

**SCHEME OF RECRUITMENT FOR THE EMPLOYEE CATEGORY**  
**“MANAGEMENT ASSISTANT” – NON-TECHNOLOGICAL (Specimen)**

File No: .....

MSD File No: .....

01. **Employee Category:**

Management Assistant - Non-Technological

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

Functions / Activities of non - technological nature specially assigned by the Appointing Authority / C.E.O. to facilitate / support / supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the organization.

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

(The designations / posts within the category to be listed here. Attach a schedule if necessary)

(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*

MA 1-1 – 2006 : Rs. 13320 – 10 x 120 – 7 x 140 – 4 x 210 – 20 x 290 – 22140

*W.e.f. from 01.01.2009*

MA 1-1 - 2006 A : Rs. (13450 – 10 x 145 - 7 x 170 – 4 x 240 - 20 x 320 – 23450)

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

Grade	Relevant Initial Salary Step	MA 1.1 – 2006	MA 1.1 – 2006 A
III	1st Step	13320	13450
II	12th Step	14660	15070
I	23rd Step	16630	17370

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

4.4 **Efficiency Bar:**

The Efficiency Bar Examination is a Written Examination.

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 Management Assistant – Non-Technological Category:**

5.1 **Qualifications (General) :**

**External Candidates –**

Educational :

a) Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including

- i. Sinhala / Tamil / English language
- ii. Maths

b) Having passed at least one subject (other than the General Paper) at the G.C.E. (A/L) examination.

(Post specific qualifications, if any, to be stated here.)

**Internal Candidates –**

Employees of the categories of Primary Level - Skilled, Primary Level - Semiskilled and Primary Level - Unskilled who possess the following qualifications are eligible to apply.

Educational :

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four first language and maths.

Other :

Having completed a minimum of five (05) years service in a permanent post under the above employee category.

(Post specific qualifications, if any to be listed here)

**5.2 Age:**

Should be not less than 18 years and not more than 45 years. The upper age limit will not apply to 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 and on the results of a written competitive examination and an interview conducted by the appointing authority.

**5.4.1 Written Competitive Examination: (Example)**

Subjects for the examination and the marks allocated for each subject are given below:

- Language Proficiency
- Aptitude Test
- 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 simple rules of grammar.

**Aptitude:**

This paper will be designed to test the aptitude and ability of the candidate to perform his/her official duties.

**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 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**

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 Examination he / she will be confirmed in the post at the end of the period of probation. The internal candidates who are already confirmed in their qualifying categories 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, 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 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 by the appointing authority to promote the qualified employees to Gr. II, 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 III from the date of recruitment.
- 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 with 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 Exceptional Performer**

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 exceptional performance with effect from the date of completion of 05 years of service. The employees are allowed 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 10 years of service in Grade II and earned nine (10) 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 10 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. Action will be taken by the appointing authority to promote the qualified employees to Gr. I after verification of qualifications, with effect from the qualifying date.

#### 6.2.2 **Extra Ordinary Performer:**

##### (a) **Pre-requisites**

- should have completed 09 years of continuous service in grade II and earned nine(09) 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 nine (09) 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 Gr. I. The effective date of the promotion will be the date they have completed 09 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 MA 1-1 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 MA 1-1 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) **MA 1-1 – 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 MA 1-1 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 MA 1-1 – Grade III.

(ii) **MA 1-1 – 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 10 years of service in a grade or a post, to which the salary steps under Grade II of the MA 1-1 Salary Scale as stated above have been assigned,
- c. Employees who have completed a minimum of 10 years of service in a post or a grade relevant to Grade II, but not satisfied the necessary requirements as per the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,

will be absorbed into MA 1-1 – Grade II.

(iii) **MA 1-1 – Grade I**

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to MA 1-1 - 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 10 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 MA 1-1 - Grade I under the MSD Circular No.30

Will be absorbed into MA 1-1 - 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 Examination (to be completed within 03 years from the date of appointment to Grade III)**

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

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

#### **Office Systems:**

A basic knowledge of the Office Systems practiced in the organization and the candidate's ability to apply such knowledge, as well as his ability to properly understand official documents and to present his/her views/observations in a specific manner through clear and brief minute, and the ability to draft a letter in terms of a given order will be tested.

#### **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.

Candidates should secure a minimum of 40% marks from this examination to pass the 1<sup>st</sup> 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 II)**

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

- Establishment Procedure

- Subject knowledge
- General Paper

**Establishment Procedure:**

This paper will be designed to test the knowledge of the provisions of the Establishment Code and the Manual of Procedure of the Institute.

**Subject knowledge:**

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 discharging the official duties.

**General paper:**

This paper will consist of two parts:

- i. Reading and understanding a statement or a report of discussion and preparing an article or a report.
- ii. Assessment of the candidate's ability in understanding and analyzing events in contemporary society.

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

**8.1.3 Third Efficiency Bar Examination (to be completed within 05 years from the date of appointment to Grade II)**

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

- Subject Knowledge
- Problems relative to the Office Procedures (MCQ)

The above papers will be designed to 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 and second efficiency bar examinations and the skills of the employee for innovations relevant to the appointment.

Candidates should secure a minimum of 40% marks from this examination to pass the 3<sup>rd</sup> Efficiency bar.

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 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**