

SCHEME OF RECRUITMENT FOR THE EMPLOYEE CATEGORY OF
“JUNIOR MANAGER” (Specimen)

File No:

MSD File No:

01. **Employee Category:**

Junior Manager

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

Administrative, Personnel Management and Financial Management Activities, specially delegated in a manner supplementary to and facilitating the discharging of duties by the Managers and Senior Managers of the Organization.

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

To be listed here.

(c) **Job Description**

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

03. **Nature of Appointment:**

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

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

JM 1-2 Rs. 20870 – 10 x 325 – 18 x 475 – 32670

W.e.f. from 01.01.2009

JM 1-2 Rs. 20890 – 10 x 365 – 18 x 550 – 34440

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

Grade	Relevant Initial Salary Step	JM 1.2 – 2006	JM 1.2 – 2006 A
II	1 st Step	20870	20890
I	12 th Step	24215	25090

(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 stated here.

(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 03 years from the date of appointment to the Grade II

4.4.2 should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade I

4.4.3 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.

4.4.4 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 Junior Manager Category:**

5.1 **Qualifications: (Example)**

5.1.1 **Administrative Officer**

External : Bachelor Degree from a recognized university **WITH** minimum of one year post qualification experience in a Government Department/ Corporation/Board or in a reputed Mercantile Establishment.

Internal : Pass three subjects in GCE (A/L) and minimum of five (05) years experience as a Management Assistant - Non Tech Category in Grade I

5.1.2 **Accounting & Procurement Officer**

External : A Degree from a recognized university with one year post qualifying experience in local and foreign supplies work in a Government Department / Corporation / Board or a reputed mercantile establishment in an executive position and a one year certificate course in supplies and material management

OR

Two year diploma in Supplies and Material Management and Five years post qualification experience in local and foreign

supplies work in a Government Department / Corporation / Board or a reputed mercantile establishment.

Internal : Pass three subjects in G.C.E. (A/L) examination and a minimum of 05 years experience in handling accounting work in a post in Grade I of the “Management Assistant” Category.

5.2 Age:

Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to initial candidates.

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:

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 the appointing authority.

5.4.1 Written Competitive Examination : (Example)

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post
- Computer Test
(If necessary 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 rules of grammar.

Aptitude:

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.

Computer Test

(If necessary to the post)

This test is to assess the following abilities of the candidate:

- Basic concepts of Information Technology,
- Windows Operating System and
- File Management

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 on a ratio of 1:5 (05 candidates for 01 vacancy) 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: (Example)**

Marks allocated for the interview are as follows:

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

Final selection will be based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the 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 this category will be only to Grade II. Number of recruitments to be decided as per the number of vacancies within the category. The persons recruited externally will be placed in the initial step of the salary scale. The salary of the persons recruited internally will be determined in terms of the chapter VII of the Establishment Code.

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 of applications.

5.8 **Confirmation**

An employee who is appointed to the Grade II 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. The persons recruited internally who have already been confirmed in a post will be subjected to an acting period.

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.

06. **Promotions:**

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

6.1 **Promotion from Grade II to grade I 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 II 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 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. Appointing authority, after verification of qualifications will take action to promote the qualified employees to Gr. I with effect from the qualifying date.

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 II
- 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 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 satisfy all above pre-requisites can apply for promotion. The appointing authority will promote to Grade I those who pass the written aptitude test held for the purpose with effect from the date they complete 06 years in Grade II.

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

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

07. **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 JM 1-2 under MSD Circular No.30, will be absorbed into the respective grade of the category in the manner set out below based on the grade in which the employees have been now placed in the JM 1-2 Salary Scale, in terms of the provisions in Clause 4 of Chapter VII of the Establishment Code. 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) **JM 1-2 – Grade II**

- 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 II of the JM 1-2 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 I,

will be absorbed into JM 1-2 – Grade II

(ii) **JM 1-2 – Grade I**

- a. Employees who have completed a minimum of 10 years of service in JM 1-2 Grade II 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

and

- b. The employees holding a post to which the salary steps applicable to Gr. I in the JM 1-2 salary code are assigned by the MSD Circular No. 30.

will be absorbed into JM 1-2 – Grade I.

08. **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 Examination (to be completed within 03 years from the date of appointment to Grade II)

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

- Office Systems
- Accounting Systems
- Subject knowledge
- Computer Practical Test
(If necessary to the post)

Office Systems:

An appropriate degree of knowledge of the Office Systems practiced in a Government Office and the candidate's ability to apply such knowledge, under real conditions meaningfully and fruitfully.

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 and the ability of the employee to apply the knowledge purposefully.

Subject knowledge relevant to the post:

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

- **Computer Practical Test
(If necessary to the post)**

This test is to assess the following abilities of the candidate:

- Basic concepts of Information Technology,
- Windows Operating System and
- File Management

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

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

8.1.2 Second Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade I)

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, written communication, filing methods and design of forms, as well as to evaluate the proficiency acquired by the employee through his/her experience in office activities and to test the knowledge of the employee concerned about the content of Part I of the Establishment Code.

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 covered in the first efficiency bar examination and to evaluate the proficiency acquired by the candidate through his/her experience in office activities.

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

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 or as and when necessary for the employees who achieve extra ordinary / above average level of performance.

10. Appointing authority will be the C.E.O. of the Institute.

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