

## Scheme of Recruitment

- 1. Service Category** : Associate Officer
- 2. Job summary** : Assisting SLIATE management, in achieving the organizational goals. The task such as data collection, analyzing, reporting, Investigation, translation and procurement for which minimum qualification in Degree in recognized University
- 2.1 Job title** : Translator , Administrative Assistant,
- 2.1.1 Responsible to** : DDG's, Director
- 2.1.2 Area of Responsibility** :
- Translator**
- i. Translation of materials from one language to another
  - ii. Any other duties assigned by Director
- Administrative Assistant**
- i. Assisting the immediate superior in all general administration matters
  - ii. Supervising the works of the branch.
  - iii. Preparing reports based on the collected dates
  - iv. Any other duties assigned by Director
- 3. Nature of post** : Permanent with EPF and ETF
- 4. Salary Scale** : Salary code and monthly salary scale  
MA 3 – 2006 – Rs.15240 – 10 x 185- 4 x 210–  
15 x 290-7x320-24,520

Grade	Initial Salary Step
III	15240
II	17300
I	20250



**E.B I : Administrative Assistant**

**Paper One(3 hours)**

E Code

Chapters

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

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

**Paper Two(two hours)**

Office system and Office Management/ procurement techniques/

**E.B II :**

**Paper One(3hours)**

Disciplinary Procedure

**Paper Two(two Hours)**

Human Resource Management / advanced procurement procedure

The officer has to pass the first EB within three years from the date of appointment and also the second EB within six years

**EB III :**

Organizational Behavior

**Translator**

**EB I :**

Translation-Two papers of 3 hours each with 100 marks each

Syllabus – Translation- of an extract taken from a simple official document or report in one of the following manners.

- (i) From Sinhala to Tamil and vice versa
- (ii) From Sinhala to English and vice versa
- (iii) From Tamil to English and vice versa

A minimum of 40 marks should be obtained for each paper.



**EB II**

Paper I – Translation of –

- (i) A passage of general interest : and
- (ii) Extract from
  - (a) An official document or report; and
  - (b) A newspaper article or report

In one of the following manners:

- (i) From Sinhala to Tami
  - (ii) From Sinhala to English
  - (iii) From Tamil to English
- 100 marks – one hour paper

Paper 2- Translation of –

- (i) A passage of general interest; and
- (ii) Extract from-
  - (a) An official document or report
  - (b) A newspaper article or report

In one of the following manners:

- (i) From Tamil to Sinhala
- (ii) From English to Sinhala
- (iii) From English to Tamil

100 marks – one 3 hour paper . 40 marks should be obtained for each paper.

**EB III**

Translation methodology and techniques

- 5. All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.
- 6. **Recruitment** : **recruitment will be done externally**
- 6.1 **External Recruitment** : Paper Advertisement
- 6.2 **Qualifications** : Degree from a recognized University
- 6.3 **Method of Selection** : Structured interview (Total marks 100)
- 7. **Age** : Below 45 years. This would not apply to those in the Public Service/Corporation Service sectors.
- 8. **Others** : All the applicants shall be persons of excellent moral characters and sound physical and mental health



9. **Training** : All the new recruits have to undergo an Induction training for one week.

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

**10.1 Promotion from Grade III of the Post to Grade II**

**10.1.1 Officers 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
- 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 approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

**(b) Scheme of Promotion**

Promotion of officers, 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.

**10.1.2 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 III of the service
- (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 during a period of 6 years and a satisfactory service period 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 II of 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 10.1.1 above.

**10.2 Promotion from Grade II of Post/Service to Grade I**

**10.2.1 Officers 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 II of the service
- Should have earned all salary increments during a period of 10 years and a satisfactory service period of 05 years 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 approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

**(b) Scheme of Promotion**

Promotion of officers 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.

**10.2.2 Officers who prove performance at an above average level**

**(a) Pre-requisites.**

- (a) Should have completed 09 years service period in Grade II of the service
- (b) Should have earned all salary increments during a period of 9 years and a satisfactory service period of 05 years immediately preceding the date of promotion .
- (c) Should have proved performance at excellent level during the period of 09 years immediately preceding according to approved performance appraisal scheme.
- (d) Should have passed the efficiency bar examination within the prescribed period



**(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 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. knowledge and skills.

**11 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 Service Department shall be applicable

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

The present Graduate Assistances will be absorbed to the salary scale of MA 3 grade III 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.

