

**SCHEME OF RECRUITMENT FOR THE EMPLOYEE CATEGORY**  
**“PRIMARY LEVEL” – UNSKILLED (Specimen)**

File No: .....

MSD File No: .....

**01. Employee Category:**

Primary Level – Unskilled (PL 1)

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

The common basic functions required for the achievement of objectives and carrying out of activities of establishments, that can be performed by unskilled persons who do not possess any defined industrial skills.

This category of employees is a multi functional category and any defined functions among such basic functions can be assigned by the Appointing Authority/Head of the Organization to the holders of posts in this category.

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

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

**(c) Job Description -**

(Please annex a schedule if necessary)

**03. Nature of Appointment:**

(Permanent with entitlement Employees' Provident Fund and Employees' Trust Fund etc.)

**04. Salary Scale, Efficiency Bar and Employment Structure**

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

W.e.f. from 01.01.2006

PL 1 – 2006 : Rs. [11930 – 10 x 100 – 10 x 110 - 7 x 120 – 15 x 130 – 16820]

W.e.f. from 01.01.2009

PL 1 – 2006 A : Rs. (11,930 – 10 x 120 - 10 x 130 – 7 x 145 – 15 x 160 – 17845)

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

Grade	Relevant Initial Salary Step	PL 1 - 2006	PL 1 – 2006 A
III	1st Step	11930	11930
II	12th Step	13040	13260
I	22nd Step	14150	14575

(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 issuing sufficient.)

4.3. **Designations:**

The designation/post in respect of the persons recruited to this category is stated purely for the purpose of assigning functions occasionally. The Appointing Authority /Head of the Organization may assign any designation given in the schedule of posts under the category to any person holding posts under this category. Duties assigned to holders of all designations under the category will be considered to be of similar status. The Head of the Organization will assign duties on the basis of service requirements, seniority, experience and merit.

4.3 **Cadre :** State here or Attach a schedule if necessary.

(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. Accordingly the total cadre under the category to be stated here.)

4.4 **Efficiency Bar:**

The Efficiency Bar test is a structured interview conducted by a panel. All employees in this category,

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

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

4.5.3. should pass the 3<sup>rd</sup> Efficiency Bar Test within 05 years from the date of promotion to the Grade I.

4.5.4. Relevant syllabus is given in the paragraph 8. 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.

4.5.5. 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.

05. **Recruitment to Un-Skilled Category:**

5.1 **Qualifications:**

**Educational :**

Persons who have sat for the G.C.E.(O/L) Examination and passed a minimum of 02 subjects.

5.2 **Age:**

Should be not less than 18 years and not more than 45 years.

5.3 **Other:**

The provisions of Manual of Procedure of the Institute and as far as relevant, the provisions of Establishment Code will be applicable to all recruitments.

5.4 **Recruitment Procedure:**

By calling applications through a public advertisement or a Newspaper advertisement followed by a structured interview.

5.5 All recruitments/promotions to this category should be strictly in compliance with the provisions of this Scheme of Recruitment.

5.6 All recruitments to unskilled 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 and 5.2 before the closing date for application.

5.8 **Confirmation**

An employee who is 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 Test he/she will be confirmed in the post at the end of the period of probation.

6. **Promotions:**

The promotional procedure, based on performance, would 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 continuously completed 05 years of satisfactory service immediately 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 for promotion of qualified employees to grade II with effect from the date of qualifying.

6.1.2 **Extra Ordinary Performer:**

(a) **Pre-requisites**

- should have been confirmed in the post
- should have completed 06 years of continuous service in grade III
- employee should have displayed extra ordinary / above average performance through out the six years of service, immediately preceding the date of promotion.
- should have completed 05 years of continuous satisfactory service immediately preceding the promotion and should have earned all increments during the period.
- successful completion of Efficiency Bars within the due dates.
- should achieve necessary level of proficiency in second language.

(b) **Mode of Promotion:**

Those who complete 05 years of service and satisfy all other pre-requisites can apply for promotion. The appointing authority will promote to Grade II those who pass the written aptitude Test held for the purpose with effect from the date they complete 06 years in Grade III.

**The Qualifications to sit for the Aptitude Test for promotions under Extra Ordinary Performance**

The employees who have displayed exceptional performance during the continuous period of 05 years immediately succeeding the date of appointment to Grade III, will qualify to sit for the Aptitude Test for promotion under extra ordinary performance with effect from the date of completion of 05 years of service. Employees will have only one opportunity to sit for this examination.

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 for promotion of qualified employees to grade I with effect from the date of qualifying.

6.2.2 **Extra Ordinary Performer:**

(a) **Pre-requisites**

- should have completed 08 years of continuous service in grade II and earned eight (08) salary increments.
- should have completed 05 years of satisfactory service immediately preceding the promotion
- employee should have displayed extra ordinary / above average performance through out the preceding eight (08) years of service.
- successful completion of all Efficiency Bars within the due dates.

(b) **Mode of Promotion:**

Through the application forms introduced by the employer a request should be made by the employee. The appointing authority after verification of qualifications will take action for promotion of qualified employees to grade I with effect from the date of qualifying. The effective date of the promotion will be the date on which the employee has completed 08 years in Grade II.

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.)**

All employees who are in service on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded PL 1 under MSD Circular No.30, will be absorbed into the respective grade of the category based on the grade in which the employees have been now placed in the PL 1 Salary Scale, in terms of the provisions in Clause 4 of Chapter VII of the Establishment Code, in the manner set out below. 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 Establishment Code.

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

(i) **PL 1 – 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 1 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 1 – Grade III.

(ii) **PL 1 – 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 1 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 1 – Grade II.

(iii) **PL 1 – Grade I**

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to PL 1 - Grade III as 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 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 1 – Grade I under the MSD Circular No.30

Will be absorbed into PL 1 – Grade I.

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

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

**8.1.1 First Efficiency Bar Test (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 organization.
- 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 as relevant to the post.

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 interview to be confirmed in the post.

**8.1.2 Second Efficiency Bar Interview (to be completed within 03 years from the date of appointment to Grade II)**

This will 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 functions assigned to the post held by the employee.

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 Interview (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.

**09. Syllabus for the promotion test under extra ordinary performance.**

**(a) Aptitude Test**

This is a written aptitude test to check whether the employee concerned has acquired the required knowledge, skills and attitudes to perform all duties assigned to the employee concerned in an efficient manner above the average level of performance.

(b) At least 50% marks should be scored for a pass.

(c) The test will be conducted annually for the employees who achieve extra ordinary / above average level of performance.

**10. 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.**

11. Appointing authority will be the Board of Directors / C.E.O. of the institution.

**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**