

**Information Technology Resources Development Institution, Western  
Province**

**Procedure of recruitment for the posts in the service category “Senior  
Manager”**

File number of the institution: WP/ITRDI/A/01

Date: 2014.07.10

File number of Management services:

Date:

Effective Date : 2015.04.01

**1. Service category: - “Senior Manager”**

**2. (a) General definition on the role entrusted to the officers holding posts in service category ‘Senior Manager’**

Functions of Senior Manager and Executives assigned specifically based on the posts out of the functions to be performed by the Executive officer of the institution assigned to the institution by the Act by which the institution has been established.

(b) Post belonging to service category

- Director

(c) Functions entrusted to the post

The Director is entrusted with the responsibility to implement policies determined by the Board, by which decisions of the institution are made, through the structure of the institution. Accordingly this post is entrusted with the responsibility to direct staff of the institution, achieve all the objectives of the institution exercising powers and functions entrusted by the Board of Management under the direction and control of the Board of Management.

(d) Nature of the appointment

The post is permanent and entitled to the claims of Employees’ Provident Fund and Employees’ Trust Fund.

**3. Salary scheme**

3.1 Number of the salary code and monthly salary scale relevant to service category

HM 1 – 1Rs.38,530 -15 X 1,100 –55,030

3.2 Salary code and salary scale should be indicated fully in every letter of appointment.

3.3 Cadre : 01

- Director

#### 4. Recruitment to the posts of service category “Senior Manager”.

##### 4.1 Qualifications

###### 4.1.1 External candidates

###### (a) Educational Qualifications

Should have obtained a first degree in Business Administration/Human Resources Management/Information Technology/Public Administration/Accountancy and Financial Administration/Computer Science from a University recognized by the University Grants Commission along with a Master of Science degree or Master of Arts degree or post graduate degree in Management or Technology Management or an associate membership from a recognized professional body.

And

###### (b) Experience

Should have possessed minimum experience of 15 years in a post at the level of management of a state corporation, statutory board or recognized institution in private sector after obtaining degree qualifications.

###### 4.1.2 Internal candidates

- i. Should have satisfied the qualifications prescribed for external candidates in the above manner
- ii. **Should have completed at least a satisfactory service of 5 years in the relevant field of subject in grade I of the service category ‘Manager’ (MM).**

##### 4.2 Age

The candidate should be not less than 35 years and not more than 55 years of age. However the maximum age limit will not be applicable for internal candidates...

##### 4.3 Other

Every candidate should be,

- i. A citizen of Sri Lanka.
- ii. Of sound physical and mental fitness to perform functions entrusted to post and to serve in any part of Western Province.
- iii. A permanent resident of Western Province.
- iv. Of excellent moral character.
- v. Candidate should prove the residence in Western Province continuously for a period of 3 years by the closing date of applications.

##### 4.4 Method of recruitment

Recruitments can be made applying one of the suitable alternatives out of following alternatives after calling applications by public notifications as determined by the appointing authority.

- (a) Recruitment of external candidates by a structured interview
- (b) Recruitment of internal candidates by a structured interview.
- i. All the recruitments/appointments made to this service category should be strictly in accordance with the provisions of this procedure..
- ii. Provisions of the Establishments Code should be made applicable for engagement in service after the recruitment and all consequent matters.
- iii. Provisions indicated herein should be implemented in relation to all the matters indicated in this procedure of recruitment overriding provisions of Establishments Code..

#### 4.4.1 Structured interview

Structured interview will be held by an interview board determined by the appointing authority. A number of qualified candidates' equivalent at least to two fold of the number of vacancies will be called for the interview. Selection will be made on the order of merit out of those who have secured highest marks.

Marking scheme of the structured interview is as follows.

Relevant additional experience	30 Marks
Relevant additional educational/professional qualifications	30 Marks
Performance and other merits	15 Marks
Performance at the interview	
• Personality	10
• Merit	15
	25
	-----
Total Marks	100
	=====

#### 4.5 Date ,on which the candidate becomes eligible for the post

Candidates are recognized as having satisfied qualifications prescribed for making applications to be appointed to the post, if they have satisfied, each and every way, the qualifications mentioned in section 4.1,4.2 and 4.3 above as at the closing date of applications.

#### 4.6 Confirmation

An officer appointed to the post out of external candidates will be subjected to a probationary period of three (03) years and he/she will be confirmed in the post at the end of the probation period if the work and conduct of the officer are satisfactory during the probation period. Officers recruited as internal candidates, who have been confirmed in a post in a service category through which the officer becomes eligible to apply, can be subjected to an acting /trial period of one year.

#### 4.7 Salary at the recruitment

When recruitments are made out of external candidates, relevant appointee should be placed on the initial salary step of the salary scale. The salary step of those who are

recruited out of internal candidates should be determined in terms of the provisions of the Establishments Code.

**5. Absorption of officers, who are already in the service.**

Not relevant.

**6. Appointing Authority**

Board of Directors should be the appointing Authority of the institution. .

**7. Definitions**

7.1 The term “Satisfactory Period of Service” for the purpose of this procedure of recruitment shall mean a period of service immediately preceding the date of application for the promotion during which all increments have been earned and no punishment, except warning or severe warning has been imposed for any offence.

7.2 “Prescribed date” shall mean the effective date of this procedure of recruitment.

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Director of the service category ‘Senior Manager’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Head of the Institution

Official Stamp

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Director of the service category ‘Senior Manager’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Secretary of the Ministry (W.P.)

Official Stamp

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Director of the service category 'Senior Manager' of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Chief Secretary (W.P)

Official Stamp

The procedure of Recruitment and Procedure of Promotion for the posts of Director of the service category 'Senior Manager' of Information Technology Resources Development Institution of Western Province have been approved by Hon. Governor on.....

Date.....

Signature .....

Name .....

Secretary of Hon .Governor

Official Stamp

# Information Technology Resources Development Institution, Western Province

## Procedure of recruitment for the posts in the service category “Manager”

File number of the institution: WP/ITRDI/A/01

Date : 2014.07.01

File number of the Management service:

Date :

Effective Date

:2015.04.01

**01. Service category: - “Manager”**

**02. (a) General definition on the role entrusted to the officers holding posts in service category ‘Manager’,**

Functions, which are assigned specifically to facilitate/assist to the higher Executive Officer of the institution out of the functions, which are included in the functions such as policy formulation, issuance of orders/directions, management and decision making in connection to above and which can be treated as a part of the role entrusted to the highest Executive officer as a whole

**(b) Posts belonging to the service category,**

- (i) Assistant Director (Training)
- (ii) Assistant Director (Information and Communication Technology)
- (iii) Assistant Director (Finance)

**(C) Functions entrusted to the post**

- (i) Assistant Director (Training)
  - (i) Preparation of annual training plans.
  - (ii) Preparation of courses.
  - (iii) Supervision on courses which are conducted.
  - (iv) Preparation of question papers and course notes
  - (v) Activities relating to lectures.
  - (vi) Preparation of certificates and attendance register
  - (vii) Preparation of time tables.
  - (viii) Assistance for administration.
  - (ix) Ensuring that all the training courses, which have been planned to implement within the year, are conducted according to the schedule
- (ii) Assistant Director (Information and communication technology)
  - (i) Development of the policies and methodologies on information and communication technology in terms of the corporate/strategical plan of the institution
  - (ii) Identification of the requirements of information and communication of the institution and introduction of necessary strategies and provision of training and leadership.
  - (iii) Provision of competency in electronic field enabling the staff of the institution to acquire the values of information and communication technology at the optimum level .
  - (iv) Development of infrastructure facilities of information and communication technology of the institution.

- (v) Coordination with external parties in order to ensure an efficient and productive service delivery.
  - (vi) Management of information and communication technology projects .
  - (vii) Consultation on information and communication technology.
- (iii) Assistant Director (Finance)
- (i) Financial control of the institution in order to achieve the objectives of the institution and ensuring assistance to management for the same purpose.
  - (ii) Preparation of final accounts and annual budget of the institution
  - (iii) Direction of banking activities of the institution.
  - (iv) Coordination with financial institutions.
  - (v) Maintenance of fixed and current assets registers and functions relating to stock verifications.
  - (vi) Functions relating to Annual board of survey

**03. Nature of the appointment.**

The post is permanent and entitled to the claims of Employees' Provident Fund and Employees' Trust Fund.

**04. Salary scheme, efficiency bar examination and service structure**

- 4.1 Number of the salary code and monthly salary scale relevant to service category  
MM 1 – 1- 2006 – Rs. 25, 640 – 3 x 665 – 7 x 735 – 15 x 925 – 46, 655
- 4.2 Grade system relevant to service category and initial salary step relevant to grade system

Grade	Initial salary step which is applicable	Salary step of relevant grade
		MM 1 – 1
II	Step 01	Rs.25,640
I	Step 12	Rs.33,705

Salary code, salary scale and structure of grades should be indicated fully in every letter of appointment. It is not necessary to issue a new letter of appointment when making promotions from grade to grade in each service category. It is sufficient to issue a letter of promotion for the purpose.

**4.3 Cadre : 03.**

- (i) Assistant Director (Training) 01
- (ii) Assistant Director (Information and communication technology) 01
- (iii) Assistant Director (Finance) 01

For the purpose of promotions, the grade II and I of each post should be treated as a combined cadre..

#### 4.4 Efficiency bar

Efficiency bar examinations are conducted as written tests..

4.4.1 Officers should pass the first efficiency bar examination before the lapse of 03 years from the date of appointment to grade II..

4.4.2 Officers should pass the second efficiency bar examination before the lapse of 05 years from the date of promotion to grade I .

4.4.3 Syllabus for the general papers of efficiency bar examinations is indicated in para 08 below. Action will be taken in terms of the provisions of the Establishments Code in respect of officers who are unable to pass the efficiency bar examination within the prescribed period.

4.4.4 Relevant efficiency bar examination will be conducted at least once in every year or depending on the requirement.

4.5 All the officers holding the posts should acquire the required levels of all competencies and skills as determined by the Government from time to time in addition to the above mentioned efficiency bar examination.

#### 05. Recruitment to service category “**Manager**”

##### 5.1 Qualifications

###### (i) Assistant Director (Training)

External candidates

A degree in computer science/information technology recognized by the University Grants Commission

And

Three years experience in the relevant field in a state corporation, statutory board or a recognized private institution after obtaining the degree

Internal candidates

- i. Should have satisfied the above qualifications prescribed for external candidates.
- ii. Should have completed a satisfactory service of 5 years in the servicer category of ‘Junior Manager’ in relation to the field entrusted to the post.

###### (ii) Assistant Director (Information and communication Technology)

External candidates

A degree in information technology/computer science/computer engineering science or computer technology recognized by the University Grants Commission

And

Three years experience in the relevant field in a state corporation, statutory board or a recognized private institution after obtaining the degree



#### Internal candidates

- i. Should have satisfied the above qualifications prescribed for external candidates.
- ii. Should have completed a satisfactory service of 5 years in the servicer category of 'Junior Manager' in relation to the field entrusted to the post.

#### (iii) Assistant Director (Finance)

##### External candidates

A degree in business administration/accountancy/financial management/commerce recognized by the University Grants Commission

And

Three years experience in the relevant field in a state corporation, statutory board or a recognized private institution after obtaining the degree

##### Internal candidates

- i. Should have satisfied the above qualifications prescribed for external candidates.
- iii. Should have completed a satisfactory service of 5 years in the servicer category of 'Junior Manager' in relation to the field entrusted to the post.

#### 5.2 Age

The candidate should be not less than 22 years and not more than 45 years of age. However the maximum age limit will not be applicable for internal candidates.

#### 5.3 Other

Every candidate should be,

- i. A citizen of Sri Lanka.
- ii. Of sound physical and mental fitness to perform functions entrusted to post and to serve in any part of Western Province.
- iii. A permanent resident of Western Province.
- iv. Of excellent moral character.
- v. Candidate should prove the residence in Western Province continuously for a period of 3 years by the closing date of applications

#### 5.4 Method of recruitment

Recruitments will be made by calling applications through public notifications or notifications published in newspapers and conducting a structured Interview by a board appointed by the appointing authority as determined by the Board of Management.

- i. All the recruitments/appointments made to this service category as well as the promotions made in the servicer category should be strictly in accordance with the provisions of this procedure.
- ii. Provisions of the Establishments Code should be made applicable for engagement in service after the recruitment and all consequent matters.
- iii. Provisions indicated herein should be implemented in relation to all the matters indicated in this procedure of recruitment overriding provisions of Establishments Code.

**5.4.1 Open competitive examination :**

Not relevant

**5.4.2 Structured Interview**

Marking scheme for the structured interview is as follows. .

Relevant experience	30 marks
Relevant additional educational qualifications	30 marks
Other merits/performance	15 marks
Merit proved at the interview	25 marks
Total Marks	----- 100 =====

- ❖ When the selection is made strictly by a structured interview, selection will be made only on the order of marks secured by candidates at the interview.

**5.5** Recruitments will be made strictly to grade II of the above mentioned service grade. The number of recruitments to be made will be determined depending on the number of vacancies existing in the service category..

**5.6 Date on which the candidate becomes eligible for applying**

Candidates are recognized as having satisfied qualifications prescribed for making applications to be appointed to the post, if they have satisfied, each and every way, the qualifications mentioned in section 5.1, 5.2 and 5.3 above as at the closing date of applications

**5.7 Confirmation**

An officer appointed to grade II of the post out of external candidates will be subjected to a probationary period of three (03) years and he/she will be confirmed in the post at the end of the probation period if the work and conduct of the officer are satisfactory during the probation period and has passed the first efficiency bar examination. Officers recruited as internal candidates, who have been confirmed in a post in a service category through which the officer becomes eligible to apply, will be subjected to an acting /trial period of one year

## **5.8 Salary at the recruitment**

When recruitments are made out of external candidates, relevant appointee should be placed on the initial salary step of the salary scale. The salary step of those who are recruited out of internal candidates should be determined in terms of the provisions of the chapter VII of Establishments Code

## **6 Promotions**

Promotion scheme consists of a scheme based on the performance in the following manner.

### **6.1 Promotion from grade II to grade I of the service category.**

6.1.1 Officers who prove performance at the average level:

(a) Pre requisites

- i. Should have been confirmed in the appointment.
- ii. Should have completed at least 10 years service in grade II of the service category and earned all due salary increments.
- iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion.
- iv. Should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
- v. Should have passed the prescribed efficiency bar examination.
- vi. Should have acquired the competency in second official language at the relevant level

(b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade I will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications.

## **7. Absorption of officers who are already in service.**

Not relevant.

## **8. Syllabus for the efficiency bar examination.**

### **8.1 First efficiency bar examination**

A written test consists of the following subjects.

- (a) General Administration and Public Policy.
- (b) Financial Regulations of Western Province
- (c) General Management

- General Administration and Public Policy

A question paper which is designed to test the knowledge of candidate on sound office procedures, administrative methodologies, and instructions of current circulars in this regard, establishments code, as well as current public policies.

- Financial Regulations of Western Province

Knowledge of the candidate will be tested on public finance policies and procedures with special concern to state corporation sector.

- **General Management**

A questions paper designed to test the skills of the candidate in relation to creative thinking, problem solving, and management of the institution. Candidates are required in the meantime to answer questions on management principles.

Candidates are required to obtain at least 40% of marks for each question paper in order to pass the examination.

- ❖ It is compulsory for candidates to pass this efficiency bar examination in order to confirm in the post.

## **8.2 Second efficiency bar**

It is sufficient to possess a post graduate degree in the relevant field to be considered as having passed the second efficiency bar.

## **09. Appointing Authority**

Board of Management should be the appointing Authority of the institution

## **10. Definitions**

10.1 The term “Satisfactory Period of Service” for the purpose of this procedure of recruitment shall mean a period of service immediately preceding the date of application for the promotion during which all increments have been earned and no punishment, except warning or severe warning has been imposed for any offence.

10.2 “Prescribed date ” shall mean the effective date of this service/procedure of recruitment.

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Assistant Director(Training), Assistant Director (Information and Communication Technology), Assistant Director (Finance) of the service category ‘Manager’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Head of the Institution

Official Stamp

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Assistant Director(Training), Assistant Director (Information and Communication Technology), Assistant Director (Finance) of the service category ‘Manager’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Secretary of the Ministry (W.P.)

Official Stamp

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Assistant Director(Training), Assistant Director (Information and Communication Technology), Assistant Director (Finance) of the service category ‘Manager’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Chief Secretary (W.P)

Official Stamp

The procedure of Recruitment and Procedure of Promotion for the posts of Assistant Director(Training), Assistant Director (Information and Communication Technology), Assistant Director (Finance) of the service category ‘Manager’ of Information Technology Resources Development Institution of Western Province have been approved by Hon. Governor on.....

Date.....

Signature .....

Name .....

Secretary of Hon. Governor

Official Stamp

# **Information Technology Resources Development Institution, Western Province**

## **Procedure of recruitment for the posts in the service category “Junior Manager”**

File number of the institution: WP/ITRDI/A/01

Date : 2014.07.10

File number of the Management service:

Date :

Effective Date :2015.04.01

### **1. Service category: ‘Junior Manager’**

#### **2. (a) General definition on the role entrusted to the officers holding posts in service category ‘Manager’.**

Administrative, Personal Management and Financial Management Functions which are entrusted specifically and subjected to the supervision of officers in the grades of Senior Manager / Manager so as to be additional/supportive/facilitative to the roles of officers engaged in the grades of Senior Manager and Manager.

#### **(b) Posts belonging to service category:**

- (i) Network Administrator
- (ii) Administrative officer

#### **(c) Functions entrusted to the post:**

##### **(i) Network Administrator (Number of posts- 01)**

- Implementation, operation, direction of computer network and provision of required instructions for the implementation of computer network.
- Identification of the defects of software and hardware and making remedial measures.
- Making plans for the protection of network in order to protect data, software and hardware and their coordination and implementation...
- Administration of additional supporters of data.
- Making recommendations on the requirements of software and hardware in order to enhance configuration of networks and systems.
- Maintenance of computer network systems and provision of necessary technological knowledge.
- Provision of knowledge in the purchase and maintenance of computers and relevant appliances.
- Submission of information which are received and obtained through internet.
- Computer system administration.
- Maintenance and supervision of computer servers.
- Supervision of software and installation of new software
- Updating of the website of the institution and its maintenance.

**(ii) Administrative Officer (Number of posts 01)**

- Ensuring assistance and supervision for the staff administration.
- Ensuring assistance for human resources development.
- Direction and supervision of the staff.
- Ensuring assistance for office management.
- Direction and supervision of the maintenance of premises.
- Ensuring that the computers, office equipments and stock control registers are properly maintained.
- Training and counselling activities in relation to the staff
- Preparation of job descriptions of the staff.
- Planning of human resources and activities on personal management.
- Reviewing and analyzing of financial statements.
- Cash flow analysis.
- Ensuring internal financial discipline.
- Administration on vehicles.

**3. Nature of appointment**

The post is permanent and entitled to the claims of Employees' Provident Fund and Employees' Trust Fund.

**4. Salary scheme, efficiency bar examination and service structure.**

**4.1 Number of the salary code and monthly salary scale relevant to service category**

JM 1 -1/ 2006 A - 20,525/- 10 X 365 – 18 X 550 – 34,075

**4.2 Grade system relevant to service category and initial salary step relevant to grade system**

Grade	Initial salary step which is applicable	JM 1- 1 2006A
11	Step 01	Rs. 20,525
1	Step 12	Rs. 24,725

Salary code, salary scale and structure of grades should be indicated fully in every letter of appointment. It is not necessary to issue a new letter of appointment when making promotions from grade to grade in each service category. It is sufficient to issue a letter of promotion for the purpose.

### 4.3 Cadre

(i)	Network Administrator	-	01
(ii)	Administrative officer	-	01
			-----
			02
			=====

### 4.4 Efficiency bar

Efficiency bar examination is conducted as a written test.

- 4.4.1 Officers should pass the first efficiency bar examination before the lapse of 03 years from the date of appointment to grade II.
  - 4.4.2 Officers should pass the second efficiency bar examination before the lapse of 05 years from the date of promotion to grade I .
  - 4.4.3 Syllabus of efficiency bar examinations is indicated in para 08 below. Action will be taken in terms of the provisions of the Establishments Code in respect of officers who are unable to pass the efficiency bar examination within the prescribed period.
  - 4.4.4. Relevant efficiency bar examination will be conducted at least once in every year or depending on the requirement.
- 4.5 All the officers holding the posts should acquire the required levels of all competencies and skills as determined by the Government from time to time in addition to the above mentioned efficiency bar examination.

## 5. Recruitment to service category “Junior Manager ”

### 5.1 Qualifications:

#### Network Administrator

- (a) Educational Qualifications.

#### **External Candidates**

Should have possessed a degree in computer science/information technology recognized by the University Grants Commission

Or

A degree from a recognized University and post graduate diploma in computer science or information technology recognized by the University Grants Commission or at least the level 7 of NVQ in information technology or any other equivalent qualification recognized by Tertiary or Vocational Education Commission

And,



(b) Experience :

Two years experience in the relevant field in a state corporation, statutory board or a recognized private institution after obtaining the degree

**Administrative Officer**

(a) Educational Qualifications

**External Candidates**

Should have possessed a degree recognized by University Grants Commission with human resources management as a subject.

(b) Experience

Two years experience in the relevant field in a state corporation, statutory board or a recognized private institution after obtaining the degree.

**Internal Candidates.**

- i. Should have satisfied the above qualifications prescribed for external candidates.
- ii should have completed at least a satisfactory service of 5 years in the grade II of the servicer category of 'Management Assistant Service'.

**5.2 Age**

The candidate should be not less than 22 years and not more than 45 years of age. However the maximum age limit will not be applicable for internal candidates.

**5.3 Other :**

Every candidate should be,

- i. A citizen of Sri Lanka.
- ii. Of sound physical and mental fitness to perform functions entrusted to post and to serve in any part of Western Province.
- iii. A permanent resident of Western Province.
- iv. Of excellent moral character.
- v. Candidate should prove the residence in Western Province continuously for a period of 3 years by the closing date of applications

**5.4 Method of recruitment**

Recruitments will be made by calling applications through public notifications or notifications published in newspapers and conducting a structured interview by a board appointed by the appointing authority as determined by the Board of Management

- i. All the recruitments/appointments made to this service category as well as the promotions made in the servicer category should be strictly in accordance with the provisions of this procedure.

- ii. Provisions of the Establishments Code should be made applicable for engagement in service after the recruitment and all consequent matters.
- iii. Provisions indicated herein should be implemented in relation to all the matters indicated in this procedure of recruitment overriding provisions of Establishments Code.

**5.4.1. Written competitive examination**

Not relevant.

**5.4.2 Structured interview :-**

Marking scheme for the structured interview is as follows. .

Relevant additional experience	30 marks
Relevant additional educational qualifications	30 marks
Other merits and performance	15 marks
Merit proved at the interview	25 marks
	-----
Total Marks	<u>100</u>

❖ Selection will be made on the order of merit secured by candidates at the structured interview

**5.5** Recruitments will be made strictly to grade II of the service category of Junior Manager. The number of recruitments to be made to grade II will be determined depending on the number of vacancies existing in the combined cadre of the service category.

**5.6 Date on which the candidate becomes eligible for applying**

Candidates are recognized as having satisfied qualifications prescribed for making applications to be appointed to the post, if they have satisfied, each and every way, the qualifications mentioned in section 5.1,5.2 and 5.3 above as at the closing date of applications

**5.7 Confirmation**

An officer appointed to grade II of the post out of external candidates will be subjected to a probationary period of three (03) years and he/she will be confirmed in the post at the end of the probation period if the work and conduct of the officer are satisfactory during the probation period and has passed the first efficiency bar examination. Officers, who have been already confirmed in a certain post, will be subjected to an acting /trial period of one year after their recruitment.

**5.8 Salary at the recruitment**

When recruitments are made out of external candidates, relevant appointee should be placed on the initial salary step of the salary scale. The salary step of those who are

recruited out of internal candidates should be determined in terms of the provisions of the chapter VII of Establishments Code

## **6. Promotions**

Promotion scheme consists of a scheme based on the performance in the following manner.

### **6.1.1 Promotion from grade II to grade I of the service category.**

6.1.1 Officers who prove performance at the average level:

(a) Pre requisites

- i. Should have been confirmed in the appointment.
- ii. Should have completed at least 10 years service in grade II of the service category and earned all due salary increments.
- iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion.
- iv. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
- v. .Should have passed the prescribed efficiency bar examination.
- Vi. Should have acquired the competency in second official language at the relevant level

(b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade I will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications.

## **7. Absorption of officers who are already in service**

Not relevant.

## **8. Syllabus for the efficiency bar examination.**

8.1 Every candidate should sit for a written test consists in the following manner.

### **8.1.1 First efficiency bar examination**

Should pass this second efficiency bar within 03 years from the date of appointment to grade II

A written test consists of the following subjects.

01. Office system
02. Accounting systems
03. Subject knowledge

(a) Office system

The knowledge on office systems applied in an office, which should be acquired by the candidate and the capacity of candidate to apply it in a meaningful and productive way will be tested.

(b) Accounting systems

A question paper designed to test the knowledge of the candidate on financial regulations and financial control methods of Western Province and the capacity of candidate to apply it in a meaningful and productive way

(c) Subject knowledge

A question paper designed to test the knowledge of the candidate on the relevant subject as applicable to the post

Candidates are required to obtain at least 40% of marks for each question paper in order to pass the examination.

It is compulsory for candidates to pass this efficiency bar examination in order to be confirmed in the post.

### **8.1.2 Second efficiency bar examination**

Should pass the second efficiency bar examination within 05 years from the date of promotion to grade I. The written test consists of the following subjects.

01. Establishments procedures
02. Public Finance Control Methodologies
03. Knowledge related to the post

#### **Establishment procedures**

The knowledge of the candidate on principles of office administration, importance of their implementation, written communication methodologies, filing methodologies and preparation of specimens and the competency acquired by the candidate on office systems during his period of service and knowledge on provisions in establishments code and procedural rules of the institution will be tested.

#### **Public Finance Control Methodologies/ Financial Regulations of Western Province**

Knowledge of the candidate on financial control methodologies applied in public institutions, custody of money, revenue and boards of survey, stores/stock control methodologies will be tested.

#### **Knowledge related to the post**

A question paper designed to test the knowledge and competence acquired by the candidate on the procedural and legal innovations made during the past service period of the candidate within the scope revealed in first efficiency bar examination and the knowledge and competency acquired by the candidate in the performance of the duties in the post.

Candidates are required to obtain at least 40% of marks for each question paper in order to pass the second efficiency bar examination.

## **9. Appointing Authority**

Board of Management should be the appointing Authority of the institution

**10. Definitions**

- 10.1 The term “Satisfactory Period of Service” for the purpose of this procedure of recruitment shall mean a period of service immediately preceding the date of application for the promotion during which all increments have been earned and no punishment, except warning or severe warning has been imposed for any offence.
- 10.2 “Prescribed date ” shall mean the effective date of this service/procedure of recruitment.

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Network Administrator and Administrative Officer of the service category ‘Junior Manager’ of Information Technology Resources Development Institution of Western Province for approval.

Date..... Signature .....

Name .....

Head of the Institution

Official Stamp

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Network Administrator and Administrative Officer of the service category ‘Junior Manager’ of Information Technology Resources Development Institution of Western Province for approval.

Date..... Signature .....

Name .....

Secretary of the Ministry (W.P.)

Official Stamp

It is hereby recommended the procedure of Recruitment and Procedure of Promotion for the posts of Network Administrator and Administrative Officer of the service category ‘Junior Manager’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Chief Secretary (W.P)  
Official Stamp

The procedure of Recruitment and Procedure of Promotion for the posts of Network Administrator and Administrative Officer of the service category 'Junior Manager' of Information Technology Resources Development Institution of Western Province have been approved by Hon. Governor on.....

Date.....

Signature .....

Name .....

Secretary of Hon Governor

Official Stamp

**Information Technology Resources Development Institution, Western Province**

# Procedure of recruitment for the posts in the service category

## “Operational /Instructional”

File number of the institution: WP/ITRDI/A/01

Date : 2014.07.10

File number of the Management service:

Date :

Effective Date

:2015.04.01

### **1. Service category :**

#### **1.1 “Operational / Instructional services.”**

### **2. (a) General definition on the role entrusted to the officers holding posts in service category.**

A service category ,to which the functions in the nature of consultation derived from the key role entrusted to the institution as per the charter, by which the institution was established, are entrusted and to which specific technological skills on technology out of the functions which are supportive / facilitative to the functions of the officers in Executive, Management and Administrative levels i.e. a first degree possessed from a university recognized by the University Grants Commission or qualifications recognized by the University Grants Commission as equivalent to the degree.

#### **(b)Posts belonging to service category**

- (i) Senior Instructor - (Application Software and Graphic Designing)
- (ii) System Analyst
- (iii) Software Developer

#### **(b) Functions entrusted to the post**

##### **(i) Senior Instructor - (Application Software and Graphic Designing)**

- Graphic designing in association with the data and information obtained through researches.
- Introducing graphic designing solutions which can make a severe significant visual effect.
- Enhancement of concepts on graphics to suit to the business requirements of the institution.
- Obtaining training appliances including equipment of information technology in an adequate level and maintenance and enhancement of computer software and hardware.
- Acquiring a knowledge at higher level on application software such as Word processing, Spread Sheet, Presentation Software, Data base, Programming Language (Java, Visual basic, and Graphic packages) and conducting lectures in respect of the above.
- Ensuring that all the courses planned for the year are conducted in due manner within the year.
- Preparation of courses, conducting lectures, practical training and evaluation and supervision.

- Reaching for new technologies such as distant teaching and video conferencing and applying such methods.
- Carrying out research and development activities required to ensure the quality and content of the courses at the optimum level.

**(ii) System Analyst**

- Provision of technical expertise and recommendations required in the assessment of new software projects applied for the enhancement and assistant of the existing software systems and making researches , planning, installing , trouble shooting of operational systems and their enhancement and maintenance .
- Enhancement of the efficiency of the existing system by way of carrying out researches on compatibility and cost effectiveness of the system.
- Trouble shooting on software, hardware and connectivity and making necessary remedial measures.
- Assisting in the system designing and functional applications on all new projects’
- Provision of consultation services required for training for the application of information technology in an efficient manner.

**(iii) Software Developer**

- Making analysis on the requirement of software for the institution.
- Conducting researches, designing and writing of new software programmes.
- Testing of new software programmes and trouble shooting.
- Identification of the parts to be modified in the existing programmes, analyzing and their enhancement .
- Preparation of technical specifications.
- Rectification of softwares, maintenance of systems and operations.
- Making studies on new technologies and introduction.

**3. Nature of the appointment**

The post is permanent and entitled to the claims of Employees’ Provident Fund and Employees’ Trust Fund.

**4. Salary scheme, efficiency bar examination and structure of grades.**

**4.1** Number of the salary code and monthly salary scale relevant to service category

MA 4- 2006 A - Rs.18,230 – 10x365 – 15x450 – 5x550 – 31,380

**4.2** Grade system relevant to service category and initial salary step relevant to grade system

Grade	Initial salary step	MA 4 2006 A
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	which is applicable	
III	Step 01	₹.18,230
II	Step 12	₹.22,330
I	Step 23	₹.27,280

Salary code, salary scale and structure of grades should be indicated fully in every letter of appointment. It is not necessary to issue a new letter of appointment when making promotions from grade to grade in each service category. It is sufficient to issue a letter of promotion for the purpose.

#### 4.3 Cadre

Senior Instructor	01
System Analyst	01
Software Developer	03
	-----
	05
	=====

For the purpose of promotions, the grade II and I of each post should be treated as a combined cadre.

#### 4.4 Efficiency Bar Examinations

Efficiency bar examination is conducted as a written test.

- 4.4.1 Officers should pass the first efficiency bar examination before the lapse of 03 years from the date of appointment to grade III.
- 4.4.2 Officers should pass the first efficiency bar examination before the lapse of 03 years from the date of promotion to grade II.
- 4.4.3 Officers should pass the first efficiency bar examination before the lapse of 05 years from the date of promotion to grade I.
- 4.4.4 Syllabus of efficiency bar examinations is indicated in para 08 below. Action will be taken in terms of the provisions of the Establishments Code in respect of officers who are unable to pass the efficiency bar examination within the prescribed period.
- 4.4.5 Relevant efficiency bar examination will be conducted at least once in every year or depending on the requirement.

4.5 All the officers holding the posts should acquire the required levels of all competencies and skills as determined by the Government from time to time in addition to the above mentioned efficiency bar examination.

### 5. Recruitment to the Operational / Instructional services category

#### 5.1 Qualifications

### **5.1.1 External candidates**

#### **(I) Senior Instructor, System Analyst, Software Developer**

- (a) Should have possessed a degree with computer science/information technology as a subject recognized by the University Grants Commission and professional experience of 03 years in the field of computer science.

Or

- (b) A degree from a recognized University

And

A post graduate diploma in computer science or information technology recognized by the University Grants Commission.

Should have possessed a professional experience of 02 years in the field of computer science

Or

- (c) At least the level 7 of NVQ in information technology or any other equivalent qualification recognized by Tertiary or Vocational Education Commission and 03 years experience in the field of information technology.

#### **5.1.2. Internal candidates.**

- i. Should have possessed the qualifications prescribed for the above mentioned external candidates.
- ii. Should have completed a satisfactory service of 08 years in a post in the relevant field in service category of Management Assistant Technology (MA2).

### **5.2 Age**

The candidate should be not less than 22 years and not more than 45 years of age. However the maximum age limit will not be applicable for internal candidates.

### **5.3 Other**

Every candidate should be,

- i. A citizen of Sri Lanka.
- ii. Of sound physical and mental fitness to perform functions entrusted to post and to serve in any part of Western Province.
- iii. A permanent resident of Western Province.
- iv. Of excellent moral character.
- v. Candidate should prove the residence in Western Province continuously for a period of 3 years by the closing date of applications

### **5.4 Method of recruitment**

Recruitments will be made by calling applications through public notifications or notifications published in newspapers and conducting a structured interview by a board appointed by the appointing authority as determined by the Board of Management.

- I. All the recruitments/appointments made to this service category as well as the promotions made in the servicer category should be strictly in accordance with the provisions of this procedure.
- ii. Provisions of the Establishments Code should be made applicable for engagement in service after the recruitment and all consequent matters.
- iii. Provisions indicated herein should be implemented in relation to all the matters indicated in this procedure of recruitment overriding provisions of Establishments Code.

#### **5.4.1. Written competitive examination**

Not relevant

#### **5.4.2. Structured interview:-**

Marking scheme for the structured interview is as follows. .

Relevant experience	30 marks
Relevant additional educational qualifications	30 marks
Other merits and performance	15 marks
Merit proved at the interview	25 marks

Total Marks

-----  
100  
=====

When the selection is made strictly by a structured interview, the selection will be made on the order of merit based on the marks secured by candidate at the interview.

- 5.5** Recruitments will be made strictly to grade III of the above mentioned service category. The number of recruitments to be made to grade III in a certain year will be determined depending on the number of vacancies existing in the combined cadre of the service category.

#### **5.6 Date on which the candidate becomes eligible for applying**

Candidates are recognized as having satisfied qualifications prescribed for making applications to be appointed to the post, if they have satisfied, each and every way, the qualifications mentioned in section 5.1,5.2 and 5.3 above as at the closing date of applications

#### **5.7 Confirmation**

An officer appointed to grade III of the service/post out of external candidates will be subjected to a probationary period of three (03) years and he/she will be confirmed in the post at the end of the probation period if the work and conduct of the officer are satisfactory during the probation period and has passed the first efficiency bar examination. Officers, who have been already confirmed in a certain post, will be subjected to an acting /trial period of one year after their recruitment

## **5.8 Salary at the recruitment**

When recruitments are made out of external candidates, relevant appointee should be placed on the initial salary step of the salary scale. The salary step of those who are recruited out of internal candidates should be determined in terms of the provisions of the chapter VII of Establishments Code

## **06. Promotions**

Promotion scheme consists of a scheme based on the performance in the following manner.

### **6.1 Promotion from grade III of the service/post to grade II.**

#### 6.1.1 Officers who prove performance at the average level

##### (a) Pre requisites

- i. Should have been confirmed in the appointment.
- ii. Should have completed at least 10 years service in grade III of the service category and earned 10 salary increments.
- iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion.
- iv. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
- v. Should have acquired the competency in second official language at the relevant level.

##### (b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade II will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications.

### **6.2 Promotion from grade II of the service/post to grade I.**

#### 6.2.1 Officers who prove performance at the average level:

##### (a) Pre requisites

- i. Should have completed at least 10 years service in grade II of the service category and earned all due salary increments.

- ii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion.
- iii. Should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.

(b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade I will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications.

**7. Absorption of officers who are already in service**

Not relevant.

**8. Syllabus for the efficiency bar examination.**

**8.1. First efficiency bar examination (Should pass within 03 years from the date of appointment)**

Subjects of the examination are as follows.

- (a) Office systems.
- (b) Accounting systems.

(a) Office systems.

This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer.

(b) Accounting system.

It is expected to test the knowledge and understanding of the candidate on basic accounts books and functions of financial control applied in Government Offices in relation to the post.

Candidates are required to obtain at least 40% of marks for each question paper in order to pass the first efficiency bar examination.

It is compulsory for candidates to pass this efficiency bar examination in order to be confirmed in the post.

**8.2 Second efficiency bar examination.**

Should pass within 03 years from the date of promotion to grade II.

Candidates are required to appear for following subjects.

- (i) Establishments procedures

- (ii) Knowledge on subjects.
- (iv) General paper.

Establishments procedures.

It is expected to test the knowledge of the candidate on the provisions of Establishments Code.

Knowledge on subject.

It is expected to test knowledge of candidate on the innovations in the computer field in relation to the subject field entrusted to the post during his service and the merit achieved by the candidate through experience in relation to official duties.

General paper.

This question paper consists of two parts in the following manner.

- (i) Preparation of an article or report after reading and understanding a minute of a discussion or a statement submitted to the candidate .
- (ii) Testing the capacity of the candidate to understand and analyses the issues of current society.

A candidate should secure at least 40% marks to pass the second efficiency bar examination.

### **8.3 Third efficiency bar examination.**

Should pass within 05 years from the date of promotion to grade I.

Candidates are required to appear for a written test consists of the following subjects.

1. Knowledge on subjects.
2. Issues relating to office procedures - (A paper with multiple choice questions)

#### **Knowledge on subjects.**

A question paper designed to test the knowledge of the candidate on the subjects which were made applicable in first and second efficiency bar examinations and the innovations occurred in computer field during the past period of the employee.

Issues relating to office procedures

A question paper designed to test the knowledge of candidate regarding the parts of office procedures which should strictly be learned by the candidate in relation to the post held by him..

A candidate should secure at least 40% marks to pass the third efficiency bar examination.

## **9. Appointing Authority**

Board of Management should be the appointing Authority of the institution

## **10. Definitions**

- 10.1 The term “Satisfactory Period of Service” for the purpose of this procedure of recruitment shall mean a period of service immediately preceding the date of application for the promotion during which all increments have been earned and no punishment, except warning or severe warning has been imposed for any offence.
- 10.2 “Prescribed date ” shall mean the effective date of this service/procedure of recruitment.

It is hereby recommended the procedure of Recruitment for the posts of Senior Instructor, System Analyst, and Software Developer of the service category ‘Operational / Instructional services’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Head of the Institution

Official Stamp

It is hereby recommended the procedure of Recruitment for the posts of Senior Instructor, System Analyst, and Software Developer of the service category ‘Operational / Instructional services’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Secretary of the Ministry (W.P)

Official Stamp

It is hereby recommended the procedure of Recruitment for the posts of Senior Instructor, System Analyst, and Software Developer of the service category 'Operational / Instructional services' of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Chief Secretary (W.P)

Official Stamp

The procedure of Recruitment for the posts of Senior Instructor, System Analyst, and Software Developer of the service category 'Operational / Instructional services' of Information Technology Resources Development Institution of Western Province has been approved by Hon Governor on.....

Date.....

Signature .....

Name .....

Secretary of Hon. Governor

Official Stamp



**Information Technology Resources Development Institution, Western  
Province**

**Procedure of recruitment for the posts in the service category  
“Management Assistant (Technological)”**

File number of the institution: WP/ITRDI/A/01

Date : 2014.07.10

File number of the Management service:

Date :

Effective Date

:2015.04.01

**1. Service category:**

**1.1 “Management Assistant”(Technological)**

**2 (a) General definition on the role entrusted to the officers holding posts in service Category.**

Functions, for which the specific technological skills out of the functions supportive and/or facilitative to the tasks of officers at the level of Executive, Management and Administration i.e. the skills to be acquired following successfully a course on Technology fallen under NVQ level 05 or above as determined by the Tertiary and Vocational Education Commission, are entrusted to this service category. Employees belonging to this service category may perform functions specifically mentioned by the appointing authority out of the functions of this category.

**(b) Posts belonging to service category**

- (i) Instructor
- (ii) Information Technology Assistant

**(c) Functions entrusted to the post**

**(i) Instructor**

- Identification and analyzing of training needs
- Making performance evaluation in order to understand the level of competencies of trainees.
- Designing of training courses to suit to the required competencies.
- Preparation of leaflets, hand books and other materials required for the training.
- Preparation of other required resources including equipment of information technology.
- Conduction of training courses.
- Evaluation of the productivity of training course.
- Ensuring the coordination with external service providers, other training institutions and examination institutions in relation to the requirements on competencies of the institution.
- Maintenance of correct information base in relation to training, development and utilization of resources.

(ii) Information Technology Assistant

- Assisting for network and security Management.
- Assisting for storing data.
- Assisting for system development.
- Assisting for the purchase of new servers, their operation and other technological issues.
- Provision of technical assistance for the users of computers and printers.
- Training for users of computers.
- Assisting for system Updating, Virus checking, taking back up of data.
- 

**3. Nature of the appointment**

The post is permanent and entitled to the claims of Employees' Provident Fund and Employees' Trust Fund.

**4. Salary scheme, efficiency bar examination and structure of grades**

**4.1** Number of the salary code and monthly salary scale relevant to service category.

MA 2 – 2 - 2006 A 14610 – 10x145 – 7x170 -4x290 – 20x345 – 25,310

**4.2** Grade system relevant to service category and initial salary step relevant to grade system

Grade	Initial salary step which is applicable	MA 2 -2 2006 A
III	Step 1	14610
II	Step 12	16230
I	Step 23	18755

Salary code, salary scale and structure of grades should be indicated fully in every letter of appointment. It is not necessary to issue a new letter of appointment when making promotions from grade to grade in each service category. It is sufficient to issue a letter of promotion for the purpose.

**4.3 Cadre**

Instructor	06
Information Technology Assistant	06
	-----
	12
	=====

For the purpose of promotions from grade to grade within the service category, all the posts should be treated as a combined cadre. This means the cadre in all grades which are belonging to the service category as per the approval.

**4.4 Efficiency Bar Examinations**

Efficiency bar examination is conducted as a written test.

- 4.4.1 Officers should pass the first efficiency bar examination before the lapse of 03 years from the date of appointment to grade III.
  - 4.4.2 Officers should pass the second efficiency bar examination before the lapse of 03 years from the date of promotion to grade II.
  - 4.4.3 Officers should pass the third efficiency bar examination before the lapse of 05 years from the date of promotion to grade I.
  - 4.4.4 Syllabus of efficiency bar examinations is indicated in para 08 below. Action will be taken in terms of the provisions of the Establishments Code in respect of officers who are unable to pass the efficiency bar examination within the prescribed period.
  - 4.4.5 Relevant efficiency bar examination will be conducted at least once in every year or depending on the requirement
- 4.5 All the officers holding the posts should acquire the required levels of all competencies and skills as determined by the Government from time to time in addition to the above mentioned efficiency bar examination

5. Recruitment to Service category “Management Assistant-Technological-Segment 2”

5.1 **Qualifications.**

5.1.1 **Competencies/ skills in technology**

**Instructor / Information Technology Assistant**

- (a) Should have possessed certificates after following a course on information technology ,which should be not below the level of NVQ 05(Diploma) in national vocational skills, from an institution recognized by Tertiary and Vocational Education Commission.

And

Should have gained an experience of 02 years as a consultant on Information Technology from a recognized institution.

5.1.2 **Internal candidates** should have possessed the qualifications prescribed for the above mentioned external candidates

5.2 **Age**

The candidate should be not less than 18 years and not more than 45 years of age. However the maximum age limit will not be applicable for internal candidates

5.3 **Other :**

Every candidate should be,

- i. A citizen of Sri Lanka.
- ii. Of sound physical and mental fitness to perform functions entrusted to post and to serve in any part of Western Province.
- iii. A permanent resident of Western Province.
- iv. Of excellent moral character.
- v. Candidate should prove the residence in Western Province continuously for a period of 3 years by the closing date of applications

#### **5.4 Method of recruitment**

Recruitments will be made by calling applications through public notifications or notifications published in newspapers and conducting a structured interview by a board appointed by the appointing authority as determined by the Board of Management

- I. All the recruitments/appointments made to this service category as well as the promotions made in the servicer category should be strictly in accordance with the provisions of this procedure.
- ii. Provisions of the Establishments Code should be made applicable for engagement in service after the recruitment and all consequent matters.
- iii. Provisions indicated herein should be implemented in relation to all the matters indicated in this procedure of recruitment overriding provisions of Establishments Code.

##### **5.4.1 Written competitive examination (Example)**

Syllabus for the written competitive examination is as follows

- (a) Language competency
- (b) Aptitude test
- (c) Knowledge on subject relevant to the post

###### Language competency

A question paper designed to test the knowledge of the candidate on expression, comprehension, spelling, application of simple grammar.

###### Aptitude test

A question paper designed to test the capacity and aptitude of candidate to perform properly the functions entrusted to the post.

###### Knowledge on subject relevant to the post

A question paper designed to test the knowledge of the candidate on the subject in relation to the post.

Candidates are required to secure at least 40% of the marks for each paper whilst securing at least an aggregate of 50% marks for three subjects in order to pass the examination for recruitment.

#### 5.4.2 Structured interview :-

Marking scheme for the structured interview is as follows. .

Relevant additional experience	30 marks
Relevant additional educational/professional qualifications	30 marks
Other merits and performance	15 marks
Merit proved at the interview	25 marks
	-----
Total Marks	100
	=====

- ❖ When the selection is made strictly by a structured interview, the selection will be made on the order of merit based on the marks secured by candidate at the interview.

**5.5** Recruitments will be made strictly to grade III of the above mentioned service category. The number of recruitments to be made to grade III in a certain year will be determined depending on the number of vacancies existing in the combined cadre of the service category.

#### **5.6 Date on which the candidate becomes eligible for applying**

Candidates are recognized as having satisfied qualifications prescribed for making applications to be appointed to the post, if they have satisfied, each and every way, the qualifications mentioned in section 5.1,5.2 and 5.3 above as at the closing date of applications

#### **5.7 Confirmation**

An officer appointed to grade III of the post out of external candidates will be subjected to a probationary period of three (03) years and he/she will be confirmed in the post at the end of the probation period if the work and conduct of the officer are satisfactory during the probation period and has passed the first efficiency bar examination. Officers, who have been already confirmed in a certain post, will be subjected to an acting /trial period of one year after their recruitment

#### **5.8 Salary at the recruitment**

When recruitments are made out of external candidates, relevant appointee should be placed on the initial salary step of the salary scale. The salary step of those who are recruited out of internal candidates should be determined in terms of the provisions of the chapter VII of Establishments Code

### **6. Promotions**

Promotion scheme consists of a scheme based on the performance in the following manner.

#### **6.1 Promotion from grade III of the service category to grade II..**

##### **6.1.1 Officers who prove performance at the average level**

- (a) Pre requisites

- i. Should have been confirmed in the appointment.
  - ii. Should have completed at least 10 years service in grade III of the service category and earned 10 salary increments.
  - iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion.
  - iv. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
  - v. Should have acquired the competency in second official language at the relevant level
  - vi. Should have passed the prescribed efficiency bar examination
- (b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade II will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications

## **6.2 Promotion from grade II of the service category to grade I.**

### **6.2.1 Officers who prove performance at the average level:**

- (a) Pre requisites
- i. Should have completed at least 10 years service in grade II of the service category and earned 10 salary increments.
  - ii. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
  - iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion
  - iv. Should have passed the prescribed efficiency bar examination
- (b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade I will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications

## **7. Absorption of officers who are already in service**

Not relevant

## **8. Syllabus for the efficiency bar examination.**

8.1 Syllabus should be prepared relevant to each post so as to cover the following components.

**8.1.1** First efficiency bar examination (Should pass within 03 years from the date of appointment),

Subjects,

1. Office administration and personal management procedures
2. Financial control procedures

The knowledge of the candidate on general office systems, methodologies of personal management and financial control procedures relevant to the service should be assessed by question paper 01 and 02.

A candidate is required to secure at least 40% of the marks for each question paper in order to pass this efficiency bar examination.

It is compulsory for candidates to pass this efficiency bar examination in order to be confirmed in the post.

### **8.1.2 Second efficiency bar examination**

Should pass within 03 years from the date of promotion to grade II

A written consists of following subjects will be held for the purpose.

Subjects,

1. Office administration / Procedure for personal management
2. Financial control procedures/ Financial regulations of Western Province
3. Technology subject(Information technology)

(a) The knowledge of the candidate on the innovations and legal and procedural changes occurred in the relevant field during the past period within the range tested by first efficiency bar examination and candidate's orientation for such matter should be assessed by question paper 01 and 02.

(b) Question paper 03 should be designed to assess as to whether the candidate has improved his/her skills on technological functions relevant to the post to suit to the seniority. .

A candidate is required to secure at least 40% of the marks for each question paper in order to pass the second efficiency bar examination.

## **9. Appointing Authority**

Board of Management should be the appointing Authority of the institution.

## **10. Definitions**

10.1 The term "Satisfactory Period of Service" for the purpose of this procedure of recruitment shall mean a period of service immediately preceding the date of application for the

promotion during which all increments have been earned and no punishment, except warning or severe warning has been imposed for any offence.

10.2 “Prescribed date ” shall mean the effective date of this service/procedure of recruitment.

It is hereby recommended the procedure of Recruitment for the posts of Instructor, Information Technology Assistant of the service category ‘Management Assistant (Technology) of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Head of the Institution

Official Stamp

It is hereby recommended the procedure of Recruitment for the posts of Instructor, Information Technology Assistant of the service category ‘Management Assistant (Technology) of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Secretary of the Ministry (W.P)

Official Stamp



It is hereby recommended the procedure of Recruitment for the posts of Instructor, Information Technology Assistant of the service category ‘Management Assistant (Technology) of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Chief Secretary (W.P)

Official Stamp

The procedure of Recruitment for the posts of Instructor, Information Technology Assistant of the service category ‘Management Assistant (Technology) of Information Technology Resources Development Institution of Western Province has been approved by Hon Governor on.....

Date.....

Signature .....

Name .....

Secretary of Hon. Governor

Official Stamp

**Information Technology Resources Development Institution, Western  
Province**

**Procedure of recruitment for the posts in the service category  
“Management Assistant (Non Technological)”**

File number of the institution: WP/ITRDI/A/01

Date : 2014.07.10

File number of the Management service:

Date :

Effective Date :2015.04.01

**1. Service Category:**

**1.1 “Management Assistant” (Non Technological)**

**2. (a) General definition on the role entrusted to the officers holding posts in service Category.**

Functions, which are not technological in nature out of the functions supportive and/or facilitative to the tasks of officers at the level of Executive and Administration of Information Technology Resources Development Institution and Administration, are entrusted to this service category. Employees belonging to this service category may perform functions specifically mentioned by the appointing authority out of the functions of this category.

**(b) Designations.**

- **Management Assistant**

**(c) Functions entrusted to the post:**

- **Management Assistant**

Assisting executive and administrative officers by way of performing functions such as keeping of minutes, maintenance of statistics, file management, maintenance of stock registers, activities relating to personal files, accounting activities, activities of communication and transport division and services.

**3. Nature of the appointment**

The post is permanent and entitled to the claims of Employees’ Provident Fund and Employees’ Trust Fund.

**4. Salary scheme, efficiency bar examination and structure of grades.**

**4.1 Number of the salary code and monthly salary scale relevant to service category:**

MA 1 -1- 2006 A – Rs.13540 – 10 X 145 – 7 X 170 – 4 X 240 – 20 X320 23,450

#### 4.2 Grade system relevant to service category and initial salary step relevant to grade system

Grade	Initial salary step which is applicable	MA 1- 1 2006 A
III	Step 01	13,450
II	Step 12	15,070
I	Step 23	17,370

Salary code, salary scale and structure of grades should be indicated fully in every letter of appointment. It is not necessary to issue a new letter of appointment when making promotions from grade to grade in each service category. It is sufficient to issue a letter of promotion for the purpose.

#### 4.3 Cadre:.

- **Management Assistant - 08**

For the purpose of promotions from grade to grade within the service category, all the grades i.e. III,II and I should be treated as a combined cadre. This means the total cadre in all grades which are belonging to the service category as per the approval or which are indicated in annual estimates.

#### 4.4 Efficiency Bar Examinations

Efficiency bar examination is conducted as a written test.

4.4.1 Officers should pass the first efficiency bar examination and the computer test , if applicable, before the lapse of 03 years from the date of appointment to grade III.

4.4.2 Officers should pass the second efficiency bar examination before the lapse of 03 years from the date of promotion to grade II.

4.4.3 Officers should pass the third efficiency bar examination before the lapse of 05 years from the date of promotion to grade I.

4.4.4 Syllabus of efficiency bar examinations is indicated in para 08 below. Action will be taken in terms of the provisions of the Establishments Code in respect of officers who are unable to pass the efficiency bar examination within the prescribed period.

4.4.5 Relevant efficiency bar examination will be conducted at least once in every year or depending on the requirement

4.5 All the officers holding the posts should acquire the required levels of all competencies and skills as determined by the Government from time to time in addition to the above mentioned efficiency bar examination.

### 5. Recruitment to Service category “Management Assistant-Non Technological”

#### 5.1 Qualifications (General qualifications which are compulsory)

##### 5.1.1 External Candidates

## Educational

(a) Should have passed G.C.E.O/L examination in 06 subjects with 04 credit passes in one sitting including

- i. Sinhala/Tamil
- i i. Mathematics

And

(b) at least three subjects of G.C.E.A/L examination (except General Paper).

### 5.1.2 Internal Candidates

(a) Employees in the service category of preliminary grade- Non Skilled, Semi Skilled and Skilled , who have satisfied qualifications mentioned in “b”, ‘c” and ‘e” can apply for the post..

(b) Should have passed G.C.E.O/L examination in 06 subjects with 04 credit passes in one sitting including

- i. Sinhala/Tamil
- i i. Mathematics

(c) Should have followed a course on computer word processing/typing recognized by the Tertiary and Vocational Education Commission or acquired competencies at equivalent level..

(c) Should hold a permanent post and have been confirmed in the post.

(d) Should have completed at least a continuous and satisfactory service of 05 years in a permanent post immediately preceding the prescribed date..

Note :-(1) Any period of service completed before the appointment to a certain post on permanent basis or any training period completed as a condition for appointment to a certain post on permanent basis will not be considered for the 05 years period prescribed to be qualified under para ‘b” above. Further the service periods on casual/temporary basis completed before the appointment to ascertain post on permanent basis will not be considered for the 05 years period prescribed to be qualified under para ‘b” above.

## 5.2 Age

The candidate should be not less than 18 years and not more than 45 years of age. However the maximum age limit will not be applicable for internal candidates

## 5.3 Other:

Every candidate should be,

- i. A citizen of Sri Lanka.
- ii. Of sound physical and mental fitness to perform functions entrusted to post and to serve in any part of Western Province.
- iii. A permanent resident of Western Province.
- iv. Of excellent moral character.
- v. Candidate should prove the residence in Western Province continuously for a period of 3 years by the closing date of applications

## 5.4 Method of recruitment

Recruitments will be made by calling applications through public notifications or notifications published in newspapers and conducting a structured interview by a board appointed by the appointing authority as determined by the Board of Management.

- i. All the recruitments/appointments made to this service category as well as the promotions made in the servicer category should be strictly in accordance with the provisions of this procedure.
- ii. Provisions of the Establishments Code should be made applicable for engagement in service after the recruitment and all consequent matters.
- iii. Provisions indicated herein should be implemented in relation to all the matters indicated in this procedure of recruitment overriding provisions of Establishments Code.

#### 5.4.1 Written competitive examination

Syllabus for the written competitive examination is as follows.(Examples)

- (a) Competency in language
- (b) Aptitude test and general knowledge
- (c) Computer test (Only if it is required for the post)

##### Competency in language

A question paper designed to test the knowledge of the candidate on expression, comprehension, spelling and general grammar rules.

##### Aptitude test and general knowledge

A question paper designed to test the aptitude and skills of candidate to perform properly the functions entrusted to the post and knowledge of candidate and his knowledge on current situations.

##### Computer test

A question paper designed to test the knowledge and skills of candidate on basic concepts applicable to information technology and different practices in computer applications and file management.

Candidates are required to secure at least 40% of the marks for each paper whilst securing at least an aggregate of 50% marks for three subjects in order to pass the examination for recruitment. Calling of external candidates for interview will be determined on the order of marks they secured at the examination. However all internal candidates who pass the examination will be called for the interview.

#### 5.4.2 Structured interview :-

Marking scheme for the structured interview is as follows.

Relevant experience	30 Marks
Relevant additional educational qualifications	30 marks
Other merits / performance	15 marks
Merit proved at the interview	25 marks
	-----
Total Marks	100
	=====

- ❖ Selection will be made depending on the order of merit secured at the structured interview.

**5.5** Recruitments will be made strictly to grade III of the service category” Management Assistant- Non Technological” . The number of recruitments to be made will be determined depending on the number of vacancies existing in the service category

**5.6 Date on which the candidate becomes eligible for applying**

Candidates are recognized as having satisfied qualifications prescribed for making applications to be appointed to the post, if they have satisfied, each and every way, the qualifications mentioned in section 5.1,5.2 and 5.3 above as at the closing date of applications

**5.7 Confirmation**

An officer appointed to grade III of the post out of external candidates will be subjected to a probationary period of three (03) years and he/she will be confirmed in the post at the end of the probation period if the work and conduct of the officer are satisfactory during the probation period and has passed the first efficiency bar examination. Officers, who have been already confirmed in a certain post, will be subjected to an acting /trial period of one year after their recruitment

**5.8 Salary at the recruitment**

When recruitments are made out of external candidates, relevant appointee should be placed on the initial salary step of the salary scale. The salary step of those who are recruited out of internal candidates should be determined in terms of the provisions of the chapter VII of Establishments Code

**6. Promotions**

Promotion scheme consists of a scheme based on the performance in the following manner

**6.1 Promotion from grade III of the service category to grade II..**

**6.1.1 Officers who prove performance at the average level**

**(a) Pre requisites**

- i. Should have been confirmed in the appointment.
- ii. Should have completed at least 10 years service in grade III of the service category and earned 10 salary increments.
- iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion.
- iv. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
- v. Should have acquired the competency in second official language at the relevant level
- vi. Should have passed the prescribed efficiency bar examination

**(b) Method of promotion**

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade II will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications

## 6.2 Promotion from grade II of the service category to grade I.

### 6.2.1 Officers who prove performance at the average level:

#### (a) Pre requisites

- i. Should have completed at least 10 years service in grade II of the service category and earned 10 salary increments.
- ii. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
- iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion
- iv. Should have passed the prescribed efficiency bar examination

#### (b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade I will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications

## 7. Absorption of officers who are already in service

Not relevant

## 8. Syllabus for the efficiency bar examination.

### 8.1 First efficiency bar examination (Should pass within 03 years from the date of appointment),

Subjects of the examination are as follows.

<u>Subject</u>	<u>Marks</u>	<u>Duration</u>	<u>Method</u>
• Office system	100	01hour	Written paper.
• Basic knowledge On financial control Systems	100	01hour	Written paper.
• Subject related knowledge/ Test on competency	100	½hour	written paper.

#### (a) Office systems

The paper is designed to tests the basic knowledge of the candidate on office systems applied in Corporations, Boards and Statutory Institutions and candidate's capacity for application of such knowledge, capacity for comprehending official documents and submission of observation, preparation of an official letter correctly as per the instruction given.

#### (b) Basic knowledge on financial control systems

- (i) Basic knowledge of the candidate on fiscal administration and financial management of public institutions including Information Technology Resources Development Institution and Provincial Financial Regulations.
- (i i) Knowledge on annual budget, revenue and expenditure will be tested.

(c) Subject related knowledge / Test on competency.

- (i) Knowledge and competency acquired in each subject in the performance of functions of the institution will be tested..
- (i i) The ability to use the computer will also be tested by a practical test.

A candidate is required to secure at least 40% of the marks for each question paper in order to pass this efficiency bar examination. It is compulsory for candidates to pass this efficiency bar examination in order to confirm in the post.

## 8.2 Second efficiency bar examination

Should pass within 03 years from the date of promotion to grade II

Subjects of the examination are as follows.

- Office Systems
- Subject related knowledge
- General Paper

(a) Office Systems

Knowledge on the provisions of the Establishments code will be tested. For this purpose, knowledge on recruitments, promotions, disciplinary activities, financial control, budget estimate, administration and management will be assessed.

(b) Subject related knowledge

This is a question paper designed to test the knowledge of the candidate on the innovations and legal and procedural changes occurred in the relevant field during the past period within the range tested by first efficiency bar examination and competency acquired by the candidate regarding the tasks entrusted to him/her during the service period.

(c) General Paper

This paper consists of two parts

- (i) Preparation of a letter and/or report after reading and understanding a given statement or a minute of a discussion.
- (ii) Testing the capacity of the candidate to understand and analysis the current issues.

A candidate is required to secure at least 40% of the marks in order to pass this examination.

## 8.3 Third efficiency bar examination

Should pass within 05 years from the date of promotion to grade I.

Subject

- Subject related knowledge.
- Issues relating to office procedures



**(a) Subject related knowledge**

A test designed to assess whether the skills and knowledge of the relevant officer relating to the matters included in the syllabus of first and second efficiency bar examinations have been improved to suit to the seniority of the officer and whether the officer is well informed on the innovations occurred in the field during the past period.

**(b) Issues relating to office procedures**

Candidates are required to answer a question paper in the nature of multiple choice which tests the knowledge on the actions to be taken on an issue connected to office administration.

**9. Appointing Authority**

Board of Management should be the appointing Authority of the institution.

**10. Definitions**

10.1 The term “Satisfactory Period of Service” for the purpose of this procedure of recruitment shall mean a period of service immediately preceding the date of application for the promotion during which all increments have been earned and no punishment, except warning or severe warning has been imposed for any offence.

10.2 “Prescribed date ” shall mean the effective date of this service/procedure of recruitment.

It is hereby recommended the procedure of Recruitment for the posts of Management Assistant of the service category ‘Management Assistant (Non Technology) of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Head of the Institution

Official Stamp

It is hereby recommended the procedure of Recruitment for the posts of Management Assistant of the service category 'Management Assistant (Non Technology) of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Secretary of the Ministry (W.P)

Official Stamp

It is hereby recommended the procedure of Recruitment for the posts of Management Assistant of the service category 'Management Assistant (Non Technology) of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Chief Secretary (W.P)

Official Stamp

The procedure of Recruitment for the posts of Management Assistant of the service category 'Management Assistant (Non Technology) of Information Technology Resources Development Institution of Western Province has been approved by Hon. Governor on.....

Date.....

Signature .....

Name .....

Secretary of Hon. Governor

Official Stamp

**Information Technology Resources Development Institution, Western Province**

**Procedure of recruitment for the posts in the service category**

**“Primary-Skilled”**

File number of the institution: WP/ITRDI/A/01

Date : 2014.07.10

File number of the Management service:

Date

Effective Date :2015.04.01

**1. Service Category : Primary - Skilled**

**2. (a) General definition on the role entrusted to the employees holding posts in service Category**

A service category consists of employees holding a valid driving license issued by the Commissioner General of Motor Traffic, which is compulsory in the transportation purposes, the basic requirements in the performance and maintenance of the tasks entrusted to Information Technology Resources Development Institution

**(b) Posts belonging to service category.**

01. Driver.

**(c) Functions entrusted to the post**

01. Driver.

- (i) To drive vehicles of the institution in safe manner under the instructions of the Management in order to fulfil the requirements of the institution.
- (ii) To inform the Management on repairs and periodical services of the vehicles.
- (iii) Maintenance of vehicles.
- (iv) Maintenance of running charts of the vehicles of the institution.
- (v) To inform the Management on accidents.

**3. Nature of the appointment**

The post is permanent and entitled to the claims of Employees' Provident Fund and Employees' Trust Fund.

**4. Salary scheme, efficiency bar examination and structure of grades.**

**4.1** Number of the salary code and monthly salary scale relevant to service category.

PL 3 – 2006 A: ♂12,670 – 10X130 - 10 X145 - 10 X160 – 12 X170 – 19,060

**4.2** Number of the salary code and monthly salary scale relevant to service category

Grade	Initial salary step which is applicable	PL 3 – 2006A
III	Step 01	12,670.00
II	Step 12	14,115.00,
I	Step 23	15,580.00

Salary code, salary scale and structure of grades should be indicated fully in every letter of appointment. It is not necessary to issue a new letter of appointment when making promotions from grade to grade in each service category. It is sufficient to issue a letter of promotion for the purpose

### **4.3 Cadre -**

Driver - 02

For the purpose of promotions from grade to grade within the service category, all the posts should be treated as a combined cadre. This means the cadre in all grades which are belonging to the service category as per the approval.

### **4.4 Efficiency Bar Examinations**

A structured interview and a practical test on the competency conducted by a Board appointed by the Appointing Authority.

- 4.4.1 Officers should pass the first efficiency bar examination before the lapse of 03 years from the date of appointment to grade III .
- 4.4.2 Officers should pass the second efficiency bar examination before the lapse of 03 years from the date of promotion to grade II .
- 4.4.3 Officers should pass the third efficiency bar examination before the lapse of 05 years from the date of promotion to grade I.
- 4.4.4 Syllabus of efficiency bar examinations is indicated in para 08 below. Action will be taken in terms of the provisions of the Establishments Code in respect of officers who are unable to pass the efficiency bar examination within the prescribed period..
- 4.4.5 Relevant efficiency bar examination will be conducted at least once in every year or depending on the requirement.

**4.5** All the officers holding the posts should acquire the required levels of all competencies and skills as determined by the Government from time to time in addition to the above mentioned efficiency bar examination.

## **05. Recruitment to the service category- Skilled**

### **5.1 Qualifications.**

#### **5.1.1. Educational**

Should have passed the G.C.E.O/L examination in six subjects at least with two credit passes in not more than two sittings.

#### **5.1.2 Competencies / skills**

Driver

Should have obtained a valid driving license issued by the Commissioner General of Motor Traffic. The candidate should have gained at least three years' experience in driving after obtaining driving license.

## 5.2 Age

The candidate should be not less than 18 years and not more than 45 years of age. However the maximum age limit will not be applicable for internal candidates

## 5.3 Other :

Every candidate should be,

- i. A citizen of Sri Lanka.
- ii. Of sound physical and mental fitness to perform functions entrusted to post and to serve in any part of Western Province.
- iii. A permanent resident of Western Province.
- iv. Of excellent moral character.
- v. Candidate should prove the residence in Western Province continuously for a period of 3 years by the closing date of applications

## 5.4 Method of recruitment

Recruitments will be made by calling applications through public notifications or notifications published in the Government Gazette and on the results of a structured interview or practical test conducted in relation to the post

- i. All the recruitments/appointments made to this service category as well as the promotions made in the servicer category should be strictly in accordance with the provisions of this procedure.
- ii. Provisions of the Establishments Code should be made applicable for engagement in service after the recruitment and all consequent matters.
- iii. Provisions indicated herein should be implemented in relation to all the matters indicated in this procedure of recruitment overriding provisions of Establishments Code.

Marking scheme for the structured interview.

Relevant experience	20 Marks
Relevant additional educational qualifications	20 Marks
Performance proved at the interview	60 Marks

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Total Marks                      100  
=====

### • Practical test

The employees who are selected on the order of merit determined based on the marks secured at the structured interview will be called for the practical. The practical test will be conducted by a board consists of an Examiner of Motor Vehicles from the Department of Motor Traffic, an officer from Police Traffic Division, and an Executive Officer of the Institution.

- Selection will be made on the order of merit secured at the practical test.

## 5.5 Recruitments will be made strictly to grade III of the above mentioned service category.

## **5.6 Date on which the candidate becomes eligible for applying**

Candidates are recognized as having satisfied qualifications prescribed for making applications to be appointed to the post, if they have satisfied, each and every way, the qualifications mentioned in section 5.1,5.2 and 5.3 above as at the closing date of applications

## **5.7 Confirmation**

An officer appointed to grade III of the post out of external candidates will be subjected to a probationary period of three (03) years and he/she will be confirmed in the post at the end of the probation period if the work and conduct of the officer are satisfactory during the probation period and has passed the first efficiency bar examination. Officers, who have been already confirmed in a certain post, will be subjected to an acting /trial period of one year after their recruitment

## **5.8 Salary at the recruitment**

When recruitments are made out of external candidates, relevant appointee should be placed on the initial salary step of the salary scale. The salary step of those who are recruited out of internal candidates should be determined in terms of the provisions of the chapter VII of Establishments Code

## **06. Promotions.**

Promotion scheme consists of a scheme based on the performance in the following manner

### **6.1 Promotion from grade III of the service category to grade II.**

#### **6.1.1 Officers who prove performance at the average level**

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

- i. Should have been confirmed in the appointment.
- ii. Should have completed at least 10 years' service in grade III of the service category and earned 10 salary increments.
- iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion.
- iv. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
- v. Should have acquired the competency in second official language at the relevant level
- vi. Should have passed the prescribed efficiency bar examination

##### **(b) Method of promotion**

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade II will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications

### **6.2. Promotion from grade II of the service category to grade I.**

#### **6.2.1 Officers who prove performance at the average level:**

- (a) Pre requisites
- i. Should have completed at least 09 years' service in grade II of the service category and earned all salary increments fallen within due period.
  - ii should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
  - iii. Should have proved a performance at the average level or above during the period of 09 years prior to the date of promotion as per the approved scheme of promotion
  - iv. Should have passed the prescribed efficiency bar examination

(b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade I will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications

**7. Absorption.**

The employees who are already serving in the post of driver will be absorbed in to grade III if they have not completed a service of 10 years.

**8. Syllabus for the efficiency bar examination.**

**8.1** First efficiency bar examination (Should pass within 03 years from the date of appointment),

- (a) To test whether the employee has acquired an adequate knowledge on the tasks entrusted to the institution .
- (b) To assess the knowledge of the employee on general office systems and administrative methodologies of the institution in relation to the service of the employee.
- (c) To assess whether the employee has acquired an adequate knowledge and competence on various tasks entrusted to the post.

- Every candidate is required to secure at least 40% of the marks in order to pass the first efficiency bar examination.
- The Board of Interview should consist of two executive officers of the institution.
- It is compulsory for candidates to pass this efficiency bar examination in order to be confirmed in the post.

**8.2 Second efficiency bar examination**

Should pass within 03 years from the date of promotion to grade II.

- (a) To test the knowledge of the candidate on the innovations and legal and procedural changes occurred in the relevant field during the past period within the range tested by first efficiency bar examination and candidate's orientation for such matters.

(b) To assess whether the candidate has enhanced his skills on the tasks relevant to the post to suit to the post.

- A candidate is required to secure at least 40% of the marks in order to pass the second efficiency bar examination.
- The Board of Interview should consist of two executive officers of the institution.

### 8.3 Third efficiency bar examination

Should pass within 05 years from the date of promotion to grade I.

(a) To test the knowledge of the candidate on the innovations and legal and procedural changes occurred in the relevant field during the past period within the range tested by second efficiency bar examination and candidate's orientation for such matters.

(b) To assess whether the candidate has enhanced his skills on the tasks relevant to the post to suit to the post.

- A candidate is required to secure at least 40% of the marks in order to pass the third efficiency bar examination.
- The Board of Interview should consist of two executive officers of the institution.

## 9. Assignment of duties

Since no duty is entrusted based on the grade, the Head of the Institution reserves the right to entrust any duty assigned to a relevant post under this service category, to an employee in any grade depending on the exigency of service based on seniority and merit.

## 10. Appointing Authority

Board of Management should be the appointing Authority of the institution.

## 11. Definitions

11.1 The term "Satisfactory Period of Service" for the purpose of this procedure of recruitment shall mean a period of service immediately preceding the date of application for the promotion during which all increments have been earned and no punishment, except warning or severe warning has been imposed for any offence.

11.2 "Prescribed date" shall mean the effective date of this service/procedure of recruitment.

It is hereby recommended the procedure of Recruitment for the posts of Driver of the service category "Primary Level Skilled" of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Head of the Institution

Official Stamp



It is hereby recommended the procedure of Recruitment for the posts of Driver of the service category “Primary Level Skilled” of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Secretary of the Ministry (W.P)

Official Stamp

It is hereby recommended the procedure of Recruitment for the posts of Driver of the service category “Primary Level Skilled” of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Chief Secretary (W.P)

Official Stamp

The procedure of Recruitment for the posts of Driver of the service category “Primary Level Skilled” of Information Technology Resources Development Institution of Western Province has been approved by Hon. Governor on.....

Date.....

Signature .....

Name .....

Secretary of Hon. Governor

Official Stamp

**Information Technology Resources Development Institution, Western  
Province**

**Procedure of recruitment for the posts in the service category  
“Primary-Un skilled”**

File number of the institution: WP/ITRDI/A/01

Date : 2014.07.10

File number of the Management service:

Date

Effective Date

:2015.04.01

**1. Service category: “Primary-Un skilled”**

**2. (a) General definition on the functions entrusted to the service category.**

This service category is treated as a multi duty service category to which the functions which can be performed without having a specific competency at the level of semi-skilled or skilled out of the general basic requirements essential to perform and maintain the functions of Information Technology Resources Development Institution. Any task out of the tasks fallen under these scopes can be entrusted to this service category by the Head of Institution/Appointing Authority. .

**(b) Posts belonging to service category.**

- Office Assistant.(KKS)

**(c) Functions entrusted to the post.**

- Assisting relevant officers to maintain functions of the offices.
- Taking necessary action to maintain office and equipment properly and with cleanliness.
- Opening and closing the office at the due time, utilization of electrical appliances as per instructions and in the proper manner.
- Disconnecting electrical appliances at the end of the office day and ensuring their protection.
- Performing the tasks entrusted by supervising officers.

**3. Nature of appointment.**

The post is permanent and entitled to the claims of Employees’ Provident Fund and Employees’ Trust Fund.

**4. Salary scheme, efficiency bar examination and structure of employees.**

**4.1** Number of the salary code and monthly salary scale relevant to service category

PL 1 – 2006 A : 11,930 – 10X120 – 10X130 – 7X145 – 15X160 – 17,845

**4.2** Grade system relevant to service category and initial salary step relevant to grade system

Grade	Initial salary step which is applicable	PL 1 – 2006 A
III	01step	Rs:11,930
II	12 step	Rs:13,260
I	22 step	Rs:14,575

Salary code, salary scale and structure of grades should be indicated fully in every letter of appointment. It is not necessary to issue a new letter of appointment when making promotions from grade to grade in each service category. It is sufficient to issue a letter of promotion for the purpose.

### **4.3 Designations**

Designation in respect of the employees recruited for this service category is mentioned purely for the purpose of assigning of duties depending on the situation and further the appointing authority can grant any designation mentioned in the schedule of posts and any role out of the tasks. All the employees are treated as at the same level belonging to same service category irrespective of the designation. Duties will be assigned by the Head of the Institution based on the exigency of service, seniority, and experience

### **4.4 Cadre:**

Office Assistant - 04

For the purpose of promotions from grade to grade within the service category, all the grades i.e. III,II and I should be treated as a combined cadre. This means the total cadre in all grades which are belonging to the service category as per the approval.

### **4.5 Efficiency Bar Examinations**

A structured interview conducted by the appointing authority.

4.4.1 Officers should pass the first efficiency bar examination before the lapse of 03 years from the date of appointment to grade III.

4.4.2 Officers should pass the second efficiency bar examination before the lapse of 03 years from the date of promotion to grade II.

4.4.3 Officers should pass the third efficiency bar examination before the lapse of 05 years from the date of promotion to grade I.

4.4.4 Syllabus of efficiency bar examinations is indicated in para 08 below. Action will be taken in terms of the provisions of the Establishments Code in respect of officers who are unable to pass the efficiency bar examination within the prescribed period.

4.4.5 Relevant Efficiency bar examinations should be conducted by the appointing authority or any other person to whom as per the guidelines determined by appointing authority. Relevant efficiency bar examination will be conducted at least once in every year or depending on the requirement

**4.6** All the officers holding the posts should acquire the required levels of all competencies and skills as determined by the Government from time to time in addition to the above mentioned efficiency bar examination

## **5. Recruitment to the service category of “Un skilled”.**

## 5.1 Qualifications .

- Educational

Should have sit for G.C.E O/L examination..

## 5.2 Age

The candidate should be not less than 18 years and not more than 45 years of age.

## 5.3 Other :

Every candidate should be,

- i. A citizen of Sri Lanka.
- ii. Of sound physical and mental fitness to perform functions entrusted to post and to serve in any part of Western Province.
- iii. A permanent resident of Western Province.
- iv. Of excellent moral character.
- v. Candidate should prove the residence in Western Province continuously for a period of 3 years by the closing date of applications

## 5.4 Method of recruitment

Recruitments will be made by calling applications through public notifications or notifications published in Gazette and conducting a structured interview by a board appointed by the appointing authority

- I. All the recruitments/appointments made to this service category as well as the promotions made in the servicer category should be strictly in accordance with the provisions of this procedure.
- ii. Provisions of the Establishments Code should be made applicable for engagement in service after the recruitment and all consequent matters.
- iii. Provisions indicated herein should be implemented in relation to all the matters indicated in this procedure of recruitment overriding provisions of Establishments Code

Marking scheme for the structured interview is as follows. .

Relevant experience	20 Marks
Relevant additional educational qualifications	20 marks
Performance proved at the interview	<u>60 marks</u>
Total	<u>100 marks</u>

Selections will strictly be made on the order of merit depending on the marks secured at the structured interview.

- ## 5.5
- Recruitments will be made strictly to grade III of the service category ‘Un skilled ’ . The number of recruitments to be made will be determined depending on the number of vacancies existing in the service category of combined cadre.

## **5.6 Date on which the candidate becomes eligible for applying**

Candidates are recognized as having satisfied qualifications prescribed for making applications to be appointed to the post, if they have satisfied, each and every way, the qualifications mentioned in section 5.1,5.2 and 5.3 above as at the closing date of applications

## **5.7 Confirmation**

An officer appointed to grade III of the post will be subjected to a probationary period of three (03) years and he/she will be confirmed in the post at the end of the probation period if the work and conduct of the officer are satisfactory during the probation period and has passed the first efficiency bar examination.

## **5.8 Salary at the recruitment**

Employees who are recruited to Grade III of the service should be placed on the initial salary step of the salary scale.

## **6. Promotions**

Promotion scheme consists of a scheme based on the performance in the following manner

### **6.1 Promotion from grade III of the service category to grade II.**

#### **6.1.1 Officers who prove performance at the average level**

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

- i. Should have been confirmed in the appointment.
- ii. Should have completed at least 10 years' service in grade III of the service category and earned all salary increments.
- iii. Should have proved a performance at the average level or above during the period of 10 years prior to the date of promotion as per the approved scheme of promotion.
- iv. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
- v. Should have acquired the competency in second official language at the relevant level
- vi. Should have passed the prescribed efficiency bar examination

##### **(b) Method of promotion**

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade II will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications

### **6.2 Promotion from grade II of the service category to grade I.**

#### **6.2.1 Officers who prove performance at the average level:**

(a) Pre requisites

- i. Should have completed at least 09 years' service in grade II of the service category and earned 09 salary increments.
- ii. should have proved a satisfactory service of 05 years during the period immediately preceding the date of promotion.
  
- iii. Should have proved a performance at the average level or above during the period of 09 years prior to the date of promotion as per the approved scheme of promotion
- iv. Should have passed the prescribed efficiency bar examination

(b) Method of promotion

Whenever a request is made using the relevant specimen to the appointing authority by the officers, who satisfy required qualifications, the promotion to grade I will be granted by the appointing authority to be effective from the date of satisfying qualifications after verification of qualifications

**7. Absorption in to service.**

This should be made applicable to those who are in the service on due date.

Employees to whom the initial step of the salary scale PL – 1 has been granted and who have not completed 10 years of service will be absorbed in to grade III under this scheme of recruitment.

**8. Syllabus for the efficiency bar examination.**

**8.1 First efficiency bar examination - viva voce test**

**8.1.1 Should pass within 03 years from the date of appointment.**

- (a) To assess whether the employee has gained required knowledge on tasks entrusted to the institution where he/she serves.
- (b) To assess the knowledge on general office systems and administrative methodologies of the institution in relation to the service of employee.
- (c) To assess whether the employee has gained an adequate knowledge and competency on the different tasks entrusted to the post.

A candidate is required to secure at least 40% of the marks in order to pass the first efficiency bar examination..

The board of interview should consist of two executive officers of the institution.

It is compulsory for candidates to pass this efficiency bar examination in order to be confirmed in the service..

**8.1.2 Second efficiency bar examination - viva voce test**

Should pass within 03 years from the date of promotion to grade II

To test the knowledge of the candidate on the legal and procedural changes occurred in the relevant field during the past period in relation to the subjects covered by first efficiency bar examination and competency acquired by the candidate regarding the innovations relating to tasks entrusted to him/her

A candidate is required to secure at least 40% of the marks in order to pass the second efficiency bar examination

The board of interview should consist of two executive officers of the institution

### **8.1.3 Third efficiency bar examination - viva voce test**

Should pass within 05 years from the date of promotion to grade I.

(a) The recommendation 8.1.2 above should be made applicable in the appropriate manner..

A candidate is required to secure at least 40% of the marks in order to pass the third efficiency bar examination

The board of interview should consist of two executive officers of the institution.

## **9. Assign Duties**

Since no duty is entrusted based on the grade, the Head of the Institution reserves the right to entrust any duty, which is assigned to a relevant post under this service category, to an employee in any grade depending on the exigency of service and based on seniority and merit.

## **10. Appointing Authority**

Board of Management should be the appointing Authority of the institution..

## **11. Definitions**

11.1 The term “Satisfactory Period of Service” for the purpose of this procedure of recruitment shall mean a period of service immediately preceding the date of application for the promotion during which all increments have been earned and no punishment, except warning or severe warning has been imposed for any offence.

11.2 “Prescribed date ” shall mean the effective date of this service/procedure of recruitment.

It is hereby recommended the procedure of Recruitment for the posts of Office employee of the service category ‘‘Primary Level Un-skilled’’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Head of the Institution

Official Stamp

It is hereby recommended the procedure of Recruitment for the posts of Office employee of the service category ‘‘Primary Level Un-skilled’’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Secretary of the Ministry (W.P)

Official Stamp

It is hereby recommended the procedure of Recruitment for the posts of Office employee of the service category ‘‘Primary Level Un-skilled’’ of Information Technology Resources Development Institution of Western Province for approval.

Date.....

Signature .....

Name .....

Chief Secretary (W.P)

Official Stamp

The procedure of Recruitment for the posts of Driver of the service category ‘‘Primary Level Un-skilled’’ of Information Technology Resources Development Institution of Western Province has been approved by Hon. Governor on.....

Date.....

Signature .....

Name .....

Secretary of Hon. Governor

Official Stamp