

Scheme of Recruitment

1. **Service Category** : Enforcement /Operational /Extension
2. **Job summary** : Preparing students of Advanced Technological Institutes (ATI) and ATI sections as middle level technicians/middle level managers through conducting lectures practical works and evaluating student's performance.
- 2.1 **Job title** : (1) (A) Instructor/Tutor in English,
(B) Tutor in IT
- 2.1.1 **Responsible to** : Director ATI through Head of Department
- 2.1.2 **Area of Responsibility** :
- i Preparing lessons
 - ii Conducting class room teaching
 - iii Conducting practical work
 - iv Evaluating assignment of students
 - v Preparing students for projects and evaluating them
 - vi Preparing model examination papers
 - vii Evaluating answer script
 - viii Assisting the management in student affairs and students disciplinary matters
 - ix Contributing to curriculum development
 - x Any other work assigned by DG, DDGs and Directors
3. **Nature of Post** : Permanent with EPF and ETF
4. **Salary Scale** : Salary code and monthly salary scale
MA5-3-2006 – Rs.22115 –10x475-10x525- 10x575-37

Grade	Initial Salary Step
III	22115
II	27390

E.B I : Every Tutor has to successfully follow a certificate course on Teaching Methodology and reach the standard to qualify for the award of certificate before the 2nd increment. It will be conducted by a reputed educational Institute.

Subjects : (a) Teaching methodology
(b) Educational Psychology
(c) Academic evaluation methods

Total teaching hours of the course is 100 hours at the end of the course an examination will be conducted and the pass marks of each paper is 50

E.B II A Postgraduate qualification in the relevant discipline in a recognized University

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

External Recruitment. : Paper Advertisement

(A) Tutor in English

Qualifications : 1) Degree of a recognized university with English as a subject or equivalent.

And

2) 3 years post qualifying teaching experience

(B) Tutor in IT

1) Degree in IT from a recognized university or Degree of a recognized University with IT as a subject

And

2) 3 years post qualifying teaching or industrial experience

Method of Selection : Structured interview (Total marks 100)

(Criteria - Annex 1)

- 7 **Age** : Below 45 years. This would not apply to those in the Public Service/Corporation Service sectors.
- 8 **Others** : 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.
- 9 **Training** : All recruit will have to undergo induction training for one week. They will be provided local or foreign training to upgrade their knowledge and skills.
- 10 **Promotion** : **Promotions**
A Promotion Scheme based on performance, shall be applicable in the following manner.

10.1 Officers who prove performance at 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

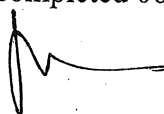
(b) Scheme of Promotion

Promotion of the officer, who have satisfied prescribed qualifications as mentioned in (a) 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.

10.2 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

(b) Scheme of Promotion

On the request of the eligible employee, 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

11 Norm

: Minimum 25 Teaching hours per week

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:

The existing Instructor in English will be absorbed to MA 5-3 with effect from 01-07- 2008 in terms of 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.

