

Scheme of Recruitment

1. Service Category

1.1 Management Assistant, Non-Technical

A service category with the structure consisting of 3 grades i.e. III, II & I

2. (a) General definition on the nature of duties entrusted to employee category

The duties that can be performed by person who do possess specified competencies/ qualifications except the ones that are termed as technical/ vocational qualifications by the TVEC. A service category to which multi duties, which can be performed without obtaining other skills specially indicated except the skills which are considered middle-level technical skills by Tertiary and Professional Education Commission, out of the duties which are supportive/ based to the tasks of officers attached to Executive, Management and Administrative levels of institutions, are assigned. Employees belonging to this category are bound to perform the duties, out of the duties of this category, determined specially by the Appointing Authority.

(b) **Designation:** Management Assistant / Store Keeper / Hostel warden/ Hostel Matron/ Personal Assistant/

(c) Duties assigned to the post

- Main training files relevant to assigned subjects
- Letter drafting typing letters using computers
- Maintaining records
- All kind of supportive activities to collect information and disseminate
- Any other responsibilities assigned by immediate superior.

3. Nature of Post : Permanent with EPF and ETF

4. Salary Scheme, Structure of Grades and Efficiency Bars

4.1 Salary Code Number applicable to the Employee Category and Monthly Salary Scale. Grade III, II & I

MA 1 - 2 - 2006 - Rs. 13,320 - 10x120-7x140-12x290-12x315-22760

4.2

Grade	Relevant Initial Salary Step	
III	Step 01	Rs. 13,320
II	Step 12	Rs. 14,660
I	Step 23	Rs. 16,950

13450 - 10 x 145 - 7 x 170 - 12 x 290 - 12 x 290 - 12 x 345 - 23710

4.3 Efficiency Bar

Written and Practical Tests included in Para 10 below:

- 4.3.1 Should pass in 1st Efficiency Bar Examination and Computer Test completion of 03 years from the Date of Appointment to Grade III
- 4.3.2 Should pass in 2nd Efficiency Bar and satisfy the requirement of obtaining proficiency in Second Language before completion of 03 years from the Date of Appointment to Grade II.
- 4.3.3 Should pass in 3rd Efficiency Bar before completion of 03 years from the Date of Appointment to Grade I.

4.4 Relevant syllabus is indicated in Para 10 below. Action will be taken in accordance with the provisions laid down in the Establishments Code in respect of officers who fail to satisfy the requirement of passing Efficiency Bar Examination within the prescribed period.

4.5 In addition to the above Efficiency Bar Examinations, officers are bound to obtain the skills as prescribed from time to time by Governing Council and Department of Management Service.

5 Management Assistant, Non-Technical, Multi-Duty

Recruitment to the Employee Category

5.1 External recruitment : paper advertisement

5.1.1 Qualifications

Educational Qualifications

(a) Should have passed in the GCE O/L Examination in 06 subjects in not more than two sittings with Credit Passes to

1. Sinhala/Tamil/English Language
 2. Mathematics
- and
3. two other subjects

(b) i. Should have passed all the subjects (except General Paper) at GCE O/L. However, it is sufficient to pass in 03 subjects at one sitting under the above syllabus.

and



- (c) Should have successfully completed a study course in Information Technology /Typist/Stenography

5.2 Age

Should be not less than 18 years and not more than 45 years

5.3 Internal Recruitment : Internal advertisement

Following employees can apply

Employees in the SLIATE Service who have satisfied educational qualifications indicated in 5.1. 1 (a) and (c) above and completed 05 year's service in minor grades.

5.4 Other:

Every 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.

5.5 Method of Recruitment

70% of the vacancies in Class III of the Service shall be filled by making recruitments on the result of an interview. Vacancies not more than 30% of Class III shall be filled by appointing employees in minor grades of SLIATE Service on the result of an Interview.

5.6 All the recruitments/appointments made to this service category shall strictly be in accordance with the provisions of this scheme

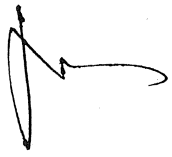
5.7 Recruitments shall strictly be made to Grade III of the above employee category

5.8 Training

Induction training, not less than one week, will be provided to each officer appointed to the service.

Promotions

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



6.1 Promotion from Grade III of Post/Service to Grade II

6.1.1 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 of above 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.

6.1.2 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 the date of promotion according to approved performance appraisal scheme.
- (d) Should have earned all salary increments during a period of 6 years and a satisfactory service period of 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 a minimum of 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 at the test shall be considered for promotions under 6.1.1 above.


6.2 Promotion from Grade II of Post/Service to Grade I

6.2.1 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 service
- Should have earned all salary increments during a 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 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 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.

6.2.2 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 service
- (b) Should have earned all salary increments during a period of 9 years and a satisfactory service period of 05 years immediately preceding the date of promotion.
- (c) Should have proved performance at excellent level during the period of 09 years immediately preceding according to 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 on the re-aptitude test held as mentioned in Para 6.1.2, 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 in the period have been earned by the officer and he/she has not been subjected to any disciplinary order which is considered as a punishment under the provisions of the Establishments Code.

7 **For the purpose of recruitment, attachment to the service, disciplinary and establishments activities, provisions of the Establishments Code/Provisions made by the Governing Council & Department of Management Service shall be applicable**

8 **Absorption of officers who are already in the Service.**

Absorption of officers who are in the service on 01-07-2008 shall be made in the manner in terms of clause 4 of chapter VII of E.C.

MA 1-2 – Grade III

Employees who have not reached the step 11 of the salary scale MA 1-2 granted by Management Services Circular 30 and employees who have not completed 10 years services in the Management Assistant non tech category will be absorbed to MA 1-2 Grade III with effect from 01-07-2008.

MA 1-2 - Grade II

All the employees who obtained salaries indicated in the steps from 12 to 21 in Salary Scale MA 1-2 granted by Department of Management Service Circular 30 shall be absorbed into Grade II of the Service and they should be placed on the same salary step which is drawn by them on the date. Employees who have completed a period of service more than 10 years and less than 15 years belonging to a post of Management Assistant non tech shall be absorbed to Grade II of the MA 1-2 service category Subject to Section IV Chapter VII of the Establishments Code

9 The Head of the Department shall retain the authority to engage an officer in the duties of a higher class belonging to other class at the instances where the duties of the same grade cannot be assigned to him/her, since the promotions to all other grades are made not depending on the number of vacancies.



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10 **Syllabus for the Efficiency Bar Examinations**

10.1 **1st Efficiency Bar Examination (Should pass within 03 years from the date of appointment)**

10.2

Subjects will be as follows.

	Subject	Marks	Duration
1.	Office Systems	100	02 Hours
2.	Accounting Systems	<u>100</u>	02 Hours
	Total	<u>200</u>	

10.2 (a) **Office Systems**

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

(b) **Accounting Systems**

The purpose will be to gauge the knowledge and understanding of the candidate on the basic books in accounts and financial management maintained in public offices.

10.3 **2nd Efficiency Bar Examination**

Should pass within 03 years from the date of appointment to Grade II

Candidates should sit for the following subjects.

	Subject	Marks	Duration (Hours)
1.	Office Management	100	02
2.	Office Systems	100	02
3.	Establishments Procedures	100	02
4.	Public Financial Management	100	02
5.	General Paper	<u>100</u>	1 1/2
		<u>500</u>	

Syllabus

1. Office Management

Organization structure, principles of organization, job analysis and evaluation Leadership supervision and decision making, communication, public relations coordination and problem solving.

2. Office Systems

Principles of office systems, office procedures, records and filing, control and designing of forms, correspondence, control over the use of office equipment, office layout and premises, job description, work study, method study, work measurement. Manual of Office Operations.

3. Establishments Procedures

Procedures to be followed in recruitment to the Public Service, establishments matters of public officers, maintenance of a personal file. Delegation of authority in making appointments to the Public Service, transfers, promotions and termination of service. Welfare and privileges of Public Officers. The general knowledge on regulations and circulars hitherto issued by the Government will be tested.

4. Public Financial Management

Annual estimates and the responsibility of an Accounting Officer, financial control, delegation of financial responsibility, receipt of money, accounting and acceptance payments, custody of public money, imprests and bank accounts, supplies and services, tender procedures, verification of stores, audit queries, ledgers used in government offices, summaries of income and expenditure, bank reconciliation and books used in financial management.

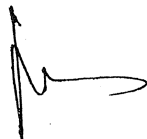
The general knowledge of circulars and regulations hitherto issued on the use of the public funds will be tested.

5. General Paper

The nature of Public Administration, structure of Public Administration, Public Policy and reforms, fundamental rights, human rights, Human Rights Commission, Ombudsman, Parliamentary Committee of Public Petition, office culture, ethics and values, creation of proper officer environment and welfare of the staff, social recognition of officer and civil status, obligations of public officers.

(a) Exemption from the Test on Proficiency in Second Language

Second language shall mean an official language which is not the language medium in which the officer entered the service. For the purpose of exempting from the requirement of passing the second language test, it is sufficient to pass either Sinhala/Tamil as the



additional subject at the GCE O/L or obtained the certificate of higher language training course conducted for public Servants by Official Languages Commission under All-Island Language Training Program.

10.4 3rd Efficiency Bar Examination

Should pass within 03 years from the date of appointment to Grade III

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

	Subject	Marks	Duration
1.	Establishments Procedures	100	1 1/2 Hours
2.	Public Financial Management	100	1 1/2 Hours
3.	General Paper	<u>100</u>	1 Hour

Establishments Procedure This paper is designed to test the knowledge of the candidate in office procedure covering subjects such as principles of office procedure, importance of office procedures, written communications, filing methods and design of forms, as well as evaluate the proficiency acquired by the candidate through experience in office activities. The paper will also consist of a part to test the candidate's knowledge of the content of Part I of the Establishments Code.

Financial Systems: This paper shall be as follows:

- (a) Part I – Questions in totos (25 marks)
- (b) Part II – The purpose of this paper is to test the knowledge and understanding of the candidate in matters such as financial control as practiced in Semi Government Institutions, custody of money, income and payments, budgetary estimates and supplies, works and services (50 Marks)
- (c) Part III - Fundamentals of store-keeping and store verification (25 Marks)

Note: The use of calculators will not be allowed in answering totos. Duration is 15 minutes only.

General Paper: This paper will consist of two parts.

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

10.5 Computer Test (Duration 1 ½ Hours)

10.5.1 Computer Test

The objective of this is to test whether the candidates possess the following skills

(I) Basic Concepts of Information Technology

(a) Basic and their relevance? Importance

(b) Hardware and Software

System Software – e.g. Operation System

Application Software

Knowledge and Skills expected under this:

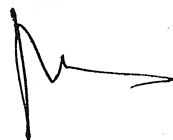
- (a) Switching On/Off a Computer
- (b) Arrangement of computer directories and files in a CD.
- (c) Creating new Computer Directories, Opening a file in a directory, deleting & copying files, copying files and inserting into another directory, moving a number of files from directory to another, renaming.
- (d) Searching details of the number of files in a director, size of a file, software needed to open a file, date of creation, date of updating.
- (e) Formatting a software

(2) Word Processing

- (a) Opening of software and methods of opening, opening a new workbook, saving and closing a file/software, using multiple files simultaneously
- (b) Types of menus and usage, dialog boxes, movement of the cursor, navigation within document
- (c) Editing documents, selecting sections of document, inserting sections, deleting, moving, page numbering
- (d) Horizontal aligning of text, types of fonts, formatting text using the fonts, indenting, spacing, tab setting, finding and replacing, checking of spelling & grammar, columns
- (e) Page setup, setting up margins, inserting header and footer, print preview and printing.
- (f) Inserting tables, inserting rows and columns, deleting, copying, pasting, splitting, merging of cells, inserting formula
- (g) Saving files in the relevant directory, finding and opening files, renaming files, deleting files,
- (h) Mail merging, creating mailing labels, printing envelopes, Using queries with criteria, formatting letters
- (i) Using of macros, recoding new macros, running macros

(3) Spreadsheets

- (a) Opening the application/software?, new workbook, opening an existing workbook, worksheets and navigating, Naming and renaming of worksheets, deleting worksheets, moving, closing workbooks
- (b) Entering data into worksheet, inserting formulas, math?, saving workbooks



- (c) Number formatting, currency, formatting, percentages, date & time, text alignment, formatting font, colors and highlighting, using of coma
- (d) Copying data, moving, copying formulas, absolute and relative references
- (e) Columns and ranges, selecting ranges , changing column with and row height, hiding and showing, inserting rows and columns, deleting, sorting data
- (f) Creating charts, types of charts, editing, moving, printing
- (g) Inserting header and footer, inserting page break, print preview, setting up margins. printing
- (h) Financial functioning, trig functions, Lookup references
- (i) Macros – opening new and existing macros, recording macros, running macros

(4) Presentations and Clip Art

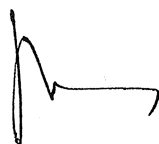
- (a) Opening the software, creating a new presentation, opening an existing presentation using menus, preparation of slides, inserting new slides, slideshow, saving
- (b) Adding slide titles and editing text, deleting text, copying text, pasting text, moving text.
- (c) Adding special effects to the text, formatting text, changing indent, formatting font
- (d) Applying design templates, deleting slides, copying slides, applying color schemes to slides
- (e) Formatting images, inserting pictures and clip arts to slides, editing clip arts?
- (f) Slide transition, slide animation, using slide master, using templates

(5) Database

- (a) Using new and existing queries, opening, renaming, copying, deleting, saving, using of tables for queries, calculations, using SQL Queries
- (b) Sorting data, using filters, sorting data
- (c) Reports, Planning and preparation of reports, opening, copying, saving, print preview and printing, preparation mailing labels and other labels, sorting data, calculating total

(6) Email and basic requisites for using email

- (a) Opening software, using menus, using icons
- (b) Opening new mail, printing, saving attachments received, Copying as courtesy copy and blind courtesy copy, formatting fonts, checking of spelling
- (c) Composing new mail, sending mail and sending attachments
- (d) Replying, deleting, saving and forwarding mail
- (e) Adding email addresses to address book and using the address book when inserting recipient



(7) **Internet**

- (a) Basic requirements for internet, internet service providers, what is internet advantages, Home page, internet computer languages, domain naming
- (b) Defining World Wide Web. Web pages and hyperlinks
- (c) Surfing the internet, web browsers, browsing, searching websites, search engines
- (d) FTP, Telnet

10.4.2. Exemption from the requirement of passing the computer test.

Officers who have obtained Computer Driving License awarded by National A and Industrial Training Authority or any other certificates on computer related theoretical and practical knowledge at similar or higher value issued by institutions accredited tertiary education and professional education commission shall be exempted from the requirement of passing computer test.

11. Syllabus for promotion examinations under above average performance

(a) **Aptitude Test**

- (b) At least 50% of the should be obtained for a pass

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

The paper on Aptitude and Case Study shall consist of two parts.

Part I

All questions will relate to problems in office administration, and the candidate's general knowledge and ability in decision making, logical judgment and his knowledge of office administration will be tested.

40 marks

Part II

The Candidate will be required to answer a question on case study in office administration. The question will consist of one or several paragraphs.

60 marks

