

SCHEME OF RECRUITMENT FOR THE EMPLOYEE CATEGORY
“PRIMARY LEVEL” – SEMI-SKILLED (Specimen)

File No:

MSD File No:

01. **Employee Category:**

Primary Level – Semi-skilled (PL 2)

02. (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 2 and level 3, and performing duties relating to providing of basic facilities such as construction, maintenance, repairs etc., required for the implementation of the role and functions conferred upon the organization.

(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)

3. **Nature of Appointment:**

(Permanent with entitlement to 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 2 - 2006 : Rs. [12330 – 10 x 110 – 10 x 120 - 10 x 130 – 12 x 140 – 17160]

W.e.f. from 01.01.2009

PL 2 – 2006 A : Rs. (12430 – 10 x 130 - 10 x 145 – 10 x 160 - 12 x 170 – 18800)

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

Grade	Relevant Initial Salary Step	PL 2 - 2006	PL 2 - 2006 A
III	1st Step	12300/-	12410/-
II	12th Step	13350/-	13855/-
I	22nd Step	14760/-	15320/-

(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 :** 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,

4.4.1 should pass the 1st Efficiency Bar Test within 03 years from the date of appointment to the Grade III.

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

4.4.3 should pass the 3rd 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 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.

4.4.5 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 Semi-Skilled Category:**

5.1 **Qualifications: (Example)**

1. **Lab Attendant:**

External :

Educational :-

GCE (O/L) in six (6) subject in one sitting including Science and Mathematics

AND

Vocational :-

National Vocational Qualification (NVQ) Level 2/3

Internal :

Educational :-

GCE (O/L) in six (6) subjects in one sitting

AND

Employees who have completed a minimum of six years working experience in the relevant field and industrial skills of a defined degree proven at a trade test.

5.2 **Age:**

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

5.3 **Other:**

The provisions of Manual of Procedure 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 semiskilled 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 of applications.

5.8 **Confirmation**

External candidates 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 1st Efficiency Bar Test 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, is 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 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 qualification.

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 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 other pre-requisites can apply for promotion. The appointing authority will promote those who pass the written aptitude test held for the purpose to Grade II 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 extra ordinary / above average 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 exceptional 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 to promote the qualified employees to Grade I, with effect from the date of qualification.

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. Action will be taken by the appointing authority, after verification of qualifications to promote the qualified employees to Grade I, with effect from the date they complete 8 years of service 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 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 PL 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) **PL 2 – 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 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 II,

will be absorbed into PL 2 – Grade III.

(ii) **PL 2 – 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 2 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 2 – Grade II.

(iii) **PL 2 – Grade I**

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to PL 2 - 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 2 – Grade I under the MSD Circular No.30

Will be absorbed into PL 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 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 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 the functions assigned to the post and employee category.

All candidates should obtain a minimum of 40% marks at the test to pass the 1st 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 appointment.

All candidates should obtain a minimum of 40% marks at the test to pass the 2nd 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 3rd 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 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. **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 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