

## Scheme of Recruitment

1. **Service Category** : Management Assistant Tech
2. **Job summary** : Maintaining the farm for practical propose of students.
- 2.1 **Job title** : **Farm Manager**
- 2.1.1 **Responsible to** : Head of Department/Director
- 2.1.2 **Area of Responsibility** :
- i. Preparing & Implementing farm management plan
  - ii. Supervision of livestock division
  - iii. Supervision of farm laborers
  - iv. Supervision of nurseries
  - v. maintaining farm in a profitable way
  - vi. Preparing practical session in the farm
  - vii Any other responsibilities to be assigned by Director
3. **Nature of Post** : Permanent with EPF and ETF
4. **Salary Scale** : Salary code and monthly salary scale

MA 2-2 -2006 - Rs. 14280 – 10x120 – 7x140  
4x290-20x315-23920

Grade	Initial Salary Step
III	14280
II	15620
I	17935

5. **E.B I** : Every Farm Manager has to under go 14 weeks skill development program conducted by a reputed educational institute/ recognized industry end of the programme an examination will be held pass marks of the exam papers is 50

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

- E.B II** : Trade test in the relevant field. The officers skill to man the relevant equipment and machinery will be tertel



**E.B. III**

**Paper one**

Farm developments and inventories management

**Paper two**

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

And FR chapter V, XIII, and 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

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

6. **Recruitment** :

6.1 **External Recruitment** : Paper Advertisement

6.2 **Qualifications** : 1) HND in Agriculture *or* equivalent with 2 years experience and not below NVQ level 5.

6.3 **Method of Selection** : Structured interview (Total marks 100)

7. **Age** : Less than 45 years

8. **Others** : All the applicants shall be persons of excellent moral characters and sound physical and mental health

9. **Training** : All the recruit will have to undergo an induction training for one week.

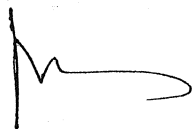
10. **Promotion** :

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 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 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 service
- (c) Should have proved performance at above average level during a 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 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 prescribed marks.

**(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. Employees who fail to qualify at the test shall be considered ineligible 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 the 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  
Sri Lanka.

- ii. the selected candidate will be on probation for a period  
three years.
- iii. those who are already confirmed in the Public Service  
be appointed to act in the new post for a period of one y
- 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

