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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

SERVICE MINUTES OF THE COMBINED SERVICE OF OFFICERS IN THE FIELD OF SPORTS OF THE DEPARTMENT OF SPORTS DEVELOPMENT

THE following Service Minutes of the Sports service is substituted without prejudice to the Minutes of the Combined service of the officers of the field of Sports, in the Department of Sports Development, published in *Gazette* No. 1009 dated 2nd January 1998 of the Democratic Socialist Republic of Sri Lanka.

On the orders of the Public Service Commission,

H.M.GAMINI SENEVIRATHNA,
Secretary,
Public Service Commission.

26th September 2016

01. **Effective date** : this Service Minutes shall take effect from 26.09.2016

02. **Appointments**

2.1.1. Executive Service Category

Management Assistant Supra Class

} Public Service Commission

Supervisor Management Assistant – Technological Service Category

Management Assistant – Technological Segment 3 Service Category

} Director General of the
Department of Sports
Development authorized by the
Public Service Commission

03. **Service category / Service categories**

Executive Service Category

Grade I
Grade II
Grade III



Management Assistant Supra class

Supervisory Management Assistant – Technological Service Category

Grade I

Grade II

Grade III

Management Assistant – Technological Segment 2 Service Category

Grade I

Grade II

Grade III

04. Role

The Services to be performed by officers coming under the combined service of officers in of all grades in the field of sports are of different types.

A teacher is to perform the role of sports advisor, a coach and a specialist trainer and the roll of management and supervision in Sports. The other relevant tasks in relation to the field of Sports, Specified by the appointing Authority shall be performed by the Graded officers in this service.

05. Salaries

5.1. Salary code Nos.

Executive Service Category SL-1-2016

Management Assistant Supra class – Headquarters Sports Officer MN-7-2016

Supervisory Management Assistant – Technological Service Category MN- 3-2016

Management Assistant – Technological Segment 2 Service Category MT-2-2016

5.2. Salary Scale :

For Grades Under MT-2-2016 Salary Code

Rs. 30,140– 10x350-11x370-10x560-10x660- Rs.49,910/-

For the Grades under MN-3-2016 Salary Code

Rs.31,040-10x445-11x660-10x730-10x750- Rs.57,550/-

For the Grades under the MN-7-2016 Salary Code

Rs.41,580-11x755-18x1030-Rs.68,425/-

For the Grades under SL-1-2016 Salary Code

Rs.47,615-10x1,335-8x1,630-17x2,170- Rs.1,10,895/-

5.3. Initial salary step and initial salary scale relevant to the grading system

<i>Service Category</i>	<i>Grade</i>	<i>Initial Salary Step</i>	<i>Initial Salary Scale</i>
Management Assistant Technological segment 2 service category MT-2-2016	Grade III	Initial Step	Rs. 30,140/-
	Grade II	Step 12	Rs. 34,010/-
	Grade I	Step 23	Rs. 38,270/-
Supervisory Management Assistant Technological Service category MN3	Grade III	Initial Step	Rs. 31,040/-
	Grade II	Step 12	Rs. 36,150/-
	Grade I	Step 23	Rs. 43,480/-
Management Assistant Supra Class – Headquarters Sports Officer MN7		Initial step	Rs. 41,580/-
Executive service category – SL 1	Grade III	Initial Step	Rs. 47,615/-
	Grade II	Step 12	Rs. 62,595/-
	Grade I	Step 20	Rs. 76,175/-

06. Post coming under the service

6.1. Approved designations and approved cadre and grades

<i>Approved designations</i>	<i>Approved Grades for post</i>	<i>Approved salary scale for post</i>	<i>Approved Cadre</i>	<i>Duties</i>
Sports Officer	III, II, I	MT 02- 2016	40	Included in Schedule 01
Coach	III, II, I	MN 03- 2016	103	
Headquarters Sports officer	-	MN 07- 2016	20	
Assistant Director/ Deputy Director	III, II	SL 01- 2016	04	
Sports Director	I	SL 01- 2016	01	

6.2. Combined number of Officers :

Sport officer	40
Coach	103
Headquarters Sports officer	20
Assistant Director/ Deputy Director	04
Sports Director	01

For the purpose of promotion to Grades all Grades of III, II and I of each post are reckoned as belonging to the combined number of officers.

6.3. Nature of post/ posts : Permanent and pensionable

07. **Mode of recruitment**

7.1. Mode of recruitment to ..

Management Assistant – Technological segment 2 of sports officer’s combined service.

7.1.1. Recruitment Ratio

Stream	Ratio
Open	100%
Limited	-
Merit	-

7.1.2. Open recruitment

Recruitment class : Management Assistant – Technological segment 2 (MT02- 2016)
Grade III service category.

7.1.2.2 Qualifications :

7.1.2.2.1. Educational and professional qualifications

(A) I. Should have passed the General Certificate of Educational (O/L) exam in 06 subjects with credit passes to Sinhala / Tamil / English / Maths and two other subjects in one sitting

And

II. Should have passed the General Certificate of Education (A/L) examination in all three subjects (other than the General Common test)

And

Should have won 1st or 2nd place in sport at the Provincial level (between Districts) National Grand Sports Festival Conducted by the Ministry of Sports, winning 1st, 2nd or 3rd place at National Grand Sports Festival, winning 1st, 2nd or 3rd place at National Sports championship events conducted by National Sports Associations registered under the Sports act

Or

(B)I. Should have passed the General Certificate of Education (O/L) examination in 06 subjects with credit passes to Sinhala/ Tamil/ English/ Maths and two other subjects, in one sitting.

And

II. Should have won Medals for 1st, 2nd or 3rd places at South Asian Games, Common Wealth Sports, Olympic games or World Cup Championships in sports, representing Sri Lanka.

Note:

Those who are recruited on the basis of the above qualifications should obtain level 06 National Vocational Qualification Diploma relevant to the field of Sports, which is recognized by the tertiary and Vocational Educational Commission within 3 years. This is a mandatory requirement for them to be confirmed in their service. Those who fail to fulfill the above requirement within three years(03) will not be confirmed in service at the end of the probation period and their increments of salary will also be differed. In the case of such an officer who fails to obtain a level 06 National Vocational Qualification Technical Diploma within two years from the date of his salary increment being differed, his service shall be terminated by the Director General of the Department of Sports Development on the grounds of inefficiency.

7.1.2.2.2. Experience : Experience in the relevant field will be treated as an added qualification

7.1.2.2.3. Physical Qualification : Every candidate should be of Sound Physical and mental condition to serve in any part of Sri Lanka

7.1.2.2.4. Other Qualifications :

(i) Should be a citizen of Sri Lanka;

(ii) Should bear an excellent moral character ;

(iii) Should have fulfilled all the Qualifications specified under 7.1.2.2 and 7.1.2.3 (Other than qualifications laid down as per Note) as at the date of calling applications)

7.1.2.3. Age :

Minimum limit : 18

Maximum limit : 35

7.1.2.4. Mode of recruitment

7.1.2.4.1. Written Test – Not relevant

7.1.2.4.2. Professional Test : Should have passed the practical test conducted by the Department of Sports Development and Sports Medical unit, in order to check the physical fitness which is comprised of the following:

Flexibility, Reaction speed, agility, standing broad jump, belly strength, hand strength, speed and endurance.

7.1.2.4.3. Interview for evaluating fitness

<i>Main Heads for Marks</i>	<i>Maximum Marks</i>	<i>Minimum Marks for Selection</i>
Additional qualifications	10	Not relevant
Sports Achievements	70	
Additional Experience in coaching , umpiring/ sport event organizing	15	
Aptitude at the interview	05	
Total	100	

During the interview to evaluate the fitness, the certificates will also be checked for qualification of the candidate.

- (i) Candidates who qualify for the Vocational Test, will be called for fitness evaluation test.
- (ii) The Appointing Authority will approve a comprehensive marking scheme for each fitness evaluation interview, being within the maximum marks allocated for main fields above for which marks are given.
- (iii) On the basis of the order of merits of total marks obtained at the interview for evaluation of fitness and the number of existing vacancies, applicants will be recruited to management Assistant- Technology Segment 2 (MT 02-2016) Service Category Grade III Sports Officers Posts of the Department of Sports Development.

7.1.2.4.3.1 Appointing Authority of the Fitness Evaluation Interview Board: Director General of the Department of Sports Development.

7.1.2.5 Mode of calling application: By publishing in the Government *Gazette*, leading newspapers and on the web-site.

7.2. Recruitment to the post of -

Supervisory Management Assistant – Technological service category of the sports officers combined service.

7.2.3.2.3 Physical Qualification : Every candidate should be of sound physical and mental condition to serve in any part of Sri Lanka.

7.2.1. Recruitment Ratio

<i>Stream</i>	<i>Ratio</i>
Open	-
Limited	100%
Merits	-

7.2.2. Open recruitment : Not relevant

7.2.3. Limited recruitment (Post of Coach)

Note : Sports officers of the central Government are recruited first to fill the vacancies there after.

It there are vacancies removing for there recruitment will be made by calling applications from provincial public service officer.

7.2.3.1. Recruitment class : Supervisory Management Assistant – Technological (MN 3- 2016) service category III Grade.

7.2.3.2.1 Educational and Professional Qualifications.

1. Should have fulfilled the educational and professional qualifications under 7.1.2.2 (a) or (b) relevant to recruitment to sports officer mentioned in this service minutes.
2. Should have obtained Technical Diploma – NVQ Level 06 recognized by the Tertiary and vocational education commission.
3. Should have successfully followed a trainer course of not less than 3 months relevant to the field conducted by an institute recognized by the Department of Sports Development or should have a trainer license relevant to the field issued by the relevant sports association.

7.2.3.2.2 Experience :

- a) Should be a sports officer with a 8 years service period in the post sports officer and having earned eight (08) salary increments.
- b) A permanent officer in the provincial public service with 8 years active satisfactory service period of service, who has held a post similar to capacity of sports officer.

7.2.3.2.4 Other qualifications:

- (i) Appointment should have been confirmed.
- (ii) Performance level should be satisfactory or above that level during the eight year period (08) immediately preceding the interview date for checking qualifications according to the approved performance evaluation procedure.
- (iii) Should have completed a five years (05) satisfactory service period preceding.
- (iv) Proficiency in official language at required level.

(v) Should have passed the relevant Efficiency Bar Examination.

(vi) Should have fulfilled all requisite qualifications laid down under 7.2.3.2 as at the date of calling applications.

7.2.3.3 Age : Not relevant.

7.2.3.4 Mode of recruitment

7.2.3.4.1 Written test - Not relevant.

7.2.3.4.2 Professional test - Not relevant.

7.2.3.4.3 Fitness evaluation interview:

<i>Main Heads</i>	<i>Maximum Marks</i>	<i>Minimum Marks for selection</i>
Additional service experience	30	Not relevant
Additional educational and professional qualifications	25	
Competencies in the post of Sports Officer	20	
Additional experience in coaching, umpiring, Events organizing	20	
Aptitude at the interview	05	
Total	100	

- No marks are given for the certificates produced when making recruitment to the post of Sports Officer in the Sports Officers' Combined Service.
- At the interview held for evaluating the fitness, qualifications are also checked.

Note :

- The Appointing Authority shall approve a comprehensive marking scheme for each fitness evaluation interview being within the maximum marks allocated for main fields above for which marks are given.
- On the basis of the order of merits of total marks obtained at the interview for evaluation of fitness and the number of existing vacancies, candidates will be recruited to Supervisory Management Assistant – Technological (MN3-2016) service category Grade III post of coach, of the Department of Sports Development.

7.2.3.4.3.1 Appointing Authority of the Interview Board of evaluating fitness:
 Director General of the Department of Sports Development.

7.2.3.5. Mode of calling applications: Publishing Advertisement in News Papers and through web-site

7.2.4. Recruitment by merits: Not relevant

7.3. Recruitment Procedure for the post of Management Assistant Supra Class Headquarters sports officer of the Sports officers consolidated service.

7.3.1. Recruitment Ratio:

<i>Stream</i>	<i>Ratio</i>
Open	-
Limited	100%
Merits	-

7.3.2. Open recruitment: Not relevant

7.3.3. limited recruitment:

7.3.3.1. Recruitment class: Management Assistant Supra Class

7.3.3.2. Qualifications:

7.3.3.2.1. Educational, Professional qualifications and experience

I. Should be a Grade I officer in the Supervisory Management Assistant – Technological Service category of the sports officer’s consolidated service of the Department of sports Development.

Or

II. Should be an officer having Completed eight (08) years active satisfactory service in grade II post of Supervisory Management Assistant in Technological Service Category of the Department of Sports Development.

Or

III. Should be an officer with a five years’ active satisfactory service in supervisory Management Assistant – Technological Service category III – Sports officers consolidated service of the Department of Sports Development and should have obtained a Degree pertaining to the field of management of sports from a University recognized by the UGC.

7.3.3.2.4. Physical Fitness :

Should be of sound physical and mental condition to perform duties of the post in any part of Sri Lanka.

7.3.3.2.5. Other Qualifications :

- (i) Should have been confirmed in the post
- (ii) Should have completed a satisfactory service period of five years immediately preceding
- (iii) Should have passed the relevant Efficiency Bar Examinations
- (iv) Should have Reached requisite official Language Proficiency

(v) Should have fulfilled all qualifications mentioned under 7.3.3.2 in every respect as at the date of calling applications.

7.3.3.3. Age : Not relevant

7.3.3.3.4. Mode of recruitment

7.3.3.3.4.1. Written test – Not relevant

7.3.3.3.4.2. Professional test – Not relevant

7.3.3.3.4.3. General interview – Not relevant

7.3.3.3.4.4. Fitness evaluation interview:

<i>Main Heads</i>	<i>Maximum Marks</i>	<i>Minimum Marks for selection</i>
Additional service experience	30	Not relevant
Additional educational qualifications	25	
Competencies demonstrated in the post of coach	20	
Additional professional qualification	20	
Aptitudes at the interview	05	
Total	100	

- No marks are given for the certificates produced when making requirements to a post in sports officers' consolidated service.
- At the interview for evaluating fitness qualifications are also checked.

Note:

- The public service commission will approved a comprehensive making scheme for each fitness evaluation interview being within the maximum marks allocated for main fields given above for which marks are given.
- On the basis of the order of merits of total marks obtained at the interview for evaluation of fitness and the number of existing vacancies, candidates will be recruited to the post of Headquarters Sports Officers of the Department of Sports Development.

7.3.3.4.4.1. Appointed authority of the fitness evaluation board Public Service Commission

7.3.3.5. Mode of calling applicants : Through Newspaper advertisements and website Notice

7.3.4. Recruitment on merit basis : Not relevant

7.4. Recruitment procedure for the post of Assistant Director of Sports in Executive Service category, of the Department of Sports Development.

7.4.1. Recruitment Ratio

<i>Stream</i>	<i>Ratio</i>
Open	-
Limited	100%
Merits	-

7.4.2. Open recruitment : Not relevant

7.4.3. Limited recruitment

7.4.3.1. Recruitment class : Executive (SL01-2016) Service category Grade III

7.4.3.2. Qualifications : Educational, Professional and Experience

I. Should be an officer of Management Assistant Supra Class of the Sports officers' consolidated service of the Department of Sports Development

Or

II. Should be an officer of supervisory Management Assistant Supra Class of the sport officers' consolidated service of the Department of Sports Development

Or

II. Should be of supervisory Management Assistant – Technological Service category – Grade II officers' consolidated service of the Department of Sports Development and should have obtained a Degree in the field of Sports or Management from a university recognized by the UGC

Or

IV. Should be an officer having completed ten years of satisfactory service in a post of sports officers' consolidated service and having a degree in the field of sports from a UGC recognized university

7.4.3.2.2. Physical Qualification : Should be physically and mentally sound to carry out the duties of the post in any part of Sri Lanka

7.4.3.2.5. Other Qualification:

I. Should have been confirmed in the post.

II. Should have completed a satisfactory service period of five (05) years immediately preceding.

III. Should have passed relevant efficiency Bar Examinations.

IV. Should have reached requisite standard of official language proficiency.

V. Should have fulfilled qualifications laid down under 7.4.3.2. in all respects as at the date of calling applications.

7.4.3.3. Age: Not relevant

7.4.3.4. Mode of recruitment

7.4.3.4.1. Written test : Not relevant

7.4.3.4.2. Professional test : Not relevant

7.4.3.4.3. General interview : Not relevant

7.4.3.4.4. Fitness evaluation interview:

<i>Main Heads</i>	<i>Maximum Marks</i>	<i>Minimum Marks for Selection</i>
Additional service experience	30	Not relevant
Additional educational qualification	25	
Special Competencies shown in the courses of holding the posts of coach and Headquarters Sports Officer	20	
Additional professional qualification	20	
Aptitudes at the interview	05	
Total	100	

- No marks are given for the certificates produced when making recruitments to a post of Sports officers' consolidated service
- At the interview held for evaluating, fitness, qualifications are also checked.

Note:

- The Public Service Commission will approve a comprehensive marking scheme for each fitness evaluation interview being within the maximum marks allocated for main fields given above for which marks are given.
- On the basis of the order of merits of total marks obtained at the interview for evaluation of fitness and the number of existing vacancies candidates will be recruited to Assistant Sports Director post of Executive service category Grade III (SL-01-2016) of the Department of Sports Development.

7.4.3.4.4.1. Appointing authority of fitness evaluation interview board
 The Public Service Commission

7.4.3.5. Mode of calling applications: Advertising in Newspapers and web – site

7.4.4. Recruitment on merits: Not relevant

08. Efficiency Bars

8.1.

<i>What kind of Efficiency Bar?</i>	<i>To be passed before how many years?</i>	<i>Nature of EB: Written test / Professional test/ Certificate course / other</i>		
		<i>For Management Assistant – Technological Segment 3 Service Category</i>	<i>Supervisory Management Assistant – Technological Service Category</i>	<i>Executive Service Category</i>
1 st Efficiency Bar	Before expiry of 3 years from the date of appointment to Grade III	Written test (Annex 01)	Written test (Annex 04)	Written test (Annex 07)
2 nd Efficiency Bar	Before expiry of 3 years from the date of appointment to Grade II	Written test (Annex 02)	Written test (Annex 05)	Written test (Annex 08)
3 rd Efficiency Bar	Before expiry of 3 years from the date of appointment to Grade I	Written test (Annex 03)	Written test (Annex 06)	Written test (Annex 09)

8.2. Frequency of written test: Twice a year.

8.3. Who are responsible for conducting tests of Efficiency Bar: An entity approval by the Director General of the Department of Sports Development

09. Language Proficiency

9.1.

<i>Language</i>	<i>Proficiency required</i>
01. Official Language	Those who have sought employment through a non-official language should reach requisite proficiency in Language airing the probation period.
02. Other official Language	Relevant Language proficiency should be acquired in terms of the Public Administration Circular No.01/2014

10. Promotion to Grades

10.1 Promotion from Management Assistant – Technological (Segment 3) Service Category Grade III to Grade II, of the Sports officer’s consolidated service.

10.1.1. According to general performance.

10.1.1.1. Qualifications to be fulfilled

- II. Should have completed at least ten years of satisfactory service in grade III service category and should have earned ten (10) salary increments
- III. Should have shown a performance of satisfactory level or above such level during the 10 years period prior to the date of promotion according to the approved performance evaluation procedure.
- IV. Should have completed a satisfactory period of 5 years immediately preceding the date of promotion
- V. Should have reached required level of language proficiency
- VI. Should have passed EB exams on due dates

10.1.1.2. promotion Scheme :

At instances where a qualifying officer submits a request on specified form for promotion to Grade II the appointing authority will promote him/her to grade II with effect from the date he/she becomes qualified after having checked the qualifications of the relevant officer

10.2. Promotion from Grade II of Management Assistant Technological segment 3 service category grade II to Grade I of the sports officers consolidated service

10.2.1. According to general performance

10.2.1.1. Qualification to be fulfilled

- I. Should have completed at least an active and satisfactory period of service of 10 years in grade II of the service category and should have earned ten salary increments.
- II. Should have shown an optimum or satisfactory performance during the period of ten (10) years immediately preceding to the approved performance evaluation procedure
- III. Should have passed Efficiency Bar Exam on the due date.
- IV. Should have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.

10.2.1.2 Promotion Scheme

When an application on specified form is submitted to the Appointing Authority, by a qualifying officer he/she will be promoted to Grade I by the Appointing Authority, after having checked the qualifications with effect from the date he becomes qualified for the promotion.

10.3 Promotion from Supervisory Management Assistant – Technological Service category Grade III to Grade II.

10.3.1 According to general performance.

10.3.1.1 Qualifications to be fulfilled.

- i Should have completed at least ten (10) year's satisfactory service in Grade III in that service category and should have earned ten salary increments.
- ii Should have shown an optimum or satisfactory performance during the service period of 10 years immediately preceding the date of promotion, according to the approved performance Evaluation Procedure.
- iii Should have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- iv Should have reached required level of Language Proficiency in the official language.
- v Should have passed Efficiency Bar Examinations on due dates.

10.3.1.2 Scheme of Promotion

When an application on Specified Form is submitted to the Appointing Authority, by the relevant qualifying officer he/she will be promoted to Grade II by the appointing authority after having checked the qualifications, with effect from the date he becomes qualified for the promotion.

10.4 Promotion from Supervisory Management Assistant – Technological Service category Grade II to Grade I.

10.4.1 According to general performance.

10.4.1.1 Qualifications to be fulfilled.

- i Should have completed at least ten (10) years satisfactory service in Grade II in the Service Category and should have earned ten salary increments.
- ii Should have shown an optimum or satisfactory level performance during the service period of 10 years immediately preceding the date of promotion, according to the approved Performance Evaluation Procedure.
- iii Should have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- iv Should have passed relevant Efficiency Bar Examinations on due dates.

10.4.1.2 Scheme of Promotion.

When an application on specified Form Specified is submitted to the Appointing Authority by the relevant qualifying officer, requesting a promotion to Grade I, he/she will be promoted to Grade I by the Appointing Authority, after having checked the qualifications, with effect from the date he/she qualified for the promotion.

10.5 Promotion from Grade III of Executive Service category of Sports Officers' Combined Service, to Grade II.

10.5.1 According to general performance.

10.5.1.1 Qualifications to be fulfilled.

- i Should have been confirmed in the appointment.
- ii Should have completed at least ten (10) years of satisfactory and active service period in Grade III of Executive Service Category and should have earned ten salary increments.
- iii Should have shown an optimum or satisfactory performance during a service period of 10 years immediately preceding the date of promotion.
- iv Should have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- v Should have reached required level of Language proficiency in the other relevant language.
- vi Should have passed relevant Efficiency Bar Examinations on due dates.

10.5.1.2 Scheme of recruitment

When an application is made to the Appointing Authority by a qualifying officer requesting a promotion to Grade II the Appointing Authority after having checked the qualifications, will promote such officer to Grade II, with effect from the date he/she becomes qualified for the promotion.

10.6 Promotion from Grade II of Executive Service category of Sports Officers' Combined Service to Grade I.

10.6.1 According to general performance.

10.6.1.1 Qualifications to be fulfilled :

- i Should have completed a satisfactory service period of ten years in Grade II of the service category and should have earned the seven salary increments.
- ii Should have shown an optimum/ satisfactory performance during a period of seven (07) years immediately preceding the date of promotion, according to the approved Performance Evaluation Procedure.
- iii Should have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- iv Should have passed the relevant Efficiency Bar Examinations on due dates.

10.6.1.2 Scheme of promotion.

When an application is made to the Appointing Authority by a qualifying officer requesting a promotion to Grade I, the Appointing Authority after having checked the qualifications of the officer, will promote him/her to Grade I with effect from the date he/she becomes qualified for the promotion.

Note :In the case of those officers who fail to pass the Efficiency Bar Examination by the due date, their date of promotion should be delayed by a period equivalent to the duration in which he could not pass the Efficiency Bar Examination.

11. Appointment to posts :

<i>Post</i>	<i>Appointing Authority</i>
Director of Sports	The Public Service Commission shall appoint a Director of Sports from among the Grade I Officers of the Executive Service Category in the Department of Sports Development by way of an Interview Board appointed by the PSC according to a procedure approved by the Public Service Commission.

12. **The conditions outside the common conditions laid down in PSC Procedural Laws :** Not relevant.

13. Intermediate provision.

- 13.1 As regard the officers who have reached the requisite period of service to pass the Efficiency Bar Examinations which has been newly included under this Service Minute, they will be treated as having passed the Efficiency Bar Examination on the due date.
- 13.2 In the case of those officers who have not passed the Efficiency Bar Examination which is newly included under this Service Minutes, they will be given a concessionary period of three years from the date this Service Minutes takes effect.
- 13.3 In the case of Management Assistant - Technological Segment 3 Service Category Grade II officers who have passed the 2nd Efficiency Bar Examination, they will be treated as having passed on due date the 2nd Efficiency Bar Examination which is newly added under this Service Minutes.

14. Absorbing into Grade System.

This Service Minutes is applicable only to those who are engaged in service as at the day it becomes operative.

All the officers who are paid salaries according to Salary scales under PA Circular No.03/2016 and consequential Circulars, will be absorbed in the following manner subject to the provision of Section 04 Chapter VII of the Establishment Code.

Period of service is reckoned on the basis of the date of appointment. However there shall not be any change in the Salary increment date of relevant person as a result of absorption and such date shall remain unchanged as the previous salary increment date. Similarly, due to the fact that the last drawn Salary Step being corresponding to the new Salary Step, he/she should not be placed on the next higher Salary Step, as per Section 4.4 of Chapter VII of the Establishment Code.

1. Accordingly the absorptions will be made in the following manner.

- (i) Sports Officers presently drawing salaries under MN-1-2016 Grade III, II and I Salary Scales will be absorbed into re-organized Grades of III, II and I Grades of MT2-2016 Salary Scale.
- (ii) Officers holding the post of Coach drawing salary III, II, I Grades of MN-3-2016 Salary Scale will be absorbed respectively into Grade III, II and I of same Salary Scale.
- (iii) Officers holding the post of Project Officer/ Programme Officer/ District Sports Officer and drawing salary under MN-3-2016 scale to same salary scale MN-7-2016.
- (iv) Officers presently drawing salary under Grade III, II and I of SL-1-2016 are absorbed respectively into Grade III, II and I of same Salary Scale.

15. Definitions :

- 1.1 "Minutes" means the Articles of service of the consolidated service of the officers of Department of Sports Development.
 - 1.2 "Combined service of Sports officers" means the consolidated service of officers in the field of sports of the Department of Sports Development.
 - 1.3 "Officers in the field of sports" means the officers in the field of sports of the Department of Sports Development.
 - 1.4 "Active Service Period" does not include no-pay periods. But "Active Service Period" can be the period of service in which an officer receives a salary relevant to his/her post inclusive of no-pay periods and specifically mentioned as a period to be reckoned as an active service period by the Cabinet of Ministers as a policy.
16. In the case of every appointment, conditions of the Procedural Laws published in *Gazette* No.1589/30 dated 20.02.2009 of the Public Service Commission and the provisions of the Establishment Code will apply.
17. In the case of any matter which has not been provided for the Public Service Commission will take a decision.

Annexure 01

1st Efficiency Bar Examination for Sports Officers of Grade III – Technological Segment 2 Service Category of the Sports Officer’s Combined service

1. Particulars of the Examination : (Should be passed within 3 years from the date of appointment)

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
1. Basic knowledge in the Establishment Code.	01 hour	100	40%
2. Checking the general knowledge in sports.	01 hour	100	40%

Authority who conducts the exam : By an Institution approved by Director General of the Department of Sports Development.

2. Frequency of the exam : Twice a year.

3. Syllabus for Exam

<i>Question Paper</i>	<i>Curriculum</i>
1. Establishment Regulations and Procedural Laws.	1. Chapter I-V, VII, XII, XIV, XVII, XXIV of the Establishment Code
2. Checking of general knowledge in sports.	Rules and regulations relating to athletics and teams

Efficiency Bar Examination for Management Assistant – Technological Service category 2 Grade II Sports officers of Sports officer’s combined service

1. Details of the examination : (within 3 yeras, from the appointment to Grade II)

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Mark</i>
1. Computer Test	01 hour	100	40%
2. Should have two umpire licenses			

2. Conducting authority of the examination : By an institution which is approved by the Director General of the Department of Sports Development.
 3. Frequency of examination: Twice a year.
 4. Recommendation for the examination

<i>Name of the Question Paper</i>	<i>Syllabus</i>
1. Computer Test	1. Microsoft Office 2. Microsoft Word 3. Microsoft Excel 4. Microsoft Power Point (Operating Software) 5. Basic knowledge in the use of Internet.
2. Umpire licenses	Should have been issued after conducting written and practical examinations by the relevant Association.

3rd Efficiency Bar Examination for Management Assistant – Technological service category segment 2 and service category Grade I sports officers of the sports officers’ combined Service

1. Details of the exam (before 5 years of the appointment to Grade I)

<i>Question paper</i>	<i>Time</i>	<i>01 hour</i>	<i>Total Marks Pass Mark</i>
1. Basic knowledge in Financial Regulations (FR)	01 hour	100	40%
2. Basic knowledge in Training Theories	01 hour	100	40%

2. Authority of conducting exam : By an institution approved by the Director General of the Department of Sports Development.
3. Frequency of exam : Twice a year
4. Syllabus for exam:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
1. Basic Knowledge in Financial Regulations	Chapter IV, V, VI, IX of the FR
2. Basic knowledge in training theory	Knowledge in Training Principles, Training Methods

**1st Efficiency Bar Examination for the Supervisory Management Assistant Technological Service Category Grade III
 coach of the sports officers combined service**

Details of the Examination : (Should pass within 3 years from the date of appointment)

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Mark</i>
1. Training theory, Physical Fitness and Training Plans	1 1/2 hours	100	40%
2. Should have obtained a license relevant to the post of coach			

2. Authority conducting the exam : By an institution approved by the Director General of the Department of Sports Development.
3. Frequency of exam : Twice a year
4. Syllabus for exam :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
1. Training Theory, Physical Fitness and Training plans.	Training theories, Physical fitness and knowledge on setting training plans
2. To have a coaching license relevant to the post of coach.	Marks are given for license issued as Stage 1, Stage 2 and stage 3 after conducting written and practical examinations by the relevant society.

2nd Efficiency Bar Examination for the Supervisory Management Technological Service Grade II category Coaches of the sports officers' combined Service

1. Details of the Examination : (Should pass before 3 years of appointment to the post of coach.)

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
1. Conducting a written test on a selected sport	01 hour	100	40%

2. Authority conducting the exam : By an institution approved by the Director General of the Department of Sports Development
3. Frequency of exam : Twice a year
4. Syllabus for examination :

<i>Name of the question paper</i>	<i>Syllabus</i>
1. Conducting a written test on a selected sport	Knowledge on preparing annual, monthly, daily training plans

**3rd Efficiency Bar Examination for Supervisory Management Technological Service Grade I category coaches
of the Sports Officers' Consolidated Service**

Details of the Examination : (Should pass before 3 years of appointment to the post of coach.)

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
1. Presenting a practical training plan for a selected sport	01 hour	100	40%

2. Authority conducting the exam : By an institution approved by the Director General of the Department of Sports Development
3. Frequency of exam : Twice a year
4. Curriculum for examination :

<i>Name of the question paper</i>	<i>Syllabus</i>
1. Presenting practical training plan for a selected sport	Presenting a practical training section with the participation of athletes in the presence of an Interview Board.

1st Efficiency Bar Examination for the Officers of the Executive Service category, class III of the combined service of the officers in the field of sports

Details of the Examination : (Should pass before 3 years of appointment to the Grade III.)

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
1. Sports Act	03 hours	100	40%
2. Financial Regulation	02 hours	100	40%
3. Administration	02 hours	100	40%

2. Authority conducting the exam : By an institution approved by the Director General of the Department of Sports Development
3. Frequency of exam : Twice a year
4. Curriculum for exam :

<i>Name of the question paper</i>	<i>Syllabus</i>
1. Sports Act	A semi-structured question paper prepared on the basis of Sports Act
2. Financial Regulations	Sri Lanka financial administration 1. Parliament control on public finance 2. Consolidated Fund and its operation 3. Objectives of appropriation and systems thereof 4. Contingency Fund 5. Powers and roles of the Treasury 6. Auditor General, his powers role 7. Committee on Public Accounts (COPA) 8. Committee on Public Enterprises (COPE)
3. Administration	1. Organization of field activities and organizational methods 2. The following chapter of the Establishment Code I, II, III, V, VI, IX, XI, XII, XXIII, XXV, XXV, XXVI, X XVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII 3. Procedural rules of the public service commission 4. Office management.

2nd Efficiency Bar Examination for Grade II officers of Executive service category of the sports officers' combined service

Presenting a thesis of not less than 3000 words describing the, ways and means of developing a selected sport focusing on one aspect or aspects thereof by using samples. This should be done within three years of promotion to Grade II and submitted to a Board of Examination appointed or approved by the Director General of Sports Development of the Department of sports Development.

3rd Efficiency Bar Examination for Grade I officers of Executive service category of the sports officers' combined service.

Presenting thesis of not less than 5000 words on identifying national policies, formulation proposal for development and international sports policies in an analytical study, should be submitted to a Board of Examination appointed or approved by the Director General of Sports Development of the Department of Sports Development, within 05 years of promotion to Grade I.

Schedule 01

Duties Assigned

Sports Officer

1. Maintaining sports training centres properly
 - i Maintenance of all sports items and equipment provided to the sports training centres.
 - ii Protecting the other equipment of the training centres.
2. Continuing sports training according to future programmes.
3. Plans relevant to the subject of sports.
4.
 - i. Bio-data of athletes.
 - ii. Athlete aptitude records.
 - iii Research Reports.
 - iv. Maintaining Attendance Records.
5. Organizing sports competitions, Training camps and judging.
6. Providing assistance and guidance for projects undertaken by the Provincial Sports Ministry, Ministry of Education and National Youth Council or any other NGO subject to the approval of Director of Sports.

Coach

In addition to duties under 1-6 above.

1. Supervision of training and providing technical advice for sports officers.
2. Organising technical evaluation tests in collaboration with relevant coaches in order to check performance level and progress of athletes.
3. To be in-charge of supervision of sports officers.
4. Supervision of the maintenance, storage and issuance of all sports goods of the training centres.
5. Taking necessary action to protect other items and assets of the training centre.
6. Balancing the inventory and maintain it.
7. Catering to the technical needs of the Grounds coming under training centres.
8. Furnishing progress reports on all training centres.
9. Providing assistance and advice for sports projects undertaken by the Provincial Sports Ministry, Ministry of Education, National Youth Council or any other recognized Public or NGO.

Head Quarter Sports Officer

1. To be in charge of Supervising sports officers.
2. Maintaining, storing of all equipment provided to training centers and supervision on issuances.
3. Taking action to protect other equipment and assets of training centres.
4. Balancing the inventory and maintaining it.
5. Attending to the technical needs of sports grounds belonging to training centres.
6. Submission of Progress Reports on all training centres.
7. Supervision of Sports Projects undertaken by the Provincial Sports Ministry, Ministry of Local Government, National Youth Council or any other recognized public institution or NGO.

Head Quarters Sports Officer

1. Taking action to prepare plans, implement them for the expansion of sports in the country and follow-up action thereon.
2. Formulate a programme to identify talented athletes and coaches.
3. Formulation of a data-base containing information relevant to sports (infrastructure facilities, athletes, coaches umpires achievements and talents of sportsmen and sportswomen.
4. Coordination with coaches for development of relevant sport.
5. Conducting training programmes and seminars with the assistance of the Institute of Sports Science to update the subject knowledge of the coaches.
6. Conducting sports competitions between District pools for relevant sports.
7. Coordination, counselling and supervising over national sports associations/federations.
8. Maintaining the Sports Ministry's sports Pools and thereby enriching national pools.
9. Relevant organizational activities of National Sports Festival.
10. Providing assistance in programmes undertaken by the Provincial Sports ministry, Ministry of Education, National Youth Council or any other public institution or NGO.

Head Quarters Sports Officer

Preparation of Annual Calendar for National Sports Competitions of the Ministry of Sports.

1. Preparation of programmes for selection of seminars relevant to National Sports Training Camps and "Kreedha Shakthi" project.
2. Preparation of programmes in relation to seminars meant for officers in the field of sports.
3. Preparation of programmes to welcome the returning local sports teams and foreign personnel to take part in sports here.

Assistant Director of Sports/ Deputy Director of Sports

1. To be in-charge of the supervision of Sports Officers, Coaches, District Sports Officers, Project Officers, Programme Officers and submission of their future programmes, leaves and travelling claims and all other reports to the Department of Sports Development.
2. Supervision on maintenance of the District Sports Controlling Associations, providing advice, registration, taking part in their Annual Sports events , acting as the supervising officer of the Department of Sports Development for standards and formality.
3. Supervision of the Kreedha Shakthi Programme, recommending a Nutritional Allowance after verifying the monthly attendance schedules and performance reports.
4. Coordination work between all sports centres in the district and supervising.
5. Coordination between Ministry of Sports, Ministry of Education and Provincial Ministry of Education, preparation of plans for promotion of sports, providing advice and guidance.
6. Observing sports events and providing technical assistance for sports events held by sports associations.
7. Coordination between District Sports Coordinating Officers engaged in sports development work.

Sports Director

1. Coordination and supervision of District and National Sports societies.
2. Supervision of sport projects.
3. Providing guidance on the facilities relevant to stadia, playgrounds and sports.
4. Supervision of "Kreedha Shakthi Programme" and all training and technical activities.
5. Coordination and supervision of all sports competition.
6. Preparing sports plans.
7. Management, supervision of sports training activities, sports events, sports equipment and infrastructure facilities and all activities relevant to the field of sports and providing consultation.

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