

Scheme of Recruitment

1. **Service Category** : Manager

2. **Broad definition of the nature of functions assigned to the category.**

Functions in the nature of policy formulation, direction, management and decision making in such fields that parts of the functions assigned to the chief executive officer (Director General) are assigned to the holder of post in this category.

3. **Job summary** : Overall in charge of all legal matters of SLIATE, administrative matters of Council, Management Committee and Audit and Management Committee

- 3.1 **Job title** : **Legal Officer Cum Secretary to Governing Council**

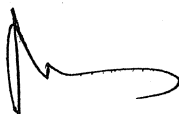
- 3.1.1 **Responsible to** : Director General

- 3.1.2 **Area of Responsibility** :
 - i Governing Council
 - a. arrange the council meetings.
 - b. Preparing board papers consulting with DG
 - c. Make arrangement to distribute Board Papers
 - d. Explain the papers to chairperson and members at the meeting
 - e. Minute the decision
 - f. Inform the council decisions to relevant branches, ATII, etc
 - g. Developing an index for council minutes

 - ii Audit & Management Committee
 - a. arrange the meetings
 - b. preparing AMC papers consulting with DG
 - c. Make arrangement to distribute
 - d. Minute the decision
 - e. inform the decisions to relevant branches and council

 - iii Preparing minutes of the Academic Syndicate meetings

 - iv. Preparing minutes of the Management Committee meetings



v Submit legal instruction & legal opinion on the all legal matters of SLIATE

- a Preparing Observation
- b consulting Attorney General on the court cases
- c Appear at courts and HRC for the cases representing SLIATE
- d rendering any other duties assigned by DG

Nature of Post : Permanent with EPF and ETF
Salary Scale : MM 1-1-2006
Rs. 25640-3x665-7x735-15x925-46,655

Grade	Initial Salary Step
II	25640
I	33705

E.B I : **Paper One(3 hours)**
E Code
Chapters
Subjects : I, II, IV, VII, VIII, IX, XII, XIV,
XVIII, XIX, XX, XXIV, XXVII, XXIX Disciplinary
Procedure
FR Chapter - I, IV, V, XIII,
Paper two(3 hours)
Report writing and writing minutes

E.B II : **Paper One(3 hours)**
Current trends in legal system
Paper Two(two hours)
Office system and Office Management

The officer has to pass the first EB within three years from the date of appointment and also the second EB within six years

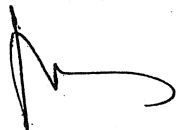
All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.

Recruitment : **Recruitment will be done externally through Paper advertisement**

Qualifications : **Attorney at Law with 3 years experience in legal practice**

Method of Selection : **Structured interview**

Age Limit : **Below 45 years**



9 Others : The candidate should be a citizen of Sri Lanka and should be of sound physical health, excellent moral character and sound constitution for the service and further he/she is bound to serve in any part of the Island which he/she is called upon to serve.

10. Training : All the new recruits have to undergo an Induction training for one week

Local or foreign training will be provided to upgrade the knowledge & skill.

11. Promotions : A Promotion Scheme based on performance, shall be applicable in the following manner.

11.1 Promotion from Grade II of Post to Grade I

11.1.1 Officers who prove performance of an average level.

(a) Pre-requisites

- Should have been confirmed in the post
- Should have completed 10 years service period in Grade II of the post
- Should have earned all salary increments during the period of ten years and a satisfactory service period of 5 years falling immediately preceding the date of promotion.
- Should have proved a performance at average level during the period of 10 years immediately preceding the date of promotion according to the approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

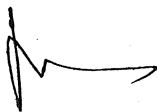
(b) Scheme of Promotion

Promotion of the officer, who have satisfied above prescribed qualifications to Grade I of the Service, shall be made on the employee's request, by the appointing authority or any other person authorized by the appointing authority with effect from the date on which the qualifications have been satisfied.

11.1.2 Officers who prove performance at an above average level

(a) Pre-requisites.

- (a) Should have been confirmed in the appointment
- (c) Should have completed 06 years service period in Grade II of the post



- (d) Should have proved performance at above average level during the period of six-years immediately preceding according to approved performance appraisal scheme.
- (e) Should have earned all salary increments of six years and a satisfactory service period of 05 years immediately preceding the date of promotion.
- (f) Should have passed the efficiency bar examination within the prescribed period
- (g) Should pass the aptitude test help for the profession and obtain 50 marks.

(b) Scheme of Promotion

On the request of the eligible employee as 9.1.2 (c), promotion to Grade I of the post, shall be made by the appointing authority or any other person authorized by the appointing authority, with effect from the date on which prescribed qualifications have been satisfied

11. General

- i. The officers selected through external recruitment will be placed in the initial step of the salary scale. The officers selected through internal recruitment will be placed in the salary scale in terms of the clause 4 of chapter VII of the establishment code of the Democratic Socialist Republic of Sri Lanka.
- ii. the selected candidate will be on probation for a period of three years.
- iii. those who are already confirmed in the Public Service will be appointed to act in the new post for a period of one year
- iv for the purpose of recruitment, attachment to the service, disciplinary and other establishments activities, provisions of the Establishments Code/Provisions made by the Management Services Department shall be applicable

12. Absorption of officers who are already in the Service:

The present Secretary to Governing Council will be absorbed to the salary scale of MM 1-1 with effect from 01-07- 2008 in terms of the clauses 4 of chapter VII of the E – code. However the date of annual salary increment will remain as it was before the absorption. In converting salary he will not be placed at the next higher salary step on the ground that his current salary step is corresponding to a step in the new salary scale.

