



Sri Lanka Institute of Advanced Technological Education (SLIATE)

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY
OF "OPERATIONAL/ INSTRUCTIONAL"

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1. **Employee Category:**

Operational / Instructional

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

A category of employees comprising persons recruited with a basic degree recognized by the U.G.C. or qualifications recognized as similar to that by the U.G.C. as basic entry qualifications and assigned with duties and functions of operational/ instructional nature arising out of the major role conferred upon the organization by the Act No 29 of 1995 by which the Sri Lanka Institute of Advanced Technological Education (SLIATE) has been established.

(b) **Posts falling within this service category:**

Demonstrator

(c) **Job Description:**

- i. Conducting workshop practical sessions followed by relevant lectures as assigned by the Director,
- ii. Evaluating students' practical performance as per the curriculum requirement,
- iii. Make the workshop/ lab ready prior to conduct of the practical sessions,
- iv. Assist Director/HOD to maintain students' discipline and wellbeing inside workshops/laboratories,
- v. Planning, implementation and supervision for prevention of hazardous incidents at the workshops/ laboratories,
- vi. Bearing the responsibilities and maintaining inventories of the workshops and laboratories,
- vii. Conduct regular assessment of consumables required for practical sessions and duly inform in advance to the relevant HOD,
- viii. Assessing practical performance of the students by giving marks and submit the mark sheets to the HOD/ Lecturer,
- ix. Bearing the responsibility of coordination/liason for maintenance of equipment/ machineries in good condition,
- x. Any other duties/ responsibilities assigned by Director General/Deputy Director Generals/ Director/ HOD

3. **Nature of Appointment:**

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

4. **Salary Scale, Efficiency Bar and Employment Structure:**

4.1 **Salary Code and the Monthly Salary Scale of the employee category**

MSD Circular No. 01/2025 dated on 25.03.2025

MA 4 - Rs. [64,320 - 10 x 1,360 - 15 x 1,670 - 5 x 2,040 - 113,170]

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4.2 **Structure of grades and the initial salary step applicable to each grade:**

Grade	Relevant Initial Salary Step	MA4 - 2025
III	1 st Step	Rs.64,320
II	12 th Step	Rs.79,590
I	23 rd Step	Rs.97,960

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025

In every letter of appointment salary code, salary scale and the structure of grades should be mentioned. When promoting from one grade to another within each category it is not necessary to issue a fresh letter of appointment and issuing a letter of promotion is sufficient.

4.3 **Cadre: 97**

For the purpose of promotion from grade to grade within the employee category, all grades will be considered to be within a combined cadre. The cadre here means the approved total cadre for all grades under the employee category.

4.4 **Efficiency Bar:**

The Efficiency Bar Examination is a Written Examination. All employees in this category,

4.4.1 Should pass the 1st Efficiency Bar Test within three (03) years from the date of appointment to the Grade III.

4.4.2 Should pass the 2nd Efficiency Bar Test within three (03) years from the date of promotion to the Grade II.

4.4.3 Should pass the 3rd Efficiency Bar Test within five (05) years from the date of promotion to the Grade I.

4.4.4 Relevant syllabus is given in the paragraph 8. If an employee fails to get through the efficiency bar test during the prescribed period, he/ she shall be dealt with in terms of provisions of the Establishment Code and the Manual of Procedure of the Institute.

4.4.5 Efficiency Bar Examinations will be held once a year or when necessary.

4.5 In addition to the above efficiency bar requirements, all employees should acquire proficiencies and competencies which will be prescribed by the Government from time to time.

5. **Recruitment to Operational / Instructional Category:**

5.1 **Qualifications:**

External Candidates: (1 or 2 or 3 or 4 below)

1.A Bachelor's Degree in Engineering, Technology, Agriculture, Information Technology for the post which is recognized by the U.G.C.

2.Having obtained a certificate in Engineering, Technology, Agriculture, Information Technology with proficiency not below than the National Vocational Qualification Level (NVQ) 07, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

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3. Having obtained a certificate Engineering, Technology, Agriculture, Information Technology with proficiency not below than the National Vocational Qualification Level (NVQ) 6, issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

AND

At least five (05) years post qualifying experience in a relevant field in a government corporation, Board or a Reputed Statutory Institution

4. Having obtained a certificate in Engineering, Technology, Agriculture, Information Technology of proficiency not below than the National Vocational Qualification Level (NVQ) 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

AND

At least ten (10) years post qualifying experience in a relevant field mentioned above in a government corporation, Board or a reputed statutory institution

Internal Candidates: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates mentioned above.
2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant Technological (MA 2) relevant to the post.

5.2 Age:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

5.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

5.4 Recruitment Procedure:

Recruitment will be done after calling applications through a public advertisement or a newspaper advertisement and on the results of a written competitive examination and/ or a structured interview conducted by a panel appointed by the appointing authority as determined by the Governing Council of SLIATE.

- i. All recruitments to this category and the promotions within the category should be strictly in compliance with the provision of this Scheme of Recruitment.

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- ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.
- iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

5.4.1 Written Competitive Examination:

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post

Language Proficiency:

This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude Test:

This paper will be designed to test the aptitude and ability of the candidate to perform his/ her official duties.

Subject knowledge relevant to the post:

This test is to assess the subject knowledge of the candidate relevant to the post.

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least of 50% of the total marks to pass the recruitment examination. The number of external candidates called for the interview will be based on the merit at the examination. However, all internal candidates who pass the written examination will be called for the interview.

5.4.2 Interview:

Marks allocated for the interview are as follows:

Relevant additional experience	-	30 Marks
Relevant additional qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks

		100 Marks
		=====

- If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.
- If selected through a structured interview - appointments will be made purely in the order of merit at the interview.

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5.5 All recruitments to this category will be only to Grade III. Number of recruitments to be decided as per the number of vacancies within the category.

5.6 **Qualifying date:**

The applicant will be treated as qualified for application for a post only if he/ she has completed the necessary qualifications specified under 5.1, 5.2 and 5.3 before the closing date of applications.

5.7 **Confirmation**

An external candidate appointed to the Grade III of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. Internal candidates who are already confirmed in their posts will be subjected to an acting period of one year.

5.8 **Salary at Recruitment:**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

6. **Promotions:**

The promotional procedure, based on performance, shall be as follows:

6.1 **Promotion from grade III to grade II of the category:**

(a) **Pre-requisites**

- i. Should have been confirmed in the post
- ii. Should have completed a minimum of ten (10) years of service in Grade III and earned ten (10) salary increments
- iii. Showing an average or above average performance according to the approved scheme of performance appraisal during a period of ten (10) years preceding the promotion.
- iv. Should have completed five (05) years of satisfactory service preceding the promotion
- v. Should have achieved the necessary level of proficiency in second language.
- vi. Successful completion of due Efficiency Bars.

(b) **Mode of Promotion:**

Through the application forms introduced by the employer, a request should be made by the qualified employees. Action will be taken by the Governing Council after verification of qualifications, to promote the qualified employees to Gr. II with effect from the qualifying date.

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6.2 Promotion from grade II to grade I of the category:

(a) Pre-requisites

- i. Should have completed a minimum of ten (10) years of service in Grade II and earned ten (10) salary increments
- ii. Should have completed five (05) years of satisfactory service immediately preceding the promotion
- iii. Showing an average or above average performance according to the approved scheme of performance appraisal during a period of ten (10) years preceding the promotion.
- iv. Successful completion of all due Efficiency Bars.

(b) Mode of Promotion:

Through the application forms introduced by the employer, a request should be made by the qualified employees. Action will be taken by the Governing Council after verification of qualifications, to promote the qualified employees to Gr. I with effect from the qualifying date.

7. Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)

7.1 The officers recruited under the MA 4 salary category in accordance with the provisions of the previous Scheme of Recruitment shall be absorbed into the new Scheme of Recruitment.

8. Syllabus for the Efficiency Bar Examination:

8.1 The Syllabus should be prepared relevant to each post covering the following components.

8.1.1 First Efficiency Bar Examination (to be completed within 03 years from the date of appointment to grade III)

Candidates should sit a written examination which shall consist of the following subjects.

- Office Systems
- Accounting Systems
- Workshop/ Lab maintenance
- Inventory handling and verification

Office Systems:

A basic knowledge of the Office Systems practiced in a Government Office and the candidate's ability to apply such knowledge, as well as his ability to properly understand official documents and to present his/her views/ observations in a specific manner through clear and brief minute, and the ability to draft a letter in terms of a given order will be tested.

Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office.

Candidates should secure a minimum of 40% marks for each subject from this examination to pass the 1st Efficiency bar.

Candidates should pass this efficiency bar examination to be confirmed in the post.

8.1.2 Second Efficiency Bar Examination (to be completed within 03 years from the date of promotion to grade II)

Candidates should sit a written examination which shall consist of the following subjects.

1. Establishment Procedure
2. Subject knowledge
3. General Paper

Establishment Procedure:

This paper will be designed to test the knowledge of the provisions of the Establishment Code, Part I and II and the Manual of Procedure of the Institute.

Subject knowledge:

This will test the knowledge of the employee concerned about the procedural and legal amendments made in the relevant field during the period of service he/ she has been serving in relation to the subjects assigned to the post and to evaluate the proficiency acquired by the candidate through his/her experience in office activities.

General paper:

This paper will consist of two parts:

- i. Reading and understanding a statement or a report of discussion and preparing an article or a report.
- ii. Assessment of the candidate's ability in understanding and analyzing events in modern society.

Candidates should secure a minimum of 40% marks for each subject from this examination to pass the 2nd Efficiency bar.

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8.1.3 Third Efficiency Bar Examination (to be completed within 05 years from the date of promotion to grade I)

Candidates should sit a written examination which shall consist of the following subjects.

- Subject Knowledge
- Problems relative to the Office Procedures (M.C.Q.)

10. Definition: Subject Knowledge

This will test the knowledge of the employee concerned about the procedural and legal amendments made in the relevant field during the period of service he/she has been serving in relation to the subjects covered in the first and second efficiency bar examinations and the skills of the employee for innovations relevant to the appointment.

Problems relative to the Office Procedures

This paper is designed to test the knowledge in the areas the candidate, as relevant to his post should essentially be well aware of.

Candidates should secure a minimum of 40% marks for each subject from this examination to pass the 3rd Efficiency bar.

9. Appointing authority:

Appointing authority will be the Governing Council of SLIATE.

10. Definition:

10.1 For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.

10.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

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22/04/2025

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Recommended the above Scheme of Recruitment

Date: 20.03.2026

**Signature of the Chief Executive Officer
(Official Seal)**

M.C.L. Rodrigo
Director General

Sri Lanka Institute of Advanced Technological Education
Ministry of Higher Education

Recommended and forwarded for the approval

Date: 31/03/2026

**Signature of the Secretary of the Ministry
(Official Seal)**

Nalaka Kaluwewe
Secretary

Ministry of Education, Higher Education and
Vocational Education

Above Scheme of Recruitment is approved

Date: 22/04/2026

**Director General,
Department of Management Services**

Wimal S. K. Liyanagama
Director General
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