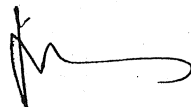


Scheme of Recruitment

1. **Service Category** : Junior Manager
2. **Job summary** : Administrative, Personal Managerial, Financial Management activities specifically delegated to facilitate. Supplement the discharge of duties by the senior executive and executive categories of officers.
- 2.1 **Job title** (A) Assistant Registrar (Admin)
(B) Assistant Registrar (Students Affairs)
(C) Administrative Officer
- 2.1.1 **Responsible to** : Assistant Registrar (Admin/ Students affairs)
Director (ATI)
Administrative Officer
Assistant Director / Director (Admin)
- 2.1.2 **Area of Responsibility** :
- (A) **Assistant Registrar (Admin)**
- i Maintain client friendly and pleasant internal and external office environments
 - ii General Office Management
 - iii Under the direction of the Director provide security arrangements to ATII
 - iv Implementation of instruction given by Head office and Government through circulars or any others form.
 - v Supervision of proper utilization and maintenance of Electricity, Water and Telephone
 - vi Coordinate with Director and arrange for the purchase and supply of all requirements
 - vii Student registration activities and maintaining a data base and records.
 - viii Ensure the proper maintenance of all buildings, equipment and furniture
 - ix Ensure the economical utilization and servicing of all vehicles
 - x Organizing of examinations and issuing of results to students.
 - xi Supervision of daily mail.
 - xii Record keeping of drop out rate and student attendance.
 - xiii Ensure an appropriate and balance work distribution among the staff in the Division
 - xiv Prepare replies to questions in Parliament and Audit queries
 - xv Timely procurement and issue of supplies
 - xvi Any other responsibilities assigned by the Director



(II) Assistant Registrar (Students Affairs)

- i The Welfare activities of the students.
- ii The organizing of Educational Visits, Special Seminars, Workshops and Practical Training Sessions under the guidance of the Director.
- iii The sport activities of the students.
- iv Mahapala Scholarships and bursaries
- v Supervision of students attendance registry
- vi Maintain record on student drop out rate
- vii The welfare activities of the academic or non-academic staff.
- viii The supervision of the cleaning service.
- ix The supervision of the facilities of the students.
Eg. Canteen, Students Center, and Auditorium
- x Any other duties assigned by the Director time to time.

(C) Administrative Officer

- i Maintain client friendly and pleasant internal and external office environments of Head Office
- ii Plan and provide welfare needs of the Head Office
- iii Coordinate with other divisions and ATII and section, and arrange for the purchase and supply of all requirements
- iv Ensure the proper maintenance of all buildings, equipment and furniture
- v Ensure the economical utilization and servicing of all vehicles
- vi Ensure an appropriate and balance work distribution among the staff in the Division
- vii Prepare replies to questions in Parliament and Audit queries
- viii General administration work like daily mail,
- ix Assisting the Director (Admin) in HR Planning and management activities.
- x Assisting the Director (Admin) in disciplinary matters.
- xi Any other responsibilities assigned by the DG

Nature of Post

:

Permanent with EPF and ETF

4

4 Salary Scale

: Salary code and monthly salary scale
JM 1- 2 -2006 – Rs.20870 – 10x325- 18x475-32670

Grade	Initial Salary Step
II	20,870
I	24,595

5. EB I

: **Paper one (3 hours)**
E Code
Chapters
Subjects I,IV, VII,VIII,IX,XI,XII,XIV,XVIII,XIX,XX,XXI

And

FR Chapters – I,II,III,IV, V,VI, VII,VIII,XI,XIII

Paper two (3 hours)

Disciplinary Procedure

Paper Three - Office system and office management

EB II

Paper one

Procurement Procedure

Paper two

HR Management and organizational behavior

6 External Recruitment

: Paper Advertisement

6.1 Qualifications

: The Candidates should possess one of the following

Degree of a recognized University with 02 years experience in Office Administration or Management in a public / Statutory Board

6.2 Internal Recruitment

: Internal Advertisement

6.2.1 Qualifications

: 5 years experience in class I of the Management Assistant service or similar service.

7. Method of Selection

: Structured interview

8. Age Limit

: Below 45 years. This would not apply to those in the Public Service/Corporation Service sectors.

9. **Others** : All the applicants shall be persons of excellent moral characters and sound physical and mental health
10. **Training** : All the new recruits have to undergo an Induction training for one week.

11. **Promotion** :

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 approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

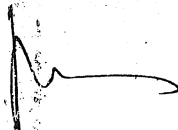
(b) Scheme of Promotion

Promotion of the officer, who have satisfied prescribed qualifications to Grade I of the Service, shall be made on the employee's request, by the appointing authority with effect from the date on which the qualifications 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 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 help for the profession and obtain 50 marks.



(f) Scheme of Promotion

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

12 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

13. Absorption of officers who are already in the Service:

- I The present Assistant Registrars will be absorbed to the salary scale of JM 1-2 with effect from 01-07-2008 in terms of the clauses 4, of chapter VII of the E – code. However the date of annual salary increment will remain as it was before the absorption. In converting salary he will not be placed at the next higher salary step on the ground that his current salary step is corresponding to a step in the new salary scale.
- II The post of Welfare and Placement Officers will be converted as Assistant Registrar (Student Affairs) and they will be absorbed to JM 1-2 with effect from 01-07-2008 in terms of clauses 4, chapter VII of the E – code. However the date of salary increment will remain as it was before the absorption. In converting salary he will not be placed at the next higher salary step on the ground that his current salary step is corresponding to a step in the new salary scale.