

## Scheme of Recruitment

**1. Service Category – Un Skilled**

**2. (a) General definition on the nature of duties entrusted to employee category**

The common basic functions required for the achievement of objectives and carrying out activities of establishment, that can be performed by unskilled persons who do not possess defined industrial skills.

This category of employees is a multi functional category and any defined functions among basic functions can be assigned by the Appointing Authority/Head of the Organization to holders of posts in this category

**(b) Designation:** Labourer, Cook, CB-Keeper, Telephone Operator, KKS, Messenger,

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

- i. Operators and maintain the photo copier, Fax machine, Resographs Digital copier Multimedia and roneo machine.
- ii. Attend to collect and deliver for daily mail.
- iii. Support to the management assistant in their work
- iv. Support to the all officers to attend to their duties.
- v. Attending to book binding work.
- vi. Direct persons calling over at the SLIATE for various purposes to the respective division
- vii. Any other responsibilities to be assigned by the SLIATE


**3. 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 1 – 2006 - Rs. 11,930 -10x100-10x110-7x120-15x130-16,820



4.2

Grade	Relevant Initial Salary Step	
III	Step 01	Rs. 11,930
II	Step 12	Rs. 13,040
I	Step 22	Rs. 14,150

#### 4 Efficiency Bar

5. E code :chapter I.VII,VIII,XII

**EB I** The EB exam will be conducted by an interview panel  
Basic knowledge on office system - 30 marks  
Basic knowledge on the operation on the branch - 30 marks  
Attendance, work and conduct - 40 marks

**EB II** The EB exam will be conducted by an interview panel  
Basic knowledge on office system - 30 marks  
Basic knowledge on the operation on the branch - 30 marks  
Attendance, work and conduct - 40 marks

**EB III** The EB exam will be conducted by an interview panel  
Basic knowledge on office system - 30 marks  
Basic knowledge on the operation on the branch - 30 marks  
Attendance, work and conduct - 40 marks

E-code chapter I, IV, VII, VIII, XII, XIV

And

FR chapter V, XIII, and procurement procedure

5.1 In addition to the above Efficiency Bar Examinations, employees are bound to obtain other skills as prescribed from time to time by Governing Council and the assigned with the subject assigned with the subject of Finance.

**External Recruitment** : paper advertisement

Qualifications



## **Educational Qualifications**

- (a) Should have passed in the GCE O/L Examination in 2 subjects in not more than two sittings.

### **6. Age**

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

### **7 Other**

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

### **Method of selection**

Application will be called through paper advertisement and selection will be done through structured interview

### **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 bound to serve in any part of the Island which he/she is called upon to serve.

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

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

## **8 Promotions**

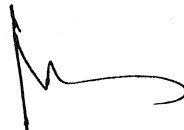
A Promotion Scheme based on performance, shall be applicable in the following manner.

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

8.1.1 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 during a period of 10 years



- 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

(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.

**8.1.2 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 and earn 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 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 8.1.1 above.

8.2

Promotion from Grade II of Post/Service to Grade I

8.2.1

**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 earned all salary increments during a period of 9 years.
- Should have proved a performance at average level during the period of 9 years immediately preceding the date of promotion according to the 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 for 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.

8.2.2

**Employees who prove performance at an above average level**

**2. Pre-requisites.**

- Should have completed 8 years service period in Grade II of the service and Should have earned all salary increments during a period of 8 years.
- Should have proved a performance at excellent level during the period of 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 and obtained prescribed marks
- 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 prescribed period have been earned.

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.

9 For 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

10 Absorption of officers who are already in the Service.

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

**PL 1 - Grade III**

- (a) Employees who have not completed a minimum of 10 years in a post assigned with grade III of the salary scale P.L.1 by the Management Service Department No. 30
- (b) Employees who have completed 10 years of service in a post in grade III as stated above but not fulfilled other requirements to be absorbed in to grade II  
Will be absorbed into P.L. I grade III with effect from 01-07-2008 subject to Section IV Chapter VII of the Establishments Code

**PL 1 - Grade II**

Employees who have completed a minimum of 10 years but not more than 20 years in a post in P.L.I grade III as stated above and fulfilled all other service requirements in terms of the S.O.R effect from 01-07-2008

11 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.

