

(Name of the Institute should be stated here)

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF SENIOR ACADEMIC & RESEARCH

File No:

MSD File No:

1. Employee Category:

Senior Academic & Research Services

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

Scientific Research and Academic Affairs pertaining to the role conferred upon the institution by the statutory provision under which the institution is established, specifically assigned by the appointing authority. The senior levels of officers handling the above functions are in this category.

(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 and Efficiency Bar

3.1 Salary Code and the Monthly Salary Scale of the employee category
w.e.f. 01.01.2016

AR 2 - 2016 Rs. (76,200 - 10 x 2,000 - 96,200)

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)

3.4 Efficiency Bar:

The efficiency Bar Examination is a Written Examination.

All employees in this category,

3.4.1 Should pass the 1st Efficiency Bar within 03 years from the date of appointment to Category.

3.4.2 Relevant syllabus is given in the paragraph 6. If an officer 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

3.4.3 Efficiency Bar Examination will be held once a year or as and when necessary.

[**N.B.:** The persons appointed to this category as internal candidates who have already passed the 2nd E.B. Examination applicable to the Academic/ Research Category will be exempted from the E.B.]

3.5 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.

4. Recruitment to Senior Academic & Research Service:

4.1 Qualifications:

External Candidates (1 or 2 below)

1. A Special 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

AND

Minimum of (08) years research experience in a government corporation, Board, Statutory Institution or a reputed private institution, after obtaining the First degree.

2. A Special Degree in the subject area relevant to the post which is recognized by the U.G.C. (The relevant subject area should be mentioned) with a PhD (Doctor of Philosophy) in a related field.

AND

Minimum of five (05) years research experience in a government Corporation, Board, Statutory Institution or a reputed private institution, after obtaining the first degree.

Internal Candidates (1 or 2 or 3 below) :

1. Having obtained the qualifications required by the external candidate above.
2. A Special/ General Degree in the subject area relevant to the post which is recognized by the U.G.C. (The relevant subject area should be mentioned.)

WITH

A Postgraduate Degree qualification (Masters) in a relevant field

AND

Completion of minimum eight (08) years satisfactory service of a post in the Category of Academic/ Research - (AR 1), in the subject area relevant to the post.

3. A Special/ General Degree in the subject area relevant to the post which is recognized by the U.G.C. (The relevant subject area should be mentioned.)

WITH

A PhD (Doctor of Philosophy) in a related field

AND

Completion of minimum five (05) years satisfactory service of a post in the Category of Academic/ Research - AR 1, in the subject area relevant to the post.

4.2 Age :

Should be not less than 30 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:

Recruitment will be done after calling for applications through a public advertisement or a newspaper advertisement followed by 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.

The Marking Scheme for the interview is as follows: **(Example)**

		Marks	
Criteria		Maximum	Obtained
1.	Qualifications (over & above minimum)	30	
	I Class		
	II Postgraduate (Non research)		
	III Postgraduate (By research)		
2.	Research Experience	10	
3.	*Publications, Patents & Awards	20	
	I Research papers (International/Refereed)		
	II Research papers (Local/Refereed)		
	III Research papers (Non refereed)		
	IV Conference proceedings, Research Reports		
	V Research Awards		
4.	Extracurricular activities	10	
	I Sports		
	II Societies		
5.	Personality	15	
6.	General knowledge about industry	15	
	Total	100	
* 50% for co-authors			

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

4.5 Qualifying date:

The applicant could 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 who is appointed externally to 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 a post will be subjected to an acting period of one year.

4.7 Salary at Recruitment:

The persons selected externally will be placed at the initial step of the salary scale. The salary of internal candidates selected will be determined in terms of provision in Chapter VII of the Establishments 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 Academic & Research Services on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded AR 2 under MSD Circular No.30, will be absorbed into the Senior Academic & Research Services category and the Salary scale coded AR 2 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 into the employee category of Senior Academic & Research Services and the salary scale coded AR 2 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

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

6. **Syllabus for the Efficiency Bar Test : (Example)**

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

6.1.1 **First Efficiency Bar Examination (to be completed within 03 years from the date of recruitment)**

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

- Establishment Procedure
- Public Financial Management
- Subject knowledge relevant to the post

Establishment Procedure:

This paper will be designed to test the knowledge of the employee concerned in office procedure covering subjects such as principles of office procedure, importance of office procedures, and the contents of Part I of the Establishment Code and contents of the Manual of Procedures (M.O.P.) of the institute.

Public Financial Management

This paper will be designed to evaluate the knowledge and understanding of the employee concerned in matters such as financial control as practiced in Government Offices, custody of money, income and payments, budgetary estimates and supplies, works and services and the basic knowledge in Board of Survey and Storekeeping.

Subject knowledge relevant to the post:

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.

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

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

7. Appointing authority will be the Board of Directors of the Institute.

8. Definition:

8.1 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.

8.2 "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