01	R - 5 - 1	36,000-15X1,200-54,000
04	Administrative Officer	01	R - 5 - 1	36,000-15X1,200-54,000
05	Chief Clerk	01	R - 3 - 8	33,000-10X900-42,000
06	Hansard Editor	01	R - 3 - 6	28,800-1X600-11X900-39,300
07	Assistant Editor	01	R - 3 - 4	25,200-7X600-5X900-33,900
08	Senior Accounts Clerk	01	R - 3 - 4	25,200-7X600-5X900-33,900
09	Finance & Stores Clerk	01	R - 2 - 4	23,040-2X480-14X600-32,400
10	Clerk Grade I	02	R - 2 - 3	21,600-5X480-11X600-30,600
11	Clerk Grade II	06	R - 2 - 2	19,680-9X480-8X600-28,800
12	Stenographer, English Grade I.	01	R - 2 - 5	25,200-13X600-33,000
13	Stenographer, Sinhala Grade I.	01	R - 2 - 5	25,200-13X600-33,000
14	Stenographer, English Grade II	02	R - 2 - 3	21,600-5X480-11X600-30,600
15	Stenographer, Sinhala Grade II	02	R - 2 - 3	21,600-5X480-11X600-30,600
16	Stenographer, Tamil Grade I.	01	R - 2 - 5	25,200-13X600-33,000
17	Stenographer, Tamil Grade II	02	R - 2 - 3	21,600-5X480-11X600-30,600
18	Translator/Interpreter Grade I.	01	R - 2 - 5	25,200-13X600-33,000
19	Translator/Interpreter Grade II	02	R - 2 - 3	21,600-5X480-11X600-30,600

Serial No.	Post	No. of Posts.	Salary Group of the Public Administration Circular No. 387	Annual Salary Scale Rs.
20	Sergeant-at-arms Grade I.	01	R - 2 - 3	21,600-5X480-11X600-30,600
21	Sergeant-at-arms Grade II.	01	R - 2 - 2	19,680-9X480-8X600-28,800
22	Security Officer Grade I.	01	R - 2 - 3	21,600-5X480-11X600-30,600
23	Security Officer Grade II.	01	R - 2 - 2	19,680-9X480-8X600-28,800
24	Typist, English Grade I.	01	R - 2 - 3	21,600-5X480-11X600-30,600
25	Typist, English Grade II.	01	R - 2 - 2	19,680-9X480-8X600-28,800
26	Typist, Sinhala Grade I.	01	R - 2 - 3	21,600-5X480-11X600-30,600
27	Typist, Sinhala Grade II.	01	R - 2 - 2	19,680-9X480-8X600-28,800
28	Typist, Tamil, Grade I.	01	R - 2 - 3	21,600-5X480-11X600-30,600
29	Typist, Tamil, Grade II.	01	R - 2 - 2	19,680-9X480-8X600-28,800
30	Private Secretary (Private - Temporary)	03	R - 2 - 2	19,680-9X480-8X600-28,800
31	Members' Clerk (Private - Temporary)	58	R - 2 - 1	17,280-14X480-6X600-27,600
32	Food Matron (Hostel)	01	R - 2 - 1	17,280-14X480-6X600-27,600
33	Technical Officer (Audio-Equipment), Grade I.	01	R - 2 - 2	19,680-9X480-8X600-28,800
34	Technical Officer (Audio-Equipment), Grade II.	01	R - 2 - 1	17,280-14X480-6X600-27,600
35	Building Supervisor	01	R - 2 - 1	17,280-14X480-6X600-27,600
36	Telephone Operator, Grade I.	01	R - 2 - 2	19,680-9X480-8X600-28,800
37	Telephone Operator, Grade II.	01	R - 2 - 1	17,280-14X480-6X600-27,600
38	Drivers	03	R - 2 - 1	17,280-14X480-6X600-27,600
39	Aratchi	01	R - 2 - 2	19,680-9X480-8X600-28,800
40	Roneo Machine Operator	01	R - 2 - 1	17,280-14X480-6X600-27,600
41	Technical Officer Electricity Grade I	01	R - 2 - 2	19,680-9X480-8X600-28,800
42	Unskilled Labourer	04	R - 1 - 1	15,000-20X360-22,200
43	Sanitary Labourer	02	R - 1 - 1	15,000-20X360-22,200

(3) 1. *Other Facilities*—

(i) *Official dress of the Sergeant-at-arms.*—This ceremonial dress should be similar to the uniform of the Inspector of Police of the Sri Lanka Police Department. Two sets of uniforms will be issued for the first issue and thereafter one uniform will be issued annually. Shoes, hats and buttons to be issued once in two years or a reasonable payment will be given to purchase them.

(ii) Two Sets of yellow coloured dress materials may be issued to Security Officers, Aratchi and Roneo-machine Operator for the first time and thereafter annually either one set of dress materials or a reasonable payment may be given to reimburse such expenses.

(iii) Unskilled Labourers and Sanitary Labourers may be issued for the first time two sets of Khaki uniform materials for a short trouser and for a short sleeves tunic similar to a shirt and thereafter annually either the dress materials or a reasonable payment may be given to reimburse such expenses.

(4) 1. *Council Secretary* .—An Officer in Grade II, Grade I, of the Sri Lanka Administrative Service with 15 years experience in the Executive Grade of the Public Service ; or An Officer of equal service with a Law Degree, may be appointed by the Governor with the concurrence of the Chairman of the Council subject to the approval of the Provincial Council.

Qualification for Posts.

(4) 2. *Assistant Secretary* :—An officer in Grade III/I of the Sri Lanka Administrative Service with 10 years experience or an officer in Grade II/II of the Sri Lanka Administrative Service, confirmed in his appointment ; or An officer of the Staff Grade of the Clerical Service with 20 years experience may be appointed with the concurrence of the Hon. Chairman on the recommendation of the Advisory Committee of the Secretarial Staff.

(4) 3. *Accountant*.—An officer selected to the Government Accountancy Service with over six years experience may be appointed by the Secretary to the Council with the concurrence of the Hon. Chairman on the recommendation of the Advisory Committee for the Secretarial Staff.

(4) 4. *Administrative Officer*.—Should be an officer of the Junior Staff Grade with over 20 years experience or an officer of the Supra Grade of the Clerical Service of the Public Service with administrative and organising ability and experience in disciplinary control and be suitable to serve in a Provincial Council Office.

(4) 5. *Chief Clerk*.—Should be at least a Grade I or of a higher grade officer of the Government Clerical Service or the Local Government Clerical Service with not less than twenty years experience and having a very good knowledge of office systems and personnel administration, with organising and duty co-ordinating ability.

(4) 6. *Editor - Hansard*.—Government or Local Government Service officer with over 08 years experience.

(4) 7. *Assistant Editor-Hansard*.—An officer with the required ability and suitability to assist in editing the Hansard and be proficient in Stenography and typing.

(4) 8. *Senior Accounts Clerk*.—An officer at least of the Grade II or Grade I of the Government or the Local Government Clerical Service or of the Book-Keepers' Service with more than 15 years service and should be efficient, be trained in Accountancy subjects and be suitable to handle the work of a staff grade officer and also be able to manage such subjects in the absence of an Accountant. A very good knowledge in preparing annual estimates, use of controlling ledgers and auditing is expected.

(4) 9. *Finance and Stores Clerk*.—Should be an officer of Government or the Local Government Clerical Service, who has served in a similar position and gained experience in allied subjects. Ability to attend to Bank reconciliations, imprest payments, systematic filing of vouchers and knowledge in auditing duties, will receive special consideration.

(4) 10. *Clerk, Grade I*.—Should be a Grade I officer of the Clerical Service with over 10 years service. A knowledge of office system and disciplinary procedure is essential.

(4) 11. *Clerk, Grade II*.—This post should be filled by an officer of the Government Clerical Service with over 05 years service or by a person who has fulfilled all requisite qualifications for recruitment to the Government Clerical Service.

(4) 12. *Stenographer, Grade I*.—Should be a person with experience and who has at least a speed of hundred and twenty words per minute in Stenography in the language he is proficient and a speed of 40 words per minute in English or a person who has served in an institution such as the Provincial Council. A knowledge in all the three languages will be an additional qualification. If the language proficiency is Sinhala/Tamil, the typing speed should be over 25 words per minute.

(4) 13. *Stenographer, Grade II*.—Should be a person with five years experience in the Government Stenographers' Service or a person with a speed of eighty words per minute in the language he is proficient in Stenography and 30 words per minute in English typing, or an efficient person who has served in an institution similar to the Provincial Council and gained experience or a person who has the requisite qualifications for recruitment to the Government Stenographers' Service and if the language proficiency is Sinhala/Tamil, the typing speed should be 15 words per minute.

(4) 14. *Translator/Interpreter, Grade I*.—The main duty of the person to be appointed to this post is to translate simultaneously the speeches made at Council meetings and to maintain tape recording and audio receiving equipments. A person who has gained experience and efficiency in this field and in the subjects concerned after having worked in Courts or in a similar institution such as the Provincial Council, is considered suitable.

(4) 15. *Translator/Interpreter, Grade II*.—A person who has passed the Government Translators'/Interpreters' examination and gained proficiency in all the three languages and who has worked in an institution such as the provincial Council and gathered experience, is considered suitable.

(4) 16. *Sergeant-at-arms, Grade I*.—Should be a Sergeant-at-arms in Grade II with over ten years experience and a very good record of service.

(4) 17. *Sergeant-at-arms, Grade II.*—A person who has completed more than ten years service in the Sri Lanka Police Force or in the Armed Forces.

(4) 18. *Security Officer, Grade I.*—A person in Grade II with a good record of service for over ten years.

(4) 19. *Security Officer, Grade II.*—The Post will be filled by a person from the Sri Lanka Police Force or the Armed Forces with over ten years of good record of service or by a person from any other institution who has gained such experience.

(4) 20. *Typist, Grade I.*—An officer who has passed the Government Typist examination and who has completed more than ten years service in a Government Department or in a Corporation or in an institution similar to the Provincial Council as a Grade II Typist, may be considered and if the language proficiency is in English, the typing speed should be Forty five words per minute and if such proficiency is in Sinhala/Tamil, the typing speed should be twenty five words per minute.

(4) 21. *Typist, Grade II.*—A person who has passed the Government qualifying examination for typists with requisite qualifications and who has a typing speed of thirty words per minute in English language and fifteen words per minute in Sinhala/Tamil, is considered suitable.

(4) 22. *Private Secretaries and Provincial Council Members' Clerk.*—Appointed at the discretion of the Members in order to have their services during their tenure of office and their services will be terminated thereafter.

(4) 23. *Resident Food Matron.*—Male or female persons who have served as House Masters/Matrons in Hostels, Hotels and Restaurants, Government institutions and acquired professional experience and certificates are considered suitably qualified for this post.

(4) 24. *Technical Officer, Grade I.*—Should be a Grade II Technical Officer who possesses necessary educational and technical qualifications in his field of study with over ten years professional experience and proficiency in technical work.

(4) 25. *Technical Officer, Grade II.*—Should be a person with professionally trained certificates and has at least five years experience in his field of study.

(4) 26. *Telephone Operator, Grade I.*—A Grade II Telephone Operator with over ten years service experience and able to work in all the three languages and maintain public relations, is considered suitable.

(4) 27. *Telephone Operator, Grade II.*—Should be a person with three years service experience and be able to communicate in all the three languages.

(4) 28. *Drivers.*—Should be a person who has served in a Government Department, Corporation or in a similar institution with over five years experience and who possesses a driving licence for heavy vehicles (including ambulance). A person with mechanical knowledge will be specially considered.

(4) 29. *Aratchi.*—A post offered to the most senior minor employee who has a knowledge of office maintenance and its environment and ability to control the Minor staff. A general understanding about the office system is also necessary and he should be a person in the Minor Employee Grade of the Government or the Local Government Service with over ten years good record of service and experience and should have the efficiency to carry out the duties of the post.

(4) 30. *Building Supervisor.*—Should be a person possessing necessary technical qualifications and a fair knowledge in water and electricity supply, agriculture and horticulture. At Least nearly ten years experience in the Government Minor Employees service or in a junior service and a knowledge of building maintenance and administration, is also necessary.

(4) 31. *Labour Grade (General).*—A person with a knowledge of planting and minor technical work of buildings and also has gained experience having worked in Government or any other institution, is preferred. Anyone with a knowledge in keeping buildings and surroundings clean shall receive special consideration.

(4) 32. *Labour Grade (Sanitary).*—Should be a person who is capable of keeping the office buildings and the surroundings clean and should have a very good experience in sanitary work.

(4) 33. *Roneo-machine Operator*.— Should be an employee of an office labour grade or of a similar minor employee grade of the Government or the Local Government Service with over three years service and experience in operating roneo-machines. He also should be trustworthy and be able to work before and after office hours and day and night when required to do so and be a suitable person to do his job.

For all these posts applications should be called and the most suitable persons should be selected after an interview. These appointments are subject to regulations, service conditions, qualifications and efficiency to be stipulated in a notification to be published in the *Government Gazette* and in the newspapers. When vacancies of these posts are to be filled, employees of the Provincial Council office may be given preference as far as possible on a suitable scheme of promotion.

Promotions.

(5) When vacancies occur, the Secretary of the Council has the privilege to consider promotions of such applicants according to their proficiency, experience and efficiency and the concurrence of the Secretarial Staff Advisory Committee is also necessary to be obtained for such promotions.

Scheme of recruitments.

(6) The schemes of recruitment and procedure of the Government and the Local Government Service published in the *Government Gazette* and in the newspapers are applicable unless stated otherwise.

Service Conditions.

(7) Persons appointed to all grades of the Secretarial staff of the Central Provincial Council have the right to seek transfers to any other department within the Provincial Council on the recommendation of the Secretary of the Council and at the request of the Ministry or the Department to which the employee is seeking a transfer and such transfers can be given only for those who have joined the Secretarial Staff of the Council from some other service.

Salary revision and regulations applicable.

(8) Any change in the salary structure of the above grades of staff shall take place only when there is a salary revision of the Public Service by the Sri Lanka Government and such decisions shall also be applied to the salary scales of the Secretarial staff of the Provincial Council.

All conditions of service, rules and regulations rights and privileges and all disciplinary control regulations issued to the staff of the Public Service at anytime by the authorities concerned, shall be applied to the Secretarial staff of the Provincial Council also in the same manner.

Sinhala Text to prevail in the event of inconsistency.

(9) In the event of any inconsistency in the Sinhala, Tamil and English texts, of this Statute, the Sinhala text shall prevail.