

Scheme of Recruitment

1. **Service Category – Primary Level Skilled**
2. (a) **General definition on the nature of duties entrusted to employee category**

A service category to which basic functions relating to the provision of basic facilities such as construction maintenance repairs and transport, which can be performed with a certificate by a technical training institution, not below N.V.Q level 4, or in case of the drivers possessing a valid Driving License issued by the Commissioner General of Motor Transport. Employees belonging to this category are bound to perform the duties, out of the duties of the category, determined specially by the Appointing Authority.

(b) **Designation: Technician , Driver**

(c) **Duties assigned to the post**

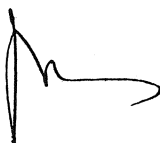
Technician

- i. Taking necessary steps to implement preventing maintenance of workshop and laboratory equipments under the guidance of relevant demonstrator.
- ii. Carrying out brake down maintenance of the workshop laboratory equipment as well as other equipment of the institute under the guidance of relevant officers.
- iii. Taking steps to minimize the brake down maintenance by continued supervision of laboratory and workshop and other equipment.
- iv. Arrange the equipment fit to do the practical according to the prevailing schedule.
- v. Rendering any other duties assigned by the Director General/DDG/Director

Drivers

- i. Cleaning & Washing the vehicle
- ii. Regular checking of lubricants
- iii. Reporting the repairs
- iv. Maintaining the vehicles in good condition
- v. Rendering any other duties assigned by the Director General/DDG/Director institute.

Nature of Post : Permanent with EPF and ETF



4. Salary Scheme, Structure of Grades and Efficiency Bars

4.1 Salary Code Number applicable to the Employee Category and Monthly Salary Scale.

Grade III, II & I

PL 3 – 2006 - Rs. 12,550 -10x110-10x120-10x130-12x140-17,830

4.2

Grade	Relevant Initial Salary Step	
III	Step 01	Rs. 12,550
II	Step 12	Rs. 13,770
I	Step 22	Rs. 14,980

4.3 Efficiency Bar

Technician

- EB I** : Trade test to check the skill of the technician on the trouble shoot of machinery
- EB II** : Trade test to update the knowledge on the operating system of the machine
- EB III** : E-code chapter I, IV, VII, VIII, XII, XIV
And FR chapter V, XIII, and procurement procedure
Trade test to update the knowledge on the operating system of machine

Driver

- EB I** : The exam will be conducted by an interview panel
- (i) Practical knowledge on rules of transport - 40 marks
(ii) Basic knowledge on mechanical engineering - 40 marks
(iii) Attendance, work and conduct - 20 marks
- EB II** (i) Practical knowledge on rules of transport - 40 marks
(ii) Basic knowledge on mechanical engineering - 40 marks
(iii) Attendance, work and conduct - 20 marks



EB III

- (i) Practical knowledge on rules of transport - 40 marks
- (ii) Basic knowledge on mechanical engineering - 40 marks
- (iii) Attendance, work and conduct - 20 marks

E code :chapter I.VII,VIII,XII

5. In addition to the above Efficiency Bar Examinations, officers are bound to obtain other skills as prescribed from time to time by Governing Council and Ministry of Finance.

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

6. Recruitment

6.1 External Recruitment

Qualifications

(a) Educational Qualifications

Should have passed in the GCE O/L Examination in 6 subjects in not more than two sittings with 2 credit passes.

and

(b) Vocational Qualifications

NVQ qualification level 4 /Driving Licence Issued by Department of Motor Traffic

and

(c) Experience

2 years experience in the relevant field.

In case of driver one must possess a Heavy Duty driving license with two years driving experience.

6.2 Internal Recruitment :

Employees in the SLIATE Service who have satisfied educational qualifications indicated in 6.1. 1(a) ,(b) and (c) above and completed 05 year's service in PL I or PL II.

7 Age

Should be not less that 18 years and not more than 45 years

8 Other

All the recruitment are subject to section 10-12 chapter II of establishment code

9 Method of selection

Application will be called through paper advertisement and practical and structured interview will be held

10 Other:

Every 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.

10.1 All the recruitments/appointments made to this service category shall strictly be in accordance with the provisions of this scheme

10.2 Recruitments shall strictly be made to Grade III of the above employee category

11 Promotions

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

11.1 Promotion from Grade III of Post/Service to Grade II

11.1.1 Employees 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 III of the service and Should have earned all salary increments within the stipulated period
- 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 satisfactory 05 years service immediately preceding the date of promotion
- Should have passed the efficiency bar examination within the prescribed period
- Should have obtained second language proficiency - common

(b) Scheme of Promotion

Promotion of employees, who have satisfied prescribed qualifications to Grade II 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 Employees who prove performance at an above average level

(a) Pre-requisites.

- Should have been confirmed in the post
- Should have completed 6 years service period in Grade III of the service and Should have earn all salary increments during a period of 6 years
- Should have proved a performance at excellent level during the period of 6 years immediately preceding the date of promotion according to approved performance appraisal scheme.
- Should have satisfactory 05 years service.
- Should have passed the efficiency bar examination within the prescribed period
- Should have passed the aptitude test held for the purpose and obtain 50 marks.
- Should have obtained second language proficiency

(b) Scheme of Promotion

On the request of the eligible employee, promotion to Grade II of the Service, shall be made by the appointing authority or any other person authorized by the appointing authority, on the results of aptitude test with effect from the date on which prescribed qualifications have been satisfied. An employee is allowed to sit for the test strictly on one occasion. However, the test shall be held before expiry of first 06 years of the employee's service. Employees who fail to qualify at the test shall be considered for promotions under 11.1.1 above.

11.2 Promotion from Grade II of Post/Service to Grade I

11.2.1 Employees who prove performance of an average level.

(a) Pre-requisites

- Should have completed 9 years service period in Grade II of the service and Should have earn all salary increments within the stipulated period
- Should have proved a performance at average level during the period of 9 years immediately preceding the date of promotion according to approved performance appraisal scheme.
- Should have satisfactory 05 years service immediately preceding the date of promotion
- Should have passed the efficiency bar examination within the prescribed period
- Should have obtained second language proficiency

(b) Scheme of Promotion



Promotion of employees who have satisfied prescribed qualifications 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.

11.2.2 Employees who prove performance at an above average level

1. Pre-requisites.

- Should have completed 8 years service period in Grade II of the service and Should have earned all salary increments within the stipulated period
- Should have proved a performance at excellent level during the period 8 years immediately preceding the date of promotion according to the approved performance appraisal scheme.
- Should have satisfactory 05 years service and earned all the increments immediately preceding the date of promotion
- Should have passed the efficiency bar examination within the prescribed period
- Should have passed the aptitude test held for the purpose
- Should have obtained second language proficiency

(b) Scheme of Promotion

Promotion to Grade I of the Service, on the request of the eligible employee, shall be made by the appointing authority on the results of the aptitude test held with effect from the date on which prescribed qualifications have been satisfied.

For the purpose of promotion, the period of "Satisfactory Service" shall mean the period of service during which all increments falling within the period have been earned by the officer and he/she has not been subjected to any disciplinary order which is considered as a punishment under the provisions of the Establishments Code.

12 or the purpose of recruitment, attachment to the service, disciplinary and other establishments activities, provisions of the Establishments Code/Provisions made by the Governing Council & Department of Management Service shall be applicable

13 Absorption of employees who are already in the Service.



Absorption of officers who are in the service on 01-07-2008 shall be made in the following manner.

PL 3 – Grade III

Employees who have not reached the step 11 of the salary scale PL 3 granted by Management Services Circular 30 and employees who have not completed 10 years services in a post categorize under skilled segment I will be absorbed to PL 3 Grade III with effect form 01-07-2008 subject to Section IV Chapter VII of the Establishments Code

PL 3 - Grade II

All the employees who obtained salaries indicated in the steps from 12 to 21 in Salary Scale PL 3 granted by Department of Management Service Circular 30 shall be absorbed into Grade II of the Service and they should be placed on the same salary step which is drawn by them at that date. Employees who have completed a period of service more than 10 years and less than 20 years belonging to a post of Primary level skilled shall be absorbed to Grade II of PL 3 service category Subject to Section IV Chapter VII of the Establishments Code

- 14 The Head of the Department shall retain the authority to engage an officer in the duties of a post belonging to other class at the instances where the duties of the same grade cannot be assigned to him/her, since the promotions to all other grades are made not depending on the number of vacancies.

