

**(Name of the Institute should be stated here)**

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY  
OF "SENIOR MANAGER"**

**File No:** .....

**MSD File No.** .....

**1. Employee Category:**

"Senior Manager"

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

Management Functions, relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Directors of the organization, to facilitate/ support the role of the Chief Executive Officer.

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

To be listed here

**(c) Job Description**

To be stated here. (Attach a schedule if necessary)

**(d) Nature of Appointment:**

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

**3. Salary Scale \***

**3.1 Salary Code and the Monthly Salary Scale of the employee category \***

**w.e.f. 01.01.2016**

HM 1-3 - 2016 Rs. [86,865 - 15 x 2,270 - 120,915]

HM 1-2 - 2016 Rs. [81,670 - 15 x 2,270 - 115,720]

HM 1-1 - 2016 Rs. [80,295 - 15 x 2,270 - 114,345]

**\* Only the respective salary code and the salary scale approved by the *DG MSD* to be stated.**

However, till 01.01.2020 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 02/2016.

**3.2** In every letter of appointment salary code and salary scale should be mentioned.

**3.3 Cadre:** (To be listed here by designations/posts)

**4. Recruitment to Senior Manager Category**

**4.1 Qualifications:**

**External Candidates (1or 2 or below) :**

1. A Bachelor's Degree in a relevant field (the relevant Subject area should be mentioned) which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

AND

Minimum of 15 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

**Internal Candidates (1 or 2 or 3 below)**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (5) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post.
3. Completion of minimum five (5) years satisfactory service in a post in the Category of "Academic/ Research"- (AR 2), in the subject area relevant to the post.

**4.2 Age:**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

**4.3 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.

#### 4.4. Recruitment Procedure:

As determined by the Appointing Authority recruitments will be done by one of the following alternatives after calling for applications through a public advertisement or newspaper advertisement.

- (a) Recruitment of external candidates through a structured interview conducted by a panel appointed by the appointing authority.
  - (b) Recruitment of internal candidates through a structured interview conducted by a panel appointed by the appointing authority.
- i. All recruitments to this category should be strictly in compliance with the provision of this Scheme of Recruitment.
  - 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.

#### **Structured Interview: (Example)**

Marks allocated for the interview are as follows:

• Relevant additional experience	-	30 Marks
• Relevant additional educational/ professional qualifications	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview	-	25 Marks
		-----
		100 Marks
		=====

Appointments will be made purely in the order of merit at the interview.

#### 4.5 Qualifying date:

The applicant can be treated as qualified only if he/ she has completed the necessary qualifications specified under 4.1, 4.2 and 4.3 before the closing date of applications.

#### 4.6 Confirmation

An employee appointed to this category externally will be on probation for a period of three years. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one year.

#### 4.7 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.

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

**5.1** All employees who are in the cadre of ..... (1) in the employee category of Senior Manager on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded ..... (3) under MSD Circular No.30, will be absorbed into the Senior Manager category and the Salary scale coded ..... (4), in terms of the provisions in clause 4 of Chapter VII of the Government Establishment Code.

**5.2** \*The holders of the following posts in the cadre of ..... (1) in the employee category of ..... (2) to which the salary scale coded ..... (3) was applicable under the M.S.D. Circular No. 30, will be absorbed in to the employee category of Senior Manager and the salary scale coded .....(4) , in terms of Clause 4 Chapter VII of the Government Establishment Code with effect from the date on which this Scheme of Recruitment comes into effect.

.....  
(names of the posts should be stated here)

**5.3** However, the date of increment applicable to the respective employee will remain as it was before the absorption. Likewise, on the grounds that the salary step of the respective employee is drawing currently is similar to the new salary step, he/ she should not be placed on the next higher salary step in terms of Clause 4.4 Chapter VII of the Government Establishment Code.

**5.4** The period of service will have to be counted with effect from the date of appointment to the respective category.

***Legend***

1. Name of the Organization
2. Employee Category under M.S.D. 30 as at 01.01.2006
3. Salary scale code under M.S.D. 30 as at 01.01.2006
4. Salary scale code under re-structuring

*\* To be included only when posts have been transferred from a different employee category/ salary code in re-structuring of the cadre*

**6.** Appointing authority will be the Board of Directors of the Institute.

**7. Definition:**

**7.1** 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.

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

**Recommended the above Scheme of Recruitment**

**Date: .....**

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

**Recommended and forwarded for the approval**

**Date: .....**

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

**Above Scheme of Recruitment is approved**

**Date: .....**

**Director General,**  
**Department of Management Services**