

Scheme of Recruitment

1. Service Category – Primary Level Semi Skill

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

A service category to which functions relating to the provision of basic facilities construction, maintenance and repairs that can be performed by persons who possess skills at the N.V.Q. levels 2 or 3, are assigned. The holders of posts in this category assigned with such functions specifically indicated by the appointing authority.

(b) Designation: Mason/Plumber

(c) Duties assigned to the post

- Identifying the repairs of building
- Doing the minor repairs
- All kind of supportive activities of civil and electrical work
- Any over responsibilities assigned by the immediate superior

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 2 – 2006 - Rs. 12,330 -10x110-10x120-10x130-12x140-17,610

4.2

Grade	Relevant Initial Salary Step	
III	Step 01	Rs. 12,330
II	Step 12	Rs. 13,550
I	Step 22	Rs. 14,760

4 Efficiency Bar

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



- EB I - Trade test in the relevant field to check the skill of the employee - 60 marks
 Attendance, work and conduct - 40 marks
- EB II - Trade test in the relevant field to check the skill of the employee - 60 marks
 Attendance, work and conduct - 40 marks
- EB III - Trade test in the relevant field to check the skill of the employee - 60 marks
 Attendance, work and conduct - 40 marks

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

And

FR chapter V, XIII, and procurement procedure

5.1.2 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.

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

Recruitment to Semi skilled service Category

5. **External recruitment** : paper advertisement

Qualifications

(a) **Educational Qualifications**

Should have passed in the GCE O/L Examination at least in 02 subjects.
 and

(b) **Vocational Qualifications**

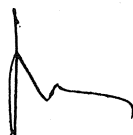
NVQ qualification level 2 or 3

(c) **Experience**

2 years experience in the relevant field.

5.3 **Internal recruitment** : Employees in the SLIATE Service who have satisfied educational qualifications indicated in 5.2 (a), (b) and (c) above and completed 05 year's service in PL I.

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 practical and structural interview will be held and

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.

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 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 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 during a period of 6 years
- 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

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 6.1.1 above.

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

8.2.1 Employees who prove performance of an average level.

ii. Pre-requisites

- Should have completed 9 years service period in Grade II of the service and Should have earn 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 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 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

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 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
- 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.

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 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.

- (a) Employees who have not completed a minimum of 10 years in a post assigned with grade III of the salary scale P.L.2 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. 2 grade III



P.L. 2 Grade III

- 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.

P.L 2 grade III

Employees who have completed a minimum of 10 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 form 01-07-2008

