

SCHEME OF RECRUITMENT FOR THE EMPLOYEE CATEGORY

“MIDDLE MANAGER CATEGORY (Specimen)

File No:

MSD File No:

01. **Employee Category:**

Middle Manager

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

Functions by their general nature, fall within the processes of Policy Making, Direction, Managing and Decision Making that can be considered as components of the role assigned to the Chief Executive Officer of the Organization.

(b) **Posts falling within this service category :** (Attach a schedule if necessary)

(c) **Job Description :** (Attach a schedule if necessary)

3. **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

MM 1-2 - 2006 : Rs. (25605 – 10 x 645 – 15 x 925 – 45930)

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

Grade	Relevant Initial Salary Step	
II	1 st Step	25605
I	12 th Step	32980

(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 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.

4.4.3 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 Middle Manager Category : (Example)**

5.1 **Qualifications:**

5.1.1 **Network Administrator :**

External : A bachelor's degree in computer science from a recognized university with at least one year post qualifying experience in wide area network systems.

OR

Bachelor's degree in Science with Computer Science as a subject from a recognized university **AND** minimum of three (3) years post qualifying experience in wide area network systems.

Note : Experience in database management, web application development and sound knowledge of standard software packages will be an added qualification.

Internal : A Bachelor's degree in Science from a recognized university

AND

Minimum of two (2) years post qualifying experience in wide area network computer environment, database management and developing computer programs.

Note : Experience in web application development and sound knowledge of standard software packages will be an added qualification

5.1.2 **Accountant :**

External : Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) **OR** Intermediate level qualification of Chartered Institute of Management Accountants (CIMA) **OR** Intermediate level qualification of Association of Certified and Corporate Accountants (ACCA) **OR** Degree in Management or Commerce **OR** Higher National Diploma in Accountancy

AND

At least three (3) years experience in accounting and finance in managerial capacity in a Government Department / Corporation / Board or a reputed Mercantile Establishment after obtaining (1) above

Note : Exposure to computerized accounting environment is a distinct advantage

Internal : Minimum of five (5) years experience in a post in Junior Manager Category or ten (10) years experience in Management Assistant Grade I

5.1.3 **Internal Auditor:**

External : Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) **OR** Intermediate level qualification of Chartered Institute of Management Accountants (CIMA) **OR** Intermediate level qualification of Association of Certified and Corporate Accountants (ACCA) **OR** Degree in Management or Commerce **OR** Higher National Diploma in Accountancy

AND

At least three (3) years experience in accounting and finance in an executive capacity in a Government Department / Corporation / Board or a reputed Mercantile Establishment after obtaining (1) above

Note : Exposure to computerized accounting environment is a distinct advantage

Internal : Minimum of five (5) years experience in a post in the Junior Manager Category or 10 years experience in a post in Management Assistant Grade I

5.1.4 **Resident Engineer**

Degree in Engineering (Mechanical/Electrical/Civil) from a recognized university.

OR

NDT certificate in (Mechanical/Electrical/Civil) or National Diploma in Engineering Sciences (NDES) with six (06) years experience in civil engineering work in a government or recognized private institution, of which 03 years at a supervisory capacity.

5.1.5 **Assistant Director / Deputy Director (HRD/PR/Welfare)**

External : A degree from a recognized university with three (03) years post qualifying administrative experience in managerial capacity in a Government Department / Corporation/Board or in a reputed Mercantile Establishment.

Internal : Five (05) years experience as an Administrative Officer in the Junior Manager Category.

Note : Experience in computerized database management and knowledge of departmental circulars will be an added qualification.

5.2 **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:**

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 followed by a structured interview.

5.4.1 **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

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

5.6 **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.

5.7 **Confirmation :**

External candidates 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 internally selected candidates already confirmed in a post in the institute will be subjected to an acting period.

5.8 **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, 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. Action will be taken to promote the qualified officers to grade I, by the appointing authority after verification of qualifications, 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 06 years of satisfactory service continuously, 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 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 exceptional 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.

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 MM 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 MM 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) **MM 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 MM 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 MM 1-2 – Grade II

(ii) **MM 1-2 – Grade I**

- a. Employees who have been placed in salary steps applicable to Gr. I of the MM 1-2 Salary Scale under Management Service Department Circular No. 30,
- b. Employees who have completed a minimum of 10 years of service in a post in Grade II 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,

will be absorbed into MM 1-2 – 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 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.

- **General Administration Public Finance Management and State Policy:**

This paper will be designed to test the knowledge of the employee concerned in good office practice and systems, current circular instructions and provisions of the Establishment Code, financial regulations and his / her knowledge of the current state policy relating to the functions conferred upon the institute.

- **Subject knowledge relevant to the post:**

This will test the knowledge of the employee concerned on the subjects assigned to the post and 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.

- **General Management :**

This paper will be designed to test the employee's power of constructive thinking and problems solving ability. The employee will be presented with one or more situations posing problems to which solutions are required, and questions on Management Principales.

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.

09. **Syllabus for the promotion test under exceptional 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 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