

(Name of the Institute should be stated here)

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF  
“PRIMARY LEVEL” – SKILLED**

File No: .....

MSD File No: .....

1. **Employee Category:**

Primary Level – Skilled

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

An employee category comprising persons possessing industrial skills classified under National Vocational Qualifications of level 4 by the Tertiary and Vocational Education Commission, and performing duties relating to providing of basic facilities such as construction, maintenance, repairs and lighting etc, required for the implementation of the role and functions conferred upon the organization. Persons holding a valid motor vehicle driving license issued by the Commissioner General of Motor Traffic and attending to duties relating to providing of transport needs of organization too are brought under this category of employees

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

(The designations / posts within the category to be listed here)

(c) **Job Description :-**

Duties assigned to each post to be clearly stated here.  
(Please annex a schedule if necessary)

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**

w.e.f. 01.01.2016

PL 3 - 2016 Rs. [26,290 – 10 x 270 - 10 x 300 - 10 x 330 – 12 x 350 – 39,490]

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

Grade	Relevant Initial Salary Step	PL 3 - 2016
III	1 <sup>st</sup> Step	Rs.26,290
II	12 <sup>th</sup> Step	Rs.29,290
I	22 <sup>nd</sup> Step	Rs.32,320

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.

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:** - (To be listed here by designations/posts.)

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 Trade Test and a structured interview conducted by a panel.

All employees in this category,

**4.4.1** Should pass the 1<sup>st</sup> Efficiency Bar Test within 03 years from the date of appointment to the Grade III.

**4.4.2** Should pass the 2<sup>nd</sup> Efficiency Bar Test within 03 years from the date of promotion to the Grade II.

**4.4.3** Should pass the 3<sup>rd</sup> Efficiency Bar Test within 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 Institution.

**4.4.5** Efficiency Bar Examinations will be held once a year, or as and 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 Semi-Skilled Category:**

**5.1 Qualifications:**

**5.1.1. Driver**

**External Candidates:**

**Educational: -**

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings.

AND

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) year experience in driving after obtaining the driving license.

**Internal Candidates:**

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three year experience in driving after obtaining the driving license.

AND

Completion of minimum five (05) years satisfactory service in a post in the category of Primary Semi Skilled (PL2) or Primary Unskilled (PL1)

**5.1.2. Mason, Carpenter, Motor Mechanic, Plumber, Ref. AC Mechanic, Electrician etc.**

**External Candidates:**

**Vocational:-**

Having obtained proficiency certificate not below than the National Vocational Qualification level four (04) issued by a technical/ vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post. (Relevant field for each post should be clearly mentioned.)

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

1. Having obtained the qualifications required by the external candidates above.
2. Employees in Primary Level Semi Skilled (PL 2) or Un-skilled (PL 1) who have completed a minimum of five (05) years working experience in the relevant field with the skills not below than the National Vocational Qualification Level two (02), proven at a trade test.

**5.2 Age:**

Age should be not less than 18 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 the 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:**

By calling for applications through a public advertisement or a newspaper advertisement, followed by a Trade Test and a structured interview.

- 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.
- 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.

**5.5 Interview: (Example)**

Marking Scheme for structured interview:

• Relevant additional educational/vocational qualifications	-	20 Marks
• Relevant additional experience	-	20 Marks
• Performance at the interview	-	60 Marks
		-----
		100 Marks
		=====

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

**5.6** All recruitments to skilled category will be only to Grade III. Number of recruitments to be decided as per the number of vacancies within the category.

**5.7 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.

**5.8 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 1<sup>st</sup> Efficiency Bar Examination he/she will be confirmed in the post at the end of the period of probation. The internal candidates already confirmed in their posts will be subjected to an acting period of one year.

**5.9 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:**

**6.1.1. Average Performer**

**(a) Pre-requisites**

- Should have been confirmed in the post
- Should have completed a minimum of 10 years of service in Grade III and earned ten (10) salary increments
- Showing an average or above average performance according to the approved scheme of performance appraisal during a period of 10 years preceding the promotion.
- Should have completed 05 years of satisfactory service preceding the date of promotion
- Should have achieved the necessary level of proficiency in second language.
- 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. The appointing authority after verification of qualifications, will take action to promote the qualified employees to Grade II, with effect from the date of qualifying.

**6.2 Grade II to grade I**

**6.2.1 Average Performer**

**(a) Pre-requisites**

- Should have completed a minimum of 09 years of service in Grade II and earned nine (09) salary increments
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Showing an average or above average performance according to the approved scheme of performance appraisal during a period of 09 years preceding the promotion.
- 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. The appointing authority after verification of qualifications, will take action to promote the qualified employees to Grade I, with effect from the date of qualifying.

**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** All employees who are in the cadre of ..... (1) in the employee category of Primary Level - Skilled on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded PL 3 under MSD Circular No. 30 will be absorbed in to the respective grade of the employee category of Primary Level - Skilled in the manner set out below based on the grade in which the employees have been placed on the date on which this Scheme of Recruitment comes into effect in the salary scale coded PL 3, in terms of the provisions in Clause 4 of Chapter VII of the Government Establishment Code.

**7.2** \*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 Primary Level - Skilled and the salary scale coded PL 3, in terms of the provisions in clause 4 of 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)

**7.3** However, the date of increment applicable to the respective employee will remain as it was before the absorption. Similarly, on the grounds that the salary step 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 of Chapter VII of the Government Establishment Code.

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

### ***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*

#### **(i) PL 3 – Grade III**

- a. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps applicable to Grade III of the PL 3 salary scale under MSD Circular No.30 have been assigned,
  - b. Employees who have completed a minimum of 10 years of service in a grade/ post stated above, but not satisfied the conditions to be absorbed into Grade II,
- will be absorbed into PL 3 – Grade III.

#### **(ii) PL 3 – Grade II**

- a. Employees who have completed a minimum of 10 years of service but less than 20 years of service in a grade or a post in Grade III stated above and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
  - b. Employees who have not completed a minimum of 09 years of service in a grade or a post, to which the salary steps under Grade II of the PL 3 Salary Scale as stated above have been assigned,
  - c. Employees who have completed a minimum of 09 years of service in a post or a grade relevant to Grade II, but not satisfied the necessary requirements for promotion, as per the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- will be absorbed into PL 3 – Grade II.

#### **(iii) PL 3 – Grade I**

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to PL 3 - Grade III as stated above, and have satisfied the necessary requirements for promotion in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have completed a minimum of 09 years of service in a post or a grade applicable to Grade II as stated above and have satisfied all service requirements as stated above,
- c. Employees who have been assigned with the salary steps applicable to PL 3 – Grade I under the MSD Circular No.30

Will be absorbed into PL 3 – Grade I.

## **8. Syllabus for the Efficiency Bar Test:**

**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)**

- a. To check whether the employee as relevant to the post, is conversant with the role and functions of the institution.

- b. To test the employee's knowledge with regard to the general office procedures and establishment matters as relevant to the post.
- c. To test the knowledge, skills and proficiencies relating to functions assigned to the post and employee category.

All candidates should obtain a minimum of 40% marks at the test to pass the 1<sup>st</sup> Efficiency bar.

The Interview panel should consist of 02 Executive Officers from the institute including 01 officer from the Administration Division and one officer from the relevant Department/Section.

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

### **8.1.2 Second Efficiency Bar Test**

**(To be completed within 03 years from the date of promotion to Grade II)**

- ❖ To test the knowledge of the employee concerned about the procedural and legal innovations in the relevant field during the period of service he/ she has been serving in relation to the subjects covered in the first efficiency bar examination and the skills of the employee on innovations relevant to the appointment.
- ❖ To test whether the employee has acquired skills relating to the post in keeping with his seniority.

All candidates should obtain a minimum of 40% marks at the test to pass the 2<sup>nd</sup> Efficiency bar.

The Interview panel should consist of 02 Executive Officers from the institute including one officer from the Administration Division and one officer from the relevant Department/Section.

### **8.1.3 Third Efficiency Bar Test**

**(To be completed within 05 years from the date of promotion to Grade I)**

The components under 8.1.2 above to be applied as appropriate.

All candidates should obtain a minimum of 40% marks at the test to pass the 3<sup>rd</sup> Efficiency bar.

The Interview panel should consist of 02 Executive Officers from the institute including one officer from the Administration Division and one officer from the relevant Department/Section.

## **9. Allocation of duties:**

Allocation of duties will not be based on grades. Duties and functions falling within the duties and functions assigned to the employees of this category, can be assigned to any person in any of the grades, based on service requirements, seniority, experience and merit.

## **10. Appointing authority will be the Board of Directors of the institution.**

**11. Definition:**

**11.1** 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 employee during the period.

**11.2** "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**