

## Scheme of Recruitment

**Service Category** : Senior Manager

**Broad definition of the nature of functions assigned to the category.**

Functions in the nature of policy formulation, direction, management and decision making in such fields that forms parts of the functions assigned to the chief executive officer (Director General) are assigned to the holder of post in this category.

**Job summary** : Overall in charge of organizing Conducting, evaluation, certification of examinations and Diploma Awarding

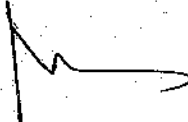
**Job title** : **Director (Exams)**

**Responsible to** : DG, DDGs

**Area of Responsibility** :

- i. Organizing all examination in time for all students of ATII & section
- ii. Coordinating the examination committee of all ATII.
- iii. Overall in charge of all the administrative work of examination branch
- iv. Coordinating the preparation of question papers with confidentiality and sending them to ATII & sections in time.
- v. Ensuring the smooth conduction of exams
- vi. Coordinating the evaluation of answer scripts related activities.
- vii. Releasing the results within 2 months of any examination.
- viii. Analyzing the results and reporting to academic syndicate.
- ix. Preparing the diploma holders list annually
- x. Forwarding the results of all the exams to Governing council through academic syndicate.
- xi. Rendering any other duties assigned by the Director General of SLIATE.

**Nature of Post** : Permanent with EPF and ETF



**5. Salary Scale**

: Salary code and monthly salary scale  
HM 1 -3-2006 – Rs.41745 – 15x1100-58245

**6.1 E.B I**

: **Paper One (3 hours)**

E Code

Chapters

Subjects : I, II, IV, VII, VIII, IX, XII, XIV,  
XVIII, XIX, XX, XXIV, XXVII, XXIX

**Paper Two (three hours)**

FR Chapter - I, IV, V, VI, XI, XIII and  
procurement procedure

**Paper Three (three hours)**

Office system and Office Management

The officer has to pass the EB within three years from the  
date of appointment.

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

**7. Recruitment**

: Recruitment will be done  
externally. If suitable candidates  
are not available in SLIATE

**7.1 Internal Recruitment**

: Internal Advertisement


**7.1.1 Qualifications**

: 1)  
Master Degree in relevant  
disciplines with 5years experience  
as Senior Lecturer.

**And**

2)  
An excellent performance record based on  
the performance appraisal system

**OR**



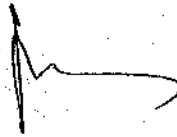
- 1) Two years experience as Director -2  
**And**
- 2) An excellent performance record based on the performance appraisal system
- 1.1 **External Recruitment** : Paper Advertisement
- 1.1.1 **Qualifications** : Master Degree in the relevant discipline with 18 years Post Qualifying Academic/Research experience of which at least 3 years should be in senior managerial level in a Higher Education Institute.
- 1.1 **Method of Selection** : Structured interview
- 1.1 **Age Limit** : Below 45 years. This would not apply to those in the Public Service/ Corporation Service sectors
- 1.1 **Other** : 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.
- 1.1 **Training** : All the new recruits have to undergo an Induction training for one week
- Foreign or local training relevant to the job will be provided
- 1.1 **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 establishment 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

**12 Absorption of officers who are already in the Service:**

The present Director (Exams) will be absorbed to the salary scale of HM 1-3 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.



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