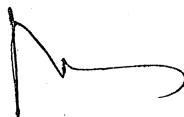


## Scheme of Recruitment

1. **Service Category** : Operational / Instructional
2. **Job summary** : Preparing students of Advanced Technological Institutes (ATI) and ATI sections as middle level technicians/middle level managers through conducting practical works and evaluating student's practical performance.
  - 2.1 **Job title** : **Demonstrator in Information Technology, Agriculture and Engineering**
  - 2.2 **Area of Responsibility** :
    - 2.2.1 Preparing of annual workshop training schedule.
      - i Conducting workshop training sessions.
      - ii Evaluating performance of students.
      - iii Planning and implementation of prevention maintenance program of the workshop.
      - iv Bearing the responsibilities and maintaining the inventories of the workshops.
      - v Making aware the responsible authority about the requirement of consumables in advanced.
      - vi Assessing the skills gain by the students and directing the mark sheets to the examination unit.
      - vii Maintaining the equipments and machineries in a good condition
3. **Nature of Post** : Permanent with EPF and ETF
4. **Salary Scale** : Salary code and monthly salary scale  
MA 4 – 2006 – Rs.17720 – 10 x 325- 15x400 – 5x475  
-29,345

Grade	Initial Salary Step
III	17,720
II	21,370
I	25,770

- 4.1 **Responsible to** : Head of Department/Director



5. **E.B I** : Every demonstrator has to under go 14 weeks skill development program conducted by a reputed educational institute/ recognized industry. At the end of the programme an examination will be held and the pass mark of the exam papers is 50

The officer has to pass the first EB within three years from the date of appointment.

**E.B II** : Trade test in the relevant field . the officers skill to operate the relevant machinery

**E.B III** : Laboratory/workshop management (inventory management/workshop layout design and methodology demonstration)

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

6 **Recruitment** :

6.1 **External Recruitment** : Paper Advertisement

6.2 **Qualifications** : 1) HND in Engineering, Information Technology, Agriculture or equivalent not below NVQ level 7

And

2) Ability to Demonstrate in English.

6.3 **Method of Selection** : Structured interview (Total marks 100)  
(Criteria - Annex 1)

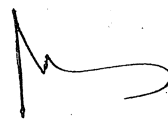
7 **Age** : Below 45 years. This would not apply to those in the Public Service/Corporation Service sectors.

8 **Others** : All the applicants shall be persons of excellent moral characters and sound physical and mental healthiness

9 **Training** : The entire recruit will have to undergo induction training for one week. They will be provided local or foreign training to upgrade their

10 **Promotions**

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



## 10.1 Promotion from Grade III of the Post to Grade II

### 10.1.1 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 III of the service
- Should have earned all salary increments during the period of ten years and a satisfactory service 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 approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

#### (b) Scheme of Promotion

Promotion of officers, who have satisfied prescribed qualifications to Grade II of the Service, shall be made on the employee's request, by the appointing authority with effect from the date on which the qualifications have been satisfied.

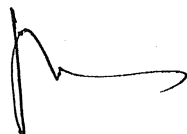
### 10.1.2 Officers who prove performance at an above average level

#### (a) Pre-requisites.

- (a) Should have been confirmed in the appointment
- (b) Should have completed 06 years service period in Grade III of the service
- (c) Should have proved performance at above average level during the period of six-years immediately preceding according to approved performance appraisal scheme.
- (d) Should have earned all salary increments and a satisfactory service period 05 years immediately preceding the date of promotion.
- (e) Should have passed the efficiency bar examination within the prescribed period
- (f) Should pass the aptitude test held for the purpose and obtain 50 marks

#### (b) Scheme of Promotion

On the request of the eligible employee, promotion to Grade II of the Service, shall be made by the appointing authority or any other person authorized by the appointing authority, on the results of aptitude test with effect from the date on which prescribed qualifications have been satisfied. An employee is allowed to sit for the test strictly on one occasion. However, the test shall be held before expiry of first 06 years



of the employee's service. Employees who fail to qualify shall be considered for promotions under 10.1.1 above.

## **10.2 Promotion from Grade II of Post/Service to Grade I**

### **10.2.1 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 10 years and a satisfactory service period of 05 years 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 officers who have satisfied prescribed qualifications for Grade I of the Service, shall be made on the employee's request by the appointing authority with effect from the date on which the qualifications have been satisfied.

### **10.2.2 Officers who prove performance at an above average level**

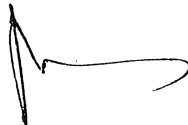
#### **(a) Pre-requisites.**

- (a) Should have completed 09 years service period in Grade II of the post
- (b) Should have earned all salary increments falling within the period of 09 years immediately preceding the date of promotion and completed a satisfactory service period.
- (c) Should have proved performance at excellent level during the period of 09 years immediately preceding according to the approved performance appraisal scheme.
- (d) Should have passed the efficiency bar examination within the prescribed period

#### **(b) Scheme of Promotion**

Promotion to Grade I of the Service, on the request of the employee, shall be made by the appointing authority with effect from the date on which prescribed qualifications have been satisfied.

For the purpose of promotion, the period of "Satisfactory Service" shall mean the period of service during which all increments falling within the period have been earned by the officer and he/she has not



subjected to any disciplinary order which is considered as a punishment under the provisions of the Establishments Code.

## 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 establishments 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 Demonstrators will be absorbed to the salary scale of MA 4 grade III 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.

