

## Scheme of Recruitment

1. **Service Category** : Manager

2. **Broad definition of the nature of functions assigned to the category.**

Functions in the nature of policy formulation, direction management and decision making in such fields that parts of the functions assigned to the chief executive (Director General) are assigned to the holder of post category.

3 **Job summary** : Ensure appropriate MIS systems to facilitate SLIATE operations are put in place, and maintain

3.1 **Job title** : **MANAGER -Management Information System**

3.1.1 **Responsible to** : DDG (Planning & Research)  
Director (P&R)

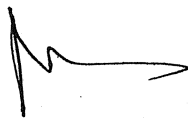
3.1.2 **Area of Responsibility** :

- i. Identify and install user friendly and operationally facilitative MIS software and systems to enable the Head Office and ATI to function efficiently and effectively  
e.g. Internet, Data Base, Web Site and other essential programmes for information/data collection, analysis and dissemination
- ii. Ensure that working of the MIS systems are followed up and software and hardware maintaining and servicing activities are undertaken
- iii. Advice and guide the Head Office and ATII on the functions of MIS systems
- iv. Ensure that all staff are trained and developed to function in an MIS office environment
- v. Any other responsibilities to be assigned by the DG

4. **Nature of Post** : Permanent with EPF and ETF

5. **Salary Scale** : Salary code and monthly salary scale  
MM 1 -1-2006 – Rs.25640 – 3x665-7x735- 15  
46,655

Grade	Initial Salary Step
II	25640
I	33705



## 11. Promotions

A Promotion Scheme based on performance, shall be applicable in the following manner.

### 11.1 Promotion from Grade II of Post to Grade I

#### 11.1.1 Officers who prove performance of an average level.

##### (a) Pre-requisites

- Should have been confirmed in the post
- Should have completed 10 years service period in Grade II of the post
- Should have earned all salary increments during the period of ten years and a satisfactory service of 5 years falling immediately preceding the date of promotion.
- Should have proved a performance at average level during the period of 10 years immediately preceding the date of promotion according to the approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

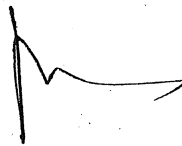
##### (b) Scheme of Promotion

Promotion of the officer, who have satisfied prescribed qualification above to Grade I of the Service, shall be made on the employee's request to the appointing authority with effect from the date on which the qualification have been satisfied.

#### 11.1.2 Officers who prove performance at an above average level

##### (a) Pre-requisites.

- (a) Should have been confirmed in the appointment
- (b) Should have completed 06 years service period in Grade II of the post
- (c) Should have proved performance at above average level during the period of six-years immediately preceding according to approved performance appraisal scheme.
- (d) Should have earned all salary increments and a satisfactory service period of 05 years immediately preceding the date of promotion.
- (e) Should have passed the efficiency bar examination within the prescribed period
- (f) Should pass the aptitude test held for the purpose and obtain 50 marks



**: Paper One(3 hours)**

E Code

Chapters

Subjects : I, II, IV, VII, VIII, IX, XII, XIV, XVIII, XIX, XX, XXIV, XXVII, XXIX

FR Chapter - I, IV, V, XIII,

**Paper Two(two hours)**

Office system and Office Management

**: procurement procedure &FR  
Chapters-VI, XI,XIII**

The officer has to pass the first EB within three years from the date of appointment and also the second EB within six years

All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.

**Recruitment**

: Recruitment will be done externally

**More & Recruitment**

: Paper Advertisement

**Job Qualifications**

: i. BSc in Computer Science or equivalent from a recognized university with 3 years experience in Programming and systems design

**Method of Selection**

: Structured interview

**Age Limit**

: Below 40 years. This would not apply to those in the Public Service/ Corporation Service sectors

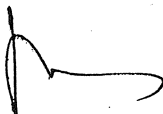
**Other**

: The candidate should be a citizen of Sri Lanka and should be of sound physical health, excellent moral character and sound constitution for the service and further he/she is bound to serve in any part of the Island which he/she is called upon to serve.

**Training**

: All the new recruits have to undergo an Induction training for one week

Local or foreign training will be provided to upgrade their knowledge & skill.



(b) **Scheme of Promotion**

On the request of the eligible employee as 9.1.2 (d) promotion to Grade I of the post, shall be made by the appointing authority or any other person authorized by the appointing authority, with effect from the date on which prescribed qualifications have been satisfied

**General**

- i. The officers selected through external recruitment will be placed in the initial step of the salary scale. The officers selected through internal recruitment will be placed in the salary scale in terms of the clause 4 of chapter VII of the establishments code of the Democratic Socialist Republic of Sri Lanka.
- ii. the selected candidate will be on probation for a period of three years.
- iii. those who are already confirmed in the Public Service will be appointed to act in the new post for a period of one year
- iv for the purpose of recruitment, attachment to the service, disciplinary and other establishments activities, provisions of the Establishments Code/Provisions made by the Management Services Department shall be applicable

