

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

File No:

MSD File No:

01. Employee Category:

Management Assistant –Technological / Technical

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

Functions / Activities of technological nature specifically assigned by the Appointing Authority / C.E.O. to persons possessing technological qualifications not below the National Vocational Qualifications (N.V.Q.) Level 5, in order 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 :- (Attach a schedule if necessary)

- i.
- ii.
- iii.

(c) Job Description - (Attach a schedule if necessary)

03. 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 2-1 – 2006 : Rs. (14280 – 10 x 120 – 7 x 140 – 4 x 210 – 20 x 290 – 23100)

W.e.f. from 01.01.2009

MA 2-1 - 2006 A : Rs. (14610 – 10 x 145 - 7 x 170 – 4 x 240 - 20 x 320 – 24610)

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

Grade	Relevant Initial Salary Step	MA 2.1 – 2006	MA 2.1 – 2006 A
III	1st Step	14280	14610
II	12th Step	15620	16230
I	23rd Step	17590	18530

(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 :** (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.)

4.4 **Efficiency Bar:**

The Efficiency Bar Examination is a Written Examination.

All employees in this category,

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

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

4.5.3. should pass the 3rd 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 can 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 – Technological Category:

5.1 **Qualifications: (Example)**

a) Having successfully completed a Diploma or Certificate Course not below the N.V.Q. Level 5, conducted by a recognised Institute of Technological Training.

AND

b) Any other job specific qualifications.

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 **Provision Applicable in Common :**

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:**

(Subjects for the examination and the marks allocated for each subject to be given)

(Example)

- Language Proficiency
- Aptitude Test
- Subject knowledge relevant 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.

Subject knowledge relevant to the post:

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

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.

5.4.2 **Interview:**

Marks allocated for the interview to be stated.

(Example)

- | | | |
|--------------------------------------|---|-----------|
| • 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 **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.

5.8 **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.

5.9 **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 Examination he/she will be confirmed in the post at the end of the period of probation. The persons recruited internally who are already confirmed in a post in the institute will be subjected to an acting period of one year.

06. 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 by the appointing authority, after verification of qualifications, to promote the qualified employees to Gr. II, 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
- 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 Gr. 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 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 promotion in the post**

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 after verification of qualifications to promote the qualified employees to Gr. I, 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 from the date they have completed 09 years in Grade II.

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 MA 2-1 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 2-1 Salary Scale, in terms of the provisions in Clause 4 of Chapter VII of the Establishment Code in the manner given 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) **MA 2-1 – 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 2-1 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 2-1 – Grade III.

(ii) **MA 2-1 – 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 2-1 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 2-1 – Grade II.

(iii) **MA 2-1 – Grade I**

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to MA 2-1 - 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 2-1 – Grade I under the MSD Circular No.30

Will be absorbed into MA 2-1 – 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 III)

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

2. Office Administration & Establishment Procedures
3. Financial Regulations

The above two papers will be designed to test the knowledge of the employee concerned about the general office administration, establishment procedures and financial regulations relevant to his/her service.

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 II)

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

1. Office Administration & Establishment Procedures
2. Financial Regulations
3. Technological Subject

a. The 1st and 2nd paper will be designed to test the knowledge of the employee concerned about the procedural and legal innovations 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.

b. The 3rd paper will be designed to evaluate whether the employee concerned has acquired the required capabilities on technological activities relevant to his/her post up to his/her seniority.

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

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

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.

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