

# **Guideline for Preparing Schemes of Recruitment**

**- Public Service Commission -**

## 01 Introduction

Streamlined Schemes of Recruitment should be prepared in order to recruit persons replete with most appropriate knowledge, skills and attitudes to the respective positions in a transparent manner with a view to efficiently maintaining the public service with high productivity providing equal opportunities to all those who fulfill required qualifications.

A Scheme of Recruitment, for the purpose of formally recruiting the most suitable person to a particular category of service, should enumerate the nature of such position, responsibilities and rights, qualifications required for recruitment and promotions, methods of recruitment and promotions as well as conditions of service.

### 1.1 Authority for approving the Scheme of Recruitment.

Articles 55(3) and 61(B) of the Constitution of the Democratic Socialist Republic of Sri Lanka are applicable.

In the Constitution,

Article 55 (3) - "Subject to the provisions of the Constitution, the appointment, promotion, transfer, disciplinary control and dismissal of public officers shall be vested in the Public Service Commission."

Article 61B - "Until the Commission otherwise provides, all rules, regulations and procedures relating to the public service as are in force on the date of the coming into operation of this Chapter, shall, mutatis mutandis, be deemed to continue in force as rules, regulations and procedures relating to the public service, as if they had been made or provided for under this Chapter."

Furthermore, the Volume I of the Procedural Rules of the Public Service Commission is also applicable with effect from 02.04.2009.

### 1.2 Preparing and Amending Schemes of Recruitment in terms of the Public Administration Circular No.06/2006.

In accordance with the budget proposals of the year 2006, the existing schemes of recruitment should be amended in order to implement the provisions of the above Circular which has been issued with a view to restructuring the salaries in public service.

Respective posts have been re-categorized as follows as per P.A Circular No. 06/2006.

I.	Primary Level	-	Un-Skilled
II.	Primary Level	-	Semi-Skilled
III.	Primary Level	-	Skilled
IV.	Management Assistants	-	Non-Technical
V.	Management Assistants	-	Technical
VI.	Associate Officers		
VII.	Field / Office Based Officers		
VIII.	Supra Class Management Assistants		
IX.	Executives		
X.	Senior Executives		
XI.	Police Service and Other Regulatory Services		

- XII. Judicial / Legal Officers
- XIII. Teachers / Principals
- XIV. Nursing Service, Profession Supplementary to Medicine, Para-Medical Services
- XV. Medical Practitioners
- XVI. Medical Officers

### **1.3 The purpose and the importance of amending the Schemes of Recruitment**

- \* To absorb posts which are similar to each other in responsibilities, duties assigned, qualifications for recruitment and salary scales into a single category of service as per P.A Circular No. 06/2006.
- \* To prepare a scheme of recruitment for single category of service at all instances possible instead of preparing a scheme of recruitment for each and every posts.
- \* To make the conduct of written examinations, interviews and trade tests relating to recruitment, promotion and efficiency bar examinations more systematic and convenient.
- \* To introduce a graded promotional scheme for each category of service.
- \* To evolve a faster promotional scheme for the officers with exceptional performance.

### **1.4 General aspects of the posts that are incorporated into a single scheme of recruitment.**

- Parity in salary scales.
- Equal duties and responsibilities.
- Possibility in recruiting under a uniform method of recruitment.
- Equal basic qualifications for recruitment.
- Uniformity in the promotion scheme.
- Uniformity in efficiency bar examinations. (Syllabus may however vary according to the duties of the post.)

### **1.5 Basic factors which require attention in the preparation of schemes of recruitment.**

- I. The Constitution of the Democratic Socialist Republic of Sri Lanka.
- II. Documents stated hereunder:
  - \* Supreme Court decisions and Cabinet decisions relating to policies concerning recruitment.
  - \* Procedural Rules of the Public Service Commission and the relevant sections of the Establishments Code.
  - \* Acts and Ordinances specific to each institution, post and service.
  - \* Existing Schemes of Recruitment.
  - \* Circulars and other related decisions.

- \* Organization Charts/ Organizational Structures of the institution.
- \* Details of approved cadre.
- \* Other documents pertaining to the preparation of schemes of recruitment.

III. Identifying the posts relating to each category of service.

IV. Ascertaining the Appointing Authority and the Administrative Authority.

V. By the time the draft schemes of recruitment are submitted to the Public Service Commission for approval, all posts of the respective category of service referred to therein should have been approved by the Director General of Management Services as being valid from the date on which such schemes of recruitment take effect.

VI. The relevant salary scale should have been recommended and duly approved by the National Salaries and Cadre Commission.

## **1.6 General instructions for the preparation of schemes of recruitment.**

- \* Common instructions pertaining to following salary groups generally existing in the public institutions are issued herewith. Educational and other qualifications set out in these guidelines may vary under specific circumstances.

PL -01, PL -02, PL -03,

MN -01, MN -02, MN -03, MN -04, MN -05, MN -06,

MT -01, MT -02, MT -03,

SL -01, SL -03

- Special guidelines on schemes of recruitment having regard to respective categories of service confined only to a departmental or one particular service have not been herein included.
- Even though the general instructions for MN-07 have not herein been included, a specimen of a draft scheme of recruitment for MN-07 has been incorporated into this book at page No. 71
- Preparation / amending of schemes of recruitment relating to posts within the Sri Lanka Technological Service and Sri Lanka Scientific Service should be in conformity with the amendments made to such schemes of recruitment as per Public Administration Circular 06/2006.

## **02 Preparation of Schemes of Recruitment.**

### **2.1 Standard Format**

- \* All schemes of recruitment should be prepared in accordance with the standard format referred to in Section 35 of Volume I of the Public Service Commission Procedural Rules. The format of the schemes of recruitment issued with these guidelines is reckoned as the “Standard Format” referred to above.

## 2.2 Use of the Heading

- \* When the heading for the scheme of recruitment is used, the name of the institution should be stated first and the category of service should follow thereafter.

e.g.:- The Department of Pensions  
The Scheme of Recruitment for the Primary Level Unskilled Category of Service.

The Ministry of Agriculture.  
The Scheme of Recruitment for the Primary Level, Semi-skilled Category of Service.

- \* The reference number or numbers and the date or dates of the letter or letters of approval of the post or posts should be stated in the appropriate places. (Attach copies of relevant documents)
- \* In instances where it is not possible to incorporate all the particulars under item 1.5 above into a single scheme of recruitment due to incompleteness of facts despite the particular posts being under one and the same category of service of a Department, it may be advisable to prepare such schemes of recruitment separately.

e.g. :- The Department of Health-  
The Scheme of Recruitment for the Para Medical Service, Segment 1 Category of Service. (Radiologists/Pharmacists)

The Department of Health-  
The Scheme of Recruitment for the Para Medical Service, Segment 1 Category of Service. (Dental Technicians)

- \* Reference numbers and dates of the letters carrying the recommendations for the draft scheme of recruitment made by the Director General or Establishments and the National Salaries and Cadres Commission should be clearly stated in the appropriate places. (Attach certified photo copies of relevant documents)

## 2.3 Appointing Authority

- \* The Public Service Commission should be stated as the Appointing Authority in the case of an appointment made by the Public Service Commission. Where the powers have been delegated by the Public Service Commission the authority to whom the power is delegate should be stated.

e.g. :- The General Manager of Railways is the delegated authority for the primary level skilled category of service of the Railway Department. In such instances the Appointing Authority should be referred to as “General Manager of Railways, the delegated authority of the Public Service Commission.”

## 2.4 Particulars of the Category of Service.

- \* The category of service and the grades thereof should be stated in accordance with the P.A Circular No.06/2006 as recommended by the National Salaries and Cadres Commission.
- \* The general definition of the tasks assigned to the respective category of service should be stated briefly. The general definition given under special instructions for each category of service of these guidelines should be used as appropriate.
- \* Where the number of posts belonging to a particular category of service under item 6.1 of the standard format of the respective scheme of recruitment is relatively high it is advisable to append such part as a schedule as it may consume more space.
- \* The nature of posts means whether or not the particular posts belonging to the respective category of service are permanent and pensionable. The nature of post should be spelt out accordingly.

## 2.5 Salary

- \* The salary code, the salary scale and the initial salary step relating to the grade system should be stated as per posts of the P.A. Circular No.06/2006 and the circulars incidental thereto as recommended by the National Salaries and Cadres Commission.

e.g. :- The grades relating to the Primary Level Un-skilled Category of Service are Grade III, II, I and Special Grade.

Grade	Initial Salary Step	Initial Salary Point (Rs.)
III	1	11,730
II	12	12,840
I	22	13,950
Special	32	15,160

## 2.6 Method of Recruitment.

- \* Recruitment to a particular post/category of service in the public service may be made by way of one or several methods from among Open, Limited and Merit streams. The number so recruited as per each of such streams should be stated percentagewise. (as appropriate)
  - **Recruitment through Open Stream**  
Recruitment based on educational and / or professional qualifications.
  - **Recruitment through Limited Stream**

Recruitment made to a post / category of service on the basis of special criteria from among persons holding positions in public service.

▪ **Recruitment on Merit Stream.**

Recruitment made to a certain post /category of service on the basis of special criteria from among officers who have acquired knowledge, experience and merit in the public service.

- \* The method of recruitment means the procedure to be followed for recruitment. Recruitment could accordingly be made through a competitive examination, structured interview, or trade test or through several of such methods. Method of recruitment should be stated as appropriate.
- \* When recruitment is made through a competitive examination the detailed format of the examinations/tests contained in the standard format should be perfected and forwarded as an annexure.
- \* When structured interviews are conducted the detailed format of the structured interviews contained in the standard format should be perfected and forwarded as an annexure.
- \* Other qualifications should be stated in accordance with the special instructions pertaining to each category of service.
  - A structured interview means an interview to assess defined qualifications pertaining to a particular post in accordance with predetermined criteria and marking schemes.
  - A general interview means solely an interview conducted to examine the person's physical fitness and/or his/her credentials.
- \* It should be clearly stated whether the applications are called for the vacancies by notification in the government gazette or public advertisement or by other means.

## **2.7 Efficiency Bar Examinations**

- \* The years before which an officer concerned is required to pass each of his efficiency bar examinations and the qualifications to be fulfilled for that purpose following the relevant recruitment / promotion should be stated very clearly, accurately and separately.
- \* Special instructions pertaining to the respective category of service should also be taken into consideration before completing this paragraph.
- \* The detailed format on efficiency bar examinations / trade tests should be completed and submitted as an annexure. Such annexures should be indicated in the column, "Nature of Efficiency Bar".

Efficiency Bar	Number of years prior to which the E.B should be passed	The nature of E.B Written Examination/Trade Test/Certificate Course/Other
1 <sup>st</sup> Efficiency Bar		
2 <sup>nd</sup> Efficiency Bar		
3 <sup>rd</sup> Efficiency Bar		

**Note :-** Inclusion of an efficiency bar examination into each grade, it is expected, would bring about an improvement in the knowledge and skills of the officers. The syllabuses of each efficiency bar examination should therefore be formulated in such a manner as to assessing the knowledge in the general office systems and the methods of institutional administration (e.g : Establishments Code / Financial Regulations / Procedural Rules / Procurement Procedure), knowledge in the functions assigned to the institution and the post for which an officer is serving and the competencies one should acquire for that purpose at the first efficiency bar examination and also with a view to assessing the knowledge in the procedural changes taken place in those areas and the innovations associated with functions assigned to the post as well as the skill enhancement at the second and third efficiency bar examinations.

## 2.8 Language Proficiency

- \* The required level of the language proficiency in the official language, if applicable, should be indicated here. For this purpose Public Administration Circular No.07/2007, incidental circular provisions and guidelines and the variable language policies of the government from time to time should also be taken into consideration.

## 2.9 Grade Promotions.

- \* Educational qualifications, professional qualifications, period of service, satisfactory service, efficiency bars and departmental examinations and other requirements if any to be fulfilled for promotions should be stated.
- \* Method of promotions should be stated clearly.
- \* Special instructions included in these guidelines in relation to the category of service concerned should be taken into consideration before completing this part.

## 2.10 Appointment to Posts

- \* Posts belonging to respective grades, required qualifications for such posts and the mode of selection should be stated here.(only if applicable)
- \* If the selection is made through a structured interview, particulars should be furnished in accordance with the prescribed format.

e.g.:- All officers who meet with necessary qualifications for Grade I in any category of service may be promoted to such grade irrespective of the vacancies. However the approved cadre for such grade could be less than the number to be promoted to such grade. The method of recruiting most eligible officers in such instances should be stated here.

## **2.11 General Conditions**

- \* If there are exceptional conditions other than the general conditions concerning the matters referred to above in Volume 1 of the Procedural Rules of the Public Service Commission such exceptional conditions should serially be stated in a clear and specific manner.

## **2.12 Definitions**

- \* If there are distinctive definitions other than those stated in Volume 1 of the Procedural Rules of the Public Service Commission they should be serially stated in a clear and specific manner.

- \* Period of Satisfactory Service :

“Period of Satisfactory Service” means a period during which a public officer has earned all the salary increments due to him by efficient and diligent discharge of his duties, by passing over the efficiency bars due on him on the prescribed dates and by fulfilling the qualifications required for his conformation and has not committed any punishable offence.

- \* Period of Active Service :

“Period of Active Service” means a period of service during which an officer has actually engaged himself in duties receiving the salaries pertaining to his post. All periods of no pay leave other than the government approved maternity leave will not be reckoned for the purpose of the period of active service.

- \* Due Date :

“Due Date” means the date on which the respective efficiency bar is due to be passed over. In grade promotions, officers who pass over their efficiency bars on or before the due date are entitled to have promotions as set out in the schemes of recruitment. The date of promotion of officers who do not pass over their efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

e.g.:- Where an efficiency bar passable within 3 years is met with success in 4 years, the promotion due in 10 years will take effect only after 11 years.

## **03 Instructions on Annexures**

### **3.1 Annexure pertaining to particulars of Examinations / Tests**

- \* Particulars of all examinations or tests conducted in pursuance of the Scheme Recruitment ( examinations/tests concerning Recruitment, Promotion and Efficiency Bars) should be forwarded in accordance with this format. Title of the examination or test should be stated accordingly.

e.g.: - Test for the Recruitment to the Primary Level Un-skilled Category of Service in the Department of Pension.

- \* The question paper of the test, time allocated for it, total marks and pass marks should be shown separately.

e.g. :-

Question Paper	Duration	Total Marks	Marks Passable
General Knowledge	01hr	100	40

- \* Authority conducting the Examination and the method of conducting it should be stated.

e.g.:- Authority conducting the Examination – **The Commissioner General of Examinations**

Frequency of conducting Examinations – **Twice a year**

- \* Syllabus relevant to each question paper should be stated clearly.

e.g.:-

Question Paper	Syllabus
General Knowledge	Testing the applicant's knowledge and understanding concerning the social, cultural, educational, scientific, political, economic and other relevant factors prevailing in various organizational environments nationally, regionally and worldwide.

### 3.2 Annexure pertaining to particulars of the structured interview

- \* Particulars of all structured interviews conducted in line with the Scheme of Recruitment should be forwarded according to this Annexure. Moreover, structured interviews may also be held in connection with recruitments, promotions and appointments to the posts. Details of such interviews should be clearly stated in this format.

e.g.:- Interview for the recruitment to the Primary Un-skilled Category of Service in the Department of Customs.

- \* The areas for which the marks are awarded at the interview should be stated.

e.g.:- Educational qualifications  
Additional professional qualifications

- \* When numbering the Annexures, the sequence of the examinations, tests, and structured interviews corresponding the sub items of the Scheme of Recruitment should be followed.

e.g.:- Annexure 1 – Particulars on posts belonging to the category  
of service

Annexure 2 – Efficiency Bar Examinations

## 04 Submission for approval

- \* The submission of Schemes of Recruitment for approval serves two purposes, namely, getting the new Schemes of Recruitment approved and making amendments to the existing Schemes of Recruitment.

- **Getting the new Schemes of Recruitment approved in terms of Public Administration Circular No. 06/2006.**

- I. The Head of Department shall invariably be responsible for the content and the accuracy of a draft scheme of recruitment when it is submitted to the Public Service Commission for approval.
- II. Since the schemes of recruitment are prepared for a category of service, it is necessary to obtain from the Director General of Management Services, a formal approval pertaining to all posts belonging to such category of service.
- III. It is necessary to obtain the relevant recommendations of the Director General of Establishments and the National Salaries and Cadres Commission for the draft scheme of recruitment concerned.
- IV. Thereafter the Head of Department should forward the prepared draft scheme of recruitment embodying the aforesaid recommendations together with the recommendations of the respective Secretary of the line Ministry to the Public Service Commission for approval.
- V. On receiving the approval of the Public Service Commission the respective Ministry Secretary will be informed of it and 05 copies of such approved schemes of recruitment should thereafter be submitted for the signature of the Secretary of the Public Service Commission.(04 copies are sufficient if the scheme of recruitment is related to a Ministry post)
- VI. Following the signing of the scheme of recruitment concerned by Secretary of the Public Service Commission, action will be taken to send one copy each thereof to the :-

Head of Department (if applicable)

Respective Secretary of the Ministry

Secretary of the National Salaries and Cadres Commission.

Director General of Establishments.

- **Amending the Schemes of Recruitment approved in terms of the Public Administration Circular No. 06/2006 -**
- A scheme of recruitment approved as per above provisions may be subject to changes later due to various reasons.
- Several instances where a scheme of recruitment could undergo such changes:-

- i. When changes are made to the approved cadre.
  - ii. When amendments are made to the recruitment percentages and recruitment qualifications.
  - iii. When amendments are made to the syllabuses relating to recruitment and efficiency bar examinations.
- Apart from this, the schemes of recruitment may be subject to amendments under special circumstances. In such an instance, an amended scheme of recruitment incorporating the matters expected to be amended in the already approved scheme of recruitment should be refurnished setting out distinctively the matters expected to be so amended.
  - When amendments are forwarded, the part to be amended and the reasons attributed thereto should be clearly stated and submitted as per relevant annexures.
  - When the number of posts is subject to variations approval should be sought from the Director General of the Department of Management Services.
  - If the amendment is made in respect the qualifications of recruitment or promotion, it is mandatory to have it forwarded to the National Salaries and Cadres Commission for recommendations prior to its submission.
  - However, for specific posts, there may be changes in the qualifications and other requirements stated here. In such an instance, the reason for such variations has to be clearly stated and seek special approval therefor from the Public Service Commission.

## **05 Special Instructions to be followed when completing the Scheme of Recruitment for the Primary Level Un-skilled Category of Service (PL-01-2006-A).**

### **5.1 General definition on the role assigned to those holding posts in the Primary Level Un-skilled Category of Service**

- \* This category of service is considered as a multi tasked category of service assigned with basic duties performable without any specific semi skilled or skilled capabilities among the general preliminary requirements that are needed in the execution and maintenance of the activities in the institutions. An officer coming under this category of service could be assigned with any duty out of this particular scope of tasks by the Head of Department / Appointing Authority.

### **5.2 Educational and Vocational Qualifications**

- \* Should have passed the G.C.E. (Ordinary Level) Examination in six subjects with at least two credit passes in not more than two sittings.

### **5.3 Age**

- \* Not less than 18 years and not more than 45 Years.

### **5.4 Method of Calling Applications**

- \* Applications are invited through notification in the Government Gazette or by public and website notices.

### **5.5 Method of Recruitment**

- \* Recruitment will be made on the results of a competitive examination and / or structured interview.

### **5.6 Efficiency Bars**

- \* It will be a written test or an oral test as decided by the Appointing Authority.
- \* Nature of the test should be specifically mentioned as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.

- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## **5.7 Grade Promotions**

- \* Following grade promotion scheme based on the performance will entail.

### **5.7.1 Promotion from Grade III to Grade II of the category of service based on the Average Performance.**

- \* **Requirements to be fulfilled :-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed a five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

- \* **Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

### **5.7.2 Promotion from Grade III to Grade II of the category of service based on the Exceptional Performance.**

- \* **Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (06) years of active and satisfactory service in Grade III of the category of service and earned six (06) salary increments on the due date.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of a satisfactory service immediately before the date of promotion.
- V. Should have passed the respective efficiency bar examination on the due date.
- VI. Should have gained the prescribed level of proficiency in the other official language during the respective period.

\* **Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

**Note**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

**5.7.3 Promotion from Grade II to Grade I of the category of service based on the Average Performance.**

\* **Requirements to be fulfilled :-**

- I. Should have completed at least nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performance during a period of nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the respective efficiency bar examinations on the due date.

\* **Method of promotion**

The appointing authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date on which they become eligible for such promotion.

#### **5.7.4 Promotion from Grade II to Grade I of the category of service based on the Exceptional Performance.**

**\* Requirements to be fulfilled:-**

- I. Should have completed eight (08) years of active and satisfactory service in Grade II of the category of service and earned eight (08) salary increments on the due date.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown an exceptional performance during the entire period of eight (08) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete eight (08) years following their promotion to Grade II.

#### **5.7.5 Promotion from Grade I to Special Grade of the Category of service.**

**\* Requirements to be fulfilled:-**

- I. Should have completed at least nine (09) years of active and satisfactory service in Grade I of the category of service and earned nine (09) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performance during the entire period of nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the prescribed efficiency bar examination on the due date.

**• Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Special Grade effective from the date on which they become eligible for such promotion.

## 5.8 Assignment of Functions

\* Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. Enter under 3.4 of the format.)

\* **Remarks**

1. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
2. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **06 Special Instructions to be followed when completing the Scheme of Recruitment for the Primary Level Semi-skilled Category of Service (PL-02-2006-A)**

### **6.1 The general definition on the role assigned to those holding posts in the Primary Level Semi-skilled Category of Service.**

- \* This category of service is assigned with the functions that require competency / technical skill at the second or third level of National Vocational Qualifications (NVQ) as determined by the Tertiary and Vocational Education Commission from amongst the tasks such as construction, maintenance and repair work concerning the provision of basic facilities that are needed in the execution and conduct of the activities in the institutions. Of these tasks, the ones that are being made specific to each post by the Appointing Authority are assigned to such particular post.

### **6.2 Educational and Professional Qualifications**

- \* Should have passed the G.C.E. Ordinary Level Examination in six subjects with at least two credit passes in not more than two sittings.
- \* Should have obtained at least level two proficiency of National Vocational Qualifications (N.V.Q.) as determined by the Tertiary and Vocational Education Commission as appropriate for the respective post.

(Specify the expected proficiencies clearly.)

### **6.3 Age**

- \* Not less than 18 years and not more than 45 Years.

(Maximum age limit will not be applicable for those holding a permanent post in the public service)

### **6.4 Method of Calling Applications**

- \* Applications are called through notification in the Government Gazette or by public and website notices.

### **6.5 Method of Recruitment**

- \* Recruitment will be made on the results of a competitive examination and / or structured interview.

### **6.6 Efficiency Bars**

- \* It will be a written test and a practical test on proficiency or a structured interview and a practical test on proficiency as decided by the Appointing Authority.
- \* Nature of the test should be specifically mentioned as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination before the expiry of three (03) years from the appointment to Grade III.

- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the Authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## **6.7 Grade Promotions**

- \* Following grade promotion scheme based on the performance will entail.

### **6.7.1 Promotion from Grade III to Grade II of the Category of service based on the Average Performance.**

- \* **Requirements to be fulfilled :-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the Category of Service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

- \* **Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

### **6.7.2 Promotion from Grade III to Grade II of the category of service based on the Exceptional Performance.**

- \* **Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (06) years of active and satisfactory service in Grade III of the category of service and earned six (06) salary increments on the due date.

- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service before the date of promotion.
- V. Should have passed the respective efficiency bar examination on the due date.
- VI. Should have gained the prescribed level of proficiency in the other official language during the prescribed period.

**\* Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

**Note**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

**6.7.3 Promotion from Grade II to Grade I of the category of service based on the Average Performance.**

**\* Requirements to be fulfilled:-**

- I. Should have completed at least nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performance during a period of nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date on which they become eligible for such promotion.

#### **6.7.4 Promotion from Grade II to Grade I of the category of service based on the Exceptional Performance.**

**\* Requirements to be fulfilled :-**

- I. Should have completed eight (08) years of active and satisfactory service in Grade II of the category of service and earned eight (08) salary increments on the due date.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown an exceptional performance during the entire period of eight (08) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the prescribed efficiency bar examination on the due date.

**\* Method of promotion**

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete (08) years following their promotion to Grade II.

#### **6.7.5 Promotion from Grade I to Special Grade of the category of service.**

**\* Requirements to be fulfilled:-**

- I. Should have completed at least nine (09) years of active and satisfactory service in Grade I of the category of service and earned nine (09) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performance during the entire period of nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the prescribed efficiency bar examination on the due date.

**\* Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Special Grade effective from the date on which they became eligible for such promotion.

## 6.8 Assignment of Functions

\* Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. ( Enter under 3.4 of the format.)

### \* **Remarks**

1. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
2. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **07 Special instructions to be followed when completing the Scheme of Recruitment for the Primary Level Skilled Category of Service. (PL-03-2006-A)**

### **7.1 General definition on the role assigned to those holding posts in the Primary Level Skilled Category of Service.**

- \* This is a category of service consisting of persons assigned with functions that require industrial / technical /vocational skills supported by an industrial training certificate / proficiency certificate at level four (04) of the National Vocational Qualifications (N.V.Q.) as determined by the Tertiary and Vocational Education Commission from among the basic tasks such as construction, maintenance, repairs and lighting which are supposed to be the basic requirements for the execution and conduct of the activities entrusted with the institutions and of persons holding a motor vehicle driving license issued by the Commissioner General of Motor Traffic as required for the transporting purposes.

### **7.2 Educational and Vocational Qualifications**

- \* Should have passed the G.C.E. (Ordinary Level) Examination in six subjects with at least two credit passes in not more than two sittings.
- \* Should have obtained proficiency certificate not lower than Level 04 of the National Vocational Qualification (N.V.Q.) issued by a technical/vocational training institute recognized by the Tertiary and Vocational Education Commission in relation to the role of each post or in the case of Drivers, a driving license issued by the Commissioner General of Motor Traffic. (Expected proficiencies should be stated clearly.) Drivers should have at least 3 years of experience after obtaining the driving license.

### **7.3 Age**

- \* Should not be less than 18 years and not more than 45 years.  
(Maximum age limit will not be applicable for officers holding a permanent post in the public service)

### **7.4 Method of Calling Applications.**

- \* Applications are called through notification in the Government Gazette or by public and website notices.

### **7.5 Method of Recruitment**

- \* Recruitment will be made on the results of a trade test and / or structured interview as appropriate to each post.
- \* The trade test relevant to each post should specifically be stated in detail.

## 7.6 Efficiency Bars

- \* It will be a written test and a practical test on proficiency or an oral test and a practical test on proficiency as decided by the Appointing Authority.
- \* Nature of the test should be specifically mentioned as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the appointment to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## 7.7 Grade Promotions

- \* Following grade promotions Scheme based on the performance will entail.

### 7.7.1 Promotion from Grade III to Grade II of the category of service based on the Average performance.

- \* **Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

- \* **Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

### **7.7.2 Promotion from Grade III to Grade II of the category of service based on the Exceptional Performance.**

**\* Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (06) years of active and satisfactory service in Grade III of the category of service and earned six (06) salary increments on the due date.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have passed the respective efficiency bar examination on the due date.
- VI. Should have gained the prescribed level of proficiency in the other official language during the respective period.

**\* Method of promotion**

The officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

**Note**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

### **7.7.3 Promotion from Grade II to Grade I of the category of service based on the Average Performance.**

**\* Requirements to be fulfilled:-**

- I. Should have completed at least nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.

- III. Should have shown a satisfactory or higher level of performance during a period of nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the respective efficiency bar examination on the due date.

\* **Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date on which they become eligible for such promotion.

**7.7.4 Promotion from Grade II to Grade I of the category of service based on the Exceptional Performance.**

\* **Requirements to be fulfilled:-**

- I. Should have completed eight (08) years of active and satisfactory service in Grade II of the category of service and earned eight (08) salary increments on the due date.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown exceptional performance during the entire period of eight (08) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the respective efficiency bar examination on the due date.

\* **Method of promotion**

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete eight (08) years following their promotion to Grade II.

**7.7.5 Promotion from Grade I to Special Grade of the category of service.**

\* **Requirements to be fulfilled:-**

- I. Should have completed at least nine (09) years of active and satisfactory service in Grade I of the category of service and earned nine (09) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown satisfactory or higher level of performance during the entire period of nine (09) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the prescribed efficiency bar examination on the due date.

\* **Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Special Grade effective from the date on which they became eligible for such promotion.

## 7.8 Assignment of Functions

- \* Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. (Enter under 3.4 of the format.)

\* **Remarks**

1. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
2. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **08 Special instructions to be followed when completing the Scheme of Recruitment for the Management Assistants Non-Technical –Segment 2 Category of Service (MN-01-2006-A)**

### **8.1 General definition on the role assigned to those holding posts in the Management Assistants Non-Technical Segment 2 Category of Service.**

- \* This category of service is assigned with the duties of non-technical and single functional nature from amongst the duties that assist and /or facilitate the duties of those engaged in the executive and administrative functions in the institutions. Officers falling within this category of service will be required to carry out the duties that are made specific by the Appointing Authority out of the duties of such category.

### **8.2 Educational and Vocational Qualifications**

#### **8.2.1 For external (open) candidates -**

- (a) Should have passed the G.C.E. (O/L) Examination in six (06) subjects with credit passes for Sinhala/Tamil/English, Mathematics and two other subjects in one sitting

And

- (b) Should have passed at least one (01) subject at the G.C.E. (A/L) Examination (except General Test)

and

- (c) Other qualifications including vocational qualifications and experience that are required in accordance with the nature of duties assigned to the post. (Specify the qualifications required.)

#### **8.2.2 For internal (limited) Candidates – (Wherever applicable only)**

- I. Officers belonging to primary level – unskilled, semi skilled and skilled categories of service with qualifications referred to in “a”, “b” and “c” below may apply for this. (State the titles of the applicable posts in a schedule)

- (a) Should have passed the G.C.E.(O/L) Examination in not less than six (06) subjects with credit passes for Language and Mathematics in one sitting.

- (b) Should possess other qualifications including vocational qualifications and experience that are required in accordance with the nature of duties assigned to the post. (Specify the qualifications required)

- (c) Should hold permanent appointments in the public service and be confirmed in such appointments.

- II. Should have completed at least five (05) years of continuous satisfactory service in a permanent appointment in the public service immediately prior to the respective date and the Head of Department concerned should certify such fact.

**Note:**

- Any period of training served prior to being permanently appointed to a certain post or as a condition for getting permanently appointed to a certain post will not be reckoned against the five year period of gaining qualifications referred to in para II above. Any period of temporary / casual service served prior to being permanently appointed to a certain post will not be reckoned against the five year period of gaining qualifications referred to in para II above either.

**8.3 Age**

- \* Should not be less than 18 years and not more than 30 years.

**8.4 Method of calling applications**

- \* Applications are invited through notification in the Government Gazette or by public and website notices.

**8.5 Method of Recruitment**

- \* There are two methods of recruitment.
  - (i) Calling for applications and recruitment from external candidates by open competitive examination and/ or by structured interview.
  - (ii) Calling for applications and recruitment from internal candidates by limited competitive examination and/or by structured interview.

**8.6 Efficiency Bars**

- \* It will be a written test and a practical test on proficiency or an oral test and a practical test on proficiency as decided by the Appointing Authority.
- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test if applicable before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## **8.7 Grade Promotions**

- \* Following grade promotions scheme based on the performance will entail.

### **8.7.1 Promotion from Grade III to Grade II of the Category of Service based on the Average Performance.**

- \* **Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

- \* **Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

### **8.7.2 Promotion from Grade III to Grade II of the Category of Service based on the Exceptional Performance.**

- \* **Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (6) years of active and satisfactory service in Grade III of the category of service and earned (06) salary increments.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have passed the respective efficiency bar examinations on the due date.
- VI. Should have gained prescribed level of proficiency in the other official language during the respective period.

\* **Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

**Note**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

**8.7.3 Promotion from Grade II to Grade I of the Category of Service based on the Average Performance.**

\* **Requirements to be fulfilled:-**

- I. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the prescribed efficiency bar examination on the due date.

\* **Method of Promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date on which they complete ten (10) years following their promotion to Grade II.

#### **8.7.4 Promotion from Grade II to Grade I of the Category of Service based on the Exceptional Performance.**

**\* Requirements to be fulfilled:-**

- I. Should have completed a nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments on the due date.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown exceptional performance during the entire period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the prescribed efficiency bar examination on the due date.

**\* Method of promotion**

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete eight (08) years following their promotion to Grade II.

#### **8.8 Assignment of functions**

- \* Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. (Enter under 3.4 of the format.)**

**\* Remarks**

1. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
2. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **09 Special instructions to be followed when completing the Scheme of Recruitment for the Management Assistants - Non Technical - Multi Functional Segment I Category of Service (MN-02-2006-A)**

### **9.1 General definition on duties assigned to those holding posts in the Management Assistants - Non Technical - Multi Functional Segment I Category of Service.**

- \* This Category of Service is assigned with the duties of non technical and multi functional nature and the duties requiring specialized skills other than those of technical nature from amongst the duties that assist and / or facilitate the functions of those engaged in the executive, managerial and administrative levels in the institutions. Officers falling within this Category of Service will be required to carry out the duties that are made specific by the Appointing Authority out of the duties of such category.

### **9.2 Educational and Vocational Qualifications.**

#### **9.2.1 For external (open) applicants-**

- \* Should have passed the G.C.E. (O/L) Examination in six (06) subjects with credit passes for Sinhala/Tamil/English, Mathematics and two other subjects in one sitting

and

- \* Should have passed all the subjects at the G.C.E. (A/L) Examination in one sitting. (except General Test) (Pass in 03 subjects under old syllabus in one sitting would suffice)

#### **9.2.2 For internal (limited) applicants – (wherever applicable only)**

- (a) Should have passed the G.C.E.(O/L) in six (06) subjects including Language and Mathematics at least with two credits in not more than two sittings.
- (b) Should hold permanent appointments in the public service and be confirmed in such appointments.
- (c) Should have completed at least five (05) years of continuous satisfactory service in a permanent appointment in the public service immediately prior to the respective date and the Head of Department concerned should certify such fact.

#### **Note:**

- \* Posts identified as being qualifiable for applying should be included.
- \* Any period of training served prior to being permanently appointed to a certain post or as a condition for getting permanently appointed to a certain post will not be reckoned against the five year period of gaining qualifications, referred to in para (b) above. Any period of temporary / casual service served prior to being permanently

appointed to a certain post will not be reckoned against the five year period of gaining qualifications referred to in para (e) above either.

### **9.3 Age**

- \* Not less than 18 years and not more than 30 years  
(Medium age limit will not be applicable for limited stream recruitments.)

### **9.4 Method of calling applications**

- \* Applications are invited through notification in the Government Gazette or by public and website notices.

### **9.5 Method of Recruitment**

- \* Recruitment should be made on the results of an open or limited competitive examination.
- \* Recruitment is made at a ratio of seventy percent (70%) of the number of vacancies through an open competitive examination for external candidates and at a ratio of thirty percent (30%) through a limited competitive examination for internal candidates.
- \* Note  
Both the streams above are not compulsory. State the respective stream as applicable.

### **9.6 Efficiency Bar**

- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

### **9.7 Grade Promotions**

- \* Following grade promotions scheme based on the performance will entail.

**9.7.1 Promotion from Grade III to Grade II of the Category of Service based on the Average Performance.**

**\* Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

**Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

**9.7.2 Promotion from Grade III to Grade II of the Category of Service based on the Exceptional Performance.**

**Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (6) years of active and satisfactory service in Grade III of the category of service and earned (06) salary increments.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have passed the respective efficiency bar examinations on the due date.
- VI. Should have gained prescribed level of proficiency in the other official language during the respective period.

**\* Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

## **Note**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

### **9.7.3 Promotion from Grade II to Grade I of the Category of Service based on the Average Performance.**

#### **I. Requirements to be fulfilled:-**

- I. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the respective efficiency bar examination on the due date.

#### **Method of Promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will, subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date they fulfill their required qualifications.

### **9.7.4 Promotion from Grade II to Grade I of the Category of Service based on the Exceptional Performance.**

#### **\* Requirements to be fulfilled:-**

- I. Should have completed a nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments on the due date.

- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown exceptional performance during the entire period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the prescribed efficiency bar examination on the due date.

\* Method of promotion

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete eight (08) years following their promotion to Grade II.

9.8 Assignment of functions

- \* Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. (Enter under 3.4 of the format.)

\* Remarks

1. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
2. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **10 Special Instructions to be followed when completing the Scheme of Recruitment for the Supervisory Management Assistants - Non Technical / Technical Category of Service. (MN-03-2006-A)**

### **10.1 General definition on duties assigned to those holding posts in the Supervisory Management Assistant, Non Technical / Technical Category of Service.**

- \* This Category of Service is assigned with duties of multi functional nature including personal management, custody of cache and supervision and operations of cache handling that are made specific by their executives so as to derive assistance for their executive duties in the institutions.

### **10.2 Educational and Vocational Qualifications.**

- 10.2.1 \* Should have passed the G.C.E. (O/L) Examination in six (06) subjects with credit passes for Sinhala/Tamil/English, Mathematics and two other subjects in one sitting

and

- \* Should have passed all the subjects at the G.C.E. (A/L) Examination in one sitting. (Except General Test) (Pass in 03 subjects under old syllabus in one sitting would suffice)
- \* For the post under technological category National Vocational Qualification (N.V.Q.) level five (05) or level six (06) as determined by the Tertiary and Vocational Education Commission is required in addition to the above educational qualifications.
- \* Specify the appropriate vocational qualification as applicable to the posts concerned.
- \* Vocational qualifications are applicable only to the posts falling within the technological category.

#### **10.2.2 For Internal (limited) applicants – (wherever applicable only)**

- (a) Should have passed the G.C.E.(O/L) Examination in six (06) subjects including Language and Mathematics at least with two credits in not more than two sittings.
- (b) Should hold permanent appointments in the public service and be confirmed in such appointments.

- (c) Should have completed at least five (05) years of continuous satisfactory service in a permanent appointment in the public service immediately prior to the respective date and the Head of Department concerned should certify such fact.

**Note:**

- \* Posts identified as being qualifiable for applying should be included.
- \* Any period of training served prior to being permanently appointed to a certain post or as a condition for getting permanently appointed to a certain post will not be reckoned against the five year period of gaining qualifications, referred to in para (b) above. Any period of temporary / casual service served prior to being permanently appointed to a certain post will not be reckoned against the five year period of gaining qualifications referred to in para (c) above either.

**10.3 Age**

- \* Not less than 18 not more than 30 years.  
(Maximum age limit will not be applicable for limited stream recruitments.)

**10.4 Method of calling applications**

- \* Applications will be invited through notification in the Government Gazette or by public and website notices.

**10.5 Method of Recruitment**

Recruitment should be made by conducting a competitive examination and/or structured interview.

**10.6 Efficiency Bar Examinations**

- \* It should specifically be stated whether it is a written test or structured interview as applicable to the post.
- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.

- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## **10.7 Grade Promotions.**

- \* Following grade promotions scheme based on the performance will entail.

### **10.7.1 Promotion from Grade III to Grade II of the Category of Service based on the Average Performance.**

#### **Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

#### **\* Method of promotions.**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

### **10.7.2 Promotion from Grade III to Grade II of the Category of Service based on the Exceptional Performance.**

#### **Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (6) years of active and satisfactory service in Grade III of the category of service and earned (06) salary increments.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.

- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained prescribed level of proficiency in the other official language during the respective period.
- VI. Should have passed the respective efficiency bar examination on the due date.

\* **Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

**Note:**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

**10.7.3 Promotion from Grade II to Grade I of the Category of Service based on the Average Performance.**

**Requirements to be fulfilled:-**

- I. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the respective efficiency bar examination on the due date.

\* **Method of Promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date they fulfill their required qualifications.

**10.7.4 Promotion from Grade II to Grade I of the Category of Service based on the Exceptional Performance.**

**Requirements to be fulfilled:-**

- I. Should have completed a nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments on the due date.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have shown exceptional performance during the entire period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have passed the respective efficiency bar examination on the due date.

\* **Method of promotion**

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete nine (09) years following their promotion to Grade II.

**10.8 Assignment of functions**

- \* Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. (Enter under 3.4 of the format.)

\* **Remarks :-**

1. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
2. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **11 Special Instructions to be followed in completing the Scheme of Recruitment for the Associate Officers Category of Service (MN-04-2006-A)**

As there exists an already approved Service Minute for the posts in the Associate Officers Category of Service and as it is not thus required to prepare Schemes of Recruitment for the posts that are absorbable into such service in accordance with the provisions of the respective Service Minute only the Schemes of Promotion should be formulated exclusively for those remained unabsorbed at the end of the absorption process involved.

## **12. Special Instructions to be followed when completing the Scheme of Recruitment for the Field / Office based Officers Segment II Category of Service (MN-05-2006-A)**

### **12.1 General definition on the role assigned to those holding posts in the Field / Office Based Officers Segment II Category of Service.**

- \* This is a Category of Service assigned with the duties involving the enforcement / administration / regularization of the legitimate functions specifically entrusted with an official title by a particular act / ordinance / statute as its main task performable under supervision of the executive officers requiring a degree from a recognized university as its basic educational qualification.

### **12.2 Educational and professional qualifications.**

- \* Should have obtained a degree from a university recognized by the University Grants Commission. (If graduates with a specific area of subject are required such areas should be stated.)
- \* Professional qualifications, experience and other qualifications required according to the nature of duties assigned to the post. (Specify the qualifications required.)

### **12.3 Age**

- \* Should not be less than 21 and not more than 35 years.

### **12.4 Method of calling applications.**

- \* Applications will be invited through notification in the Government Gazette or by public and website notices.

### **12.5 Method of Recruitment.**

- \* Candidates will be recruited on the results of a competitive examination and / or a structured interview.
- \* The percentage recruitable under open and limited streams should be stated according to the needs of each institution.

### **12.6 Efficiency Bar Examinations.**

- \* It should specifically be stated whether it is a written test or structured interview as applicable to the post.
- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test if applicable before the expiry of three (03) years from the appointment to Grade II.

- \* Should have passed the Second Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the power has been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## **12.6 Grade promotions.**

- \* Following grade promotions schemes based on the performance will entail.

### **12.7.1 Promotion from Grade II to Grade I of the Category of Service based on the Average Performance.**

#### **Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the prescribed efficiency bar examination on the due date.

#### **\* Method of promotion.**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade I with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

### **12.7.2 Promotion from Grade II to Grade I of the Category of Service based on the Exceptional Performance.**

#### **Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (6) years of active and satisfactory service in Grade II of the category of service and earned (06) salary increments.

- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained prescribed level of proficiency in the other official language during the respective period.
- VI. Should have passed the respective efficiency bar examination on the due date.

### **Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade I by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

#### **Note:**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for the subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

### **12.8 Assignment of functions**

- \* Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. ( Enter under 3.4 of the format.)

#### **\* Remarks**

- 01.** Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
- 02.** When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **13 Special instructions to be followed when completing the Scheme of Recruitment for the Field / Office Based Officers Segment I Category of Service (MN-06-2006-A)**

### **13.1 General definition on duties assigned to those holding posts in the Field / Office Based Officers Segment I Category of Service.**

This is a Category of Service requiring a degree from a recognized university with post graduate qualifications or other equivalent proficiency or professional skills as minimum basic educational eligibility at recruitment in order to perform the respective duties of specific nature being of lineal assistance to the functions of the executives and Heads of Departments of the institutions under their direct supervision.

### **13.2 Educational and other qualifications**

- \* Should have obtained a degree with post graduate qualifications from a university recognized by the University Grants Commission or specific proficiency / skills.  
(If graduates with a specific area of subject are required, such areas should be stated)
- \* Professional qualifications, experience and other qualifications required according to the nature of duties assigned to the post. (Specify the qualifications required)

### **13.3 Age**

- \* Should not be less than 21 years and not more than 35 years.

### **13.4 Method of calling Applications**

- \* Applications will be invited through notification in the Government Gazette or by public and website notices.

### **13.5 Method of Recruitment**

- \* Candidates will be recruited by an open competitive examination and / or a structured interview.
- \* Internal candidates will be recruited by a limited competitive examination and / or a structured interview.

### **13.6 Efficiency Bar Examinations**

- \* It should specifically be stated whether it is a written test or structured interview as applicable to the post.
- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test if applicable before the expiry of three (03) years from the appointment to Grade II.

- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the power has been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

### **13.7 Grade Promotions**

- \* Following grade promotions schemes based on the performance will entail.

#### **13.7.1 Promotion from Grade II to Grade I of the Category of Service based on the Average Performance.**

##### **Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

##### **\* Method of promotions.**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade I with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

#### **13.7.2 Promotion from Grade II to Grade I of the Category of Service based on the Exceptional Performance.**

##### **Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (6) years of active and satisfactory service in Grade II of the category of service and earned (06) salary increments.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.

- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained prescribed level of proficiency in the other official language during the respective period.
- VI. Should have passed the respective efficiency bar examination on the due date.

### **Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade I by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

### **Note:**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for the subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

### **13.8 Assignment of functions**

- \* Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. ( Enter under 3.4 of the format.)

### **Remarks**

01. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
02. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **14. Special instructions to be followed when completing the Scheme of Recruitment for the Management Assistants - Technical Segment -3 Category of Service (MT-01-2006-A)**

### **14.1 General definition on the role assigned to those holding posts of Management Assistants – Technical – Segment - 3 Category of Service.**

- \* This category of service is assigned with the duties of specialized technical skills that should be acquired by the successful completion of a relevant technical course falling under NVQ Level 5 as determined by the Tertiary and Vocational Education Commission in order that such duties requiring technical knowhow are among those assisting and / or facilitating the functions of those engaged in the executive, managerial and administrative levels in the institutions. Officers falling within this Category of Service will be required to carry out the duties that are made specific by the Appointing Authority out of the duties of such category.

### **14.2 Educational and Vocational Qualifications**

- \* Should have passed the G.C.E. (O/L) Examination in six (06) subjects with credit passes for Sinhala / Tamil / English, Mathematics and two other subjects in one sitting.
- \* Should have successfully followed and obtained a certificate leading to a relevant technical course falling within the NVQ Level 5 involving the area of work related to each post, as recognized by the Tertiary and Vocational Education Commission. (Specify the relevant course or the area concerned according to each post.)

### **14.3 Age**

- \* Not less than 18 years and not more than 35 years.

### **14.4 Method of calling Applications.**

- \* Applications will be invited through notification in the Government Gazette or by public and website notices.

### **14.5 Method of Recruitment**

- \* Recruitment will be made on the results of an examination as applicable to each post. (The examination relating to each post should be specifically stated. The schemes of Recruitment / Service Minute concerned should specifically spell out whether it is one of the alternatives from among a competitive examination and practical test/structured interview or a combination thereof.)

## 14.6 Efficiency Bars Examinations

- \* It should specifically be stated whether it is a written test or structured interview as applicable to the post.
- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test if applicable before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## 14.7 Promotions to Grades

- \* Following grade promotions scheme based on the performance will entail.

### 14.7.1 Promotion from Grade III to Grade II of the Category of Service based on the Average Performance.

#### **Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
  - I. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
  - II. Should have completed a five (05) years of satisfactory service in Grade III as at the date of promotion.
- III. Should have gained the prescribed level of proficiency in the other official language.
- IV. Should have passed the respective efficiency bar examination on the due date.

- \* **Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

#### **14.7.2 Promotion from Grade III to Grade II of the Category of Service based on the Exceptional Performance.**

##### **Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (6) years of active and satisfactory service in Grade III of the category of service and earned (06) salary increments.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed a five (05) years of satisfactory service in Grade III as at the date of promotion.
- V. Should have gained prescribed level of proficiency in the other official language during the respective period.
- VI. Should have passed the respective efficiency bar examination on the due date.

##### **\* Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

##### **Note:**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

**14.7.3 Promotion from Grade II to Grade I of the Category of Service based on the Average Performance.**

**Requirements to be fulfilled:-**

- I. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- II. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- III. Should have completed a five (05) years of satisfactory service immediately before the date of promotion.
- IV. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date they fulfill their required qualifications.

**14.7.4 Promotion from Grade II to Grade I of the Category of Service based on the Exceptional Performance.**

**Requirements to be fulfilled:-**

- I. Should have completed a nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments on the due date.
- II. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- III. Should have completed a five (05) years of satisfactory service immediately before the date of promotion
- IV. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete eight (08) years following their promotion to Grade II.

## **14.8 Assignment of functions**

Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. ( Enter under 3.4 of the format.)

### **\* Remarks**

01. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
  
02. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **15 Special Instructions to be followed when completing the Scheme of Recruitment for the Management Assistants- Technical Segment II Category of Service (MT-02-2006-A)**

### **15.1 General definition on the role assigned to those holding posts in the Management Assistants- Technical – Segment II Category of Service.**

- \* This category of service is assigned with the duties of specialized technical nature that should be acquired by the successful completion of a relevant technical course of a duration between 13 to 24 months falling under NVQ Level 6 as determined by the Tertiary and Vocational Education Commission in order that such duties requiring technical knowhow are among those assisting and / or facilitating the functions of those engaged in the executive , managerial and administrative levels in the institutions. Officers falling within this Category of Service will be required to carry out the duties that are made specific by the Appointing Authority out of the duties of such category.

### **15.2 Educational and Vocational qualifications**

- \* Should have passed the G.C.E. (O/L) Examination in six (06) subjects with credit passes for Sinhala / Tamil / English, Mathematics and two other subjects in one sitting.
- \* Should have passed all the subjects at the G.C.E. (A/L) Examination (except General Test) in the Science Stream and reached the practicable level required to follow a tertiary education course. (Pass in 03 subjects under old syllabus in one sitting would suffice.)
- \* Should have successfully followed and obtained a certificate leading to a relevant technical course falling within the NVQ Level 6 involving the area of work related to each post, as recognized by the Tertiary and Vocational Education Commission. (Specify the relevant course or the area concerned according to each post.)
- \* The course or the area concerned according to each of such posts should be stated clearly.

### **15.3 Age**

- \* Not less than 18 years and not more than 35 years.  
(The maximum age limit will not be applicable to those holding permanent posts in the public service.)

### **15.4 Method of calling applications.**

- \* Applications will be invited through notification in the Government Gazette or by the public or website notices.

## **15.5 Method of recruitment**

- \* Recruitment will be made on the results of an examination as applicable to each post. (The examination relating to each post should be specifically stated. The Schemes of Recruitment / Service Minute concerned should specifically spell out whether it is one of the alternatives from among a competitive examination and practical test/structured interview or a combination thereof.)

## **15.6 Efficiency Bar Examinations**

- \* Should be a written test or structured interview as decided by the Appointing Authority.
- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test if applicable before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## **15.7 Grade Promotions**

- \* Following grade promotions scheme based on the performance will entail.

### **15.7.1 Promotion from Grade III to Grade II of the Category of Service based on the Average Performance.**

#### **Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed a five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

\* **Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

**15.7.2 Promotion from Grade III to Grade II of the Category of Service based on the Exceptional Performance.**

**Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (6) years of active and satisfactory service in Grade III of the category of service and earned (06) salary increments.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed a five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have passed the respective efficiency bar examinations on the due date.
- VI. Should have gained prescribed level of proficiency in the other official language during the respective period.

\* **Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

**Note:**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

**15.7.3 Promotion from Grade II to Grade I of the Category of Service based on the Average Performance.**

**Requirements to be fulfilled:-**

- I. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- II. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- III. Should have completed a five (05) years of satisfactory service immediately before the date of promotion.
- IV. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date they fulfill their required qualifications.

**15.7.4 Promotion from Grade II to Grade I of the Category of Service based on the Exceptional Performance.**

**Requirements to be fulfilled:-**

- I. Should have completed a nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments on the due date.
- II. Should have shown an exceptional performance during the entire period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- III. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- IV. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete eight (08) years following their promotion to Grade II.

**15.8 Assignment of functions**

Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. (Enter under 3.4 of the format.)

**\* Remarks**

01. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
02. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **16 Special Instructions to be followed when completing the Scheme of Recruitment for the Management Assistants – Technical – Segment I Category of Service (MT-03-2006-A)**

### **16.1 General definition on the role assigned to those holding the posts in the Management Assistants – Technical – Segment I Category of Service**

- \* This category of Service is assigned with the duties of specialized technical nature that should be acquired by the successful completion of relevant technical course of a duration exceeding 24 months falling under NVQ Level 6 as determined by the Tertiary and Vocational Education Commission in order that such duties requiring technical knowhow are among those assisting and / or facilitating the functions of those engaged in the executive, managerial and administrative levels in the institutions. Officers falling within this Category of Service will be required to carry out the duties that are made specific by the Appointing Authority out of the duties of such category.

### **16.2 Educational and Vocational Qualifications**

- \* Should have passed the G.C.E. (O/L) Examination in six (06) subjects with credit passes for Sinhala / Tamil / English, Mathematics and two other subjects in one sitting.
- \* Should have passed all the subjects at the G.C.E. (A/L) Examination (except General Test) in the Science Stream and reached the practicable level required to follow a tertiary education course. (Pass in 03 subjects under old syllabus in one sitting would suffice.)
- \* Should have successfully followed and obtained a certificate leading to a relevant course of a duration exceeding 24 months and falling within the position not below NVQ Level 5 involving the area of work related to each post, as recognized by the Tertiary and Vocational Education Commission.
- \* Expected proficiency should be clearly indicated.

### **16.3 Age**

- \* Should not be less than 18 years and not more than 30 years.  
(The maximum age limit will not be applicable to those holding permanent posts in the public service.)

### **16.4 Method of calling applications**

- \* Application will be invited through notification in the Government Gazette or by public and website notices.

## **16.5 Method of recruitment**

- \* Recruitment will be made on the results of an examination as applicable to each post. (The examination relating to each post should be specifically stated. The Schemes of Recruitment / Service Minute concerned should specifically spell out whether it is one of the alternatives from among a competitive examination and practical test/structured interview or a combination thereof.)

## **16.6 Efficiency Bar Examinations**

- \* Should be a written test or structured interview as decided by the Appointing Authority.
- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test if applicable before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

## **16.7 Grade Promotions**

- \* Following grade promotions scheme based on the performance will entail.

### **16.7.1 Promotion from Grade III to Grade II of the Category of Service based on the Average Performance.**

#### **Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed a five (05) years of satisfactory service immediately prior to the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

\* **Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

**16.7.2 Promotion from Grade III to Grade II of the Category of Service based on the Exceptional Performance.**

**Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (06) years of active and satisfactory service in Grade III of the category of service and earned (06) salary increments.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- V. Should have passed the respective efficiency bar examinations on the due date.
- VI. Should have gained prescribed level of proficiency in the other official language during the respective period.

\* **Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

**Note:**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.

- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

### **16.7.3 Promotion from Grade II to Grade I of the Category of Service based on the Average Performance.**

#### **Requirements to be fulfilled:-**

- I. Should have completed at least ten (10) years of active and satisfactory service in Grade II of the category of service and earned ten (10) salary increments.
- II. Should have shown a satisfactory or higher level of performance during a period of ten (10) years prior to the date of promotion as per the approved procedure of performance appraisal.
- III. Should have completed a five (05) years of satisfactory service immediately prior to the date of promotion.
- IV. Should have passed the respective efficiency bar examination on the due date.

#### **\* Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date they fulfill their required qualifications.

### **16.7.4 Promotion from Grade II to Grade I of the Category of Service based on the Exceptional Performance.**

#### **Requirements to be fulfilled:-**

- I. Should have completed a nine (09) years of active and satisfactory service in Grade II of the category of service and earned nine (09) salary increments on the due date.
- II. Should have shown an exceptional performance during the entire period of nine (09) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- III. Should have completed five (05) years of satisfactory service immediately prior to the date of promotion.
- IV. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

A structured interview will be held by the Appointing Authority for officers who fulfill necessary requirements and those who obtain 50% of marks or above from such structured interview will be promoted to Grade I by the Appointing Authority effective from the date on which they complete eight (08) years following their promotion to Grade II.

**16.8 Assignment of functions**

Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. (Enter under 3.4 of the format.)

**\* Remarks**

01. Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.
02. When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

## **17 Special Instructions to be followed when completing the Scheme of Recruitment for the Executives Category of Service. (SL-01-2006-A)**

### **17.1 General definition on the role assigned to those holding posts in the Executives Category of Service.**

This Category of Service is assigned with the post specific duties of general nature including policy formulation, giving directions / making orders, management and related decisions making as well as the tasks that can be reckoned as part of the functions falling within the overall scope of activity entrusted to the highest executive officer of the institution.

### **17.2 Educational and other qualifications.**

#### **17.2.1 For external (open) candidates -**

- \* Should hold a degree obtained from a university recognized by the University Grants Commission or possess a qualification recognized by the Public Service Commission as being equivalent to the degree. (Specify the area concerned.) Where the existing Service Minutes and Schemes of Recruitment spell out the eligibility as degree the clause denoting the possession of equivalent qualifications should not be incorporated therein anew.

- \* **Note :**

Educational Qualifications, in the recruitment to the post of Legal officer should spell out the eligibility as Degree in Law recognized by the University Grants Commission / Sworn Attorney at Law of the Supreme Court and the experience required as active professional experience not less than three (03) years upon swearing in as the Attorney at law of the Supreme Court.

#### **17.2.2 For Internal (limited) candidates (where applicable) -**

- \* Non graduates in the defined qualifiable services should complete ten (10) years of permanent and active service whereas graduates in such services should complete five years (05) of permanent and active service. (Specify the defined qualifiable services concerned.)
- \* Should possess a satisfactory service for a period of five (05) years immediately prior to the date on which the notice calling for respective applications is fixed.

### **17.2.3 For internal (merit) candidates (where applicable) -**

#### **Note**

- \* Recruitment under limited and merit streams should be incorporated into the schemes of recruitment only where the existing schemes of recruitment have provided for recruitment under such streams.

### **17.3 Age**

- \* Should not be less than 21 years and not more than 35 years.

(The maximum age limit will not be applicable to limited and merit recruitments.)

### **17.4 Method of calling applications.**

- \* Applications will be invited through notification in the Government Gazette or by public and website notices.

## **17.5 Method of Recruitment.**

### **17.5.1 Recruitment on an Open Competitive Examination.**

- The open competitive examination will be held by the Commissioner General of Examinations or any other authority as decided by the Appointing Authority. One must sit for all the question papers at the written test and obtain minimum of 40% marks for each of such question papers. (Calling for the interview will depend on the prevailing number of vacancies and recruitment will be made on the order of merit.)
- For candidates recruited through the open competitive examination, an interview will be held only for the purpose of verifying their qualifications. No marks will be awarded at the interview.
- A structured interview will be held by a panel of interview approved by the Appointing Authority whereupon a decision has been made to conduct one such. Aggregate marks will vary according to respective services and posts.

### **17.5.2 Recruitment on a limited Competitive Examination.**

- The limited competitive examination will be held by the Commissioner General of Examinations or any other authority as decided by the Appointing Authority. One must sit for all the question papers at the written test and obtain minimum of 40% marks for each of such question papers. (Calling for the interview will depend on the prevailing number of vacancies and recruitment will be made on the order of merit.)

- Where the schemes of recruitment or service minutes do not spell out the holding of a competitive examination, the schemes approved by the Appointing Authority for making recruitment on the limited or merit basis should be stated.
- In the event of recruitment on the results of the open competitive examination, an interview will be held only for the purpose of verifying qualifications and no marks therefor will be awarded.

### **17.5.3 Recruitment on merit**

- Selection will be made on the results of a written examination and / or a structured interview conducted by the Commissioner General of Examinations or a Competent Authority as decided by the Appointing Authority.

### **17.6 Efficiency Bars**

- \* Should be a written test or structured interview as decided by the Appointing Authority.
- \* Nature of the examination should be specified as applicable to the post.
- \* Should have passed the First Efficiency Bar Examination and the computer test if applicable before the expiry of three (03) years from the appointment to Grade III.
- \* Should have passed the Second Efficiency Bar Examination before the expiry of three (03) years from the promotion to Grade II.
- \* Should have passed the Third Efficiency Bar Examination before the expiry of five (05) years from the promotion to Grade I.
- \* The syllabuses already set out in the respective service minutes could be made use of for the relevant syllabuses meant for the general question paper of the E.B.Examination. In addition, the syllabuses should be prepared so as to encompass the specific needs of each service / post.
- \* These examinations will be conducted twice a year.
- \* Above Efficiency Bar Examinations should be conducted by the Appointing Authority or the authorities on whom the powers have been delegated by him in accordance with the guidelines laid down by the Appointing Authority.

### **17.7 Grade Promotions**

- \* Following grade promotions scheme based on the performance will entail.

**17.7.1 Promotion from Grade III to Grade II of the Category of Service based on the Average Performance.**

**Requirements to be fulfilled-**

- I. Should have been confirmed in the appointment.
- II. Should have completed at least ten (10) years of active and satisfactory service in Grade III of the category of service and earned ten (10) salary increments.
- III. Should have shown a satisfactory or higher level of performance during a period of ten (10) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed a five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained the prescribed level of proficiency in the other official language.
- VI. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

When a request has been made in the prescribed form to the Appointing Authority by the officers who meet with necessary qualifications, the Appointing Authority will grant such officers the promotion to Grade II with effect from the date they become eligible for such promotion, subsequent to the scrutiny of their qualifications.

**17.7.2 Promotion from Grade III to Grade II of the Category of Service based on the Exceptional Performance.**

**Requirements to be fulfilled:-**

- I. Should have been confirmed in the appointment.
- II. Should have completed six (6) years of active and satisfactory service in Grade III of the category of service and earned (06) salary increments.
- III. Should have shown an exceptional performance during the entire period of six (06) years immediately prior to the date of promotion as per the approved procedure of performance appraisal.
- IV. Should have completed five (05) years of satisfactory service immediately before the date of promotion.
- V. Should have gained prescribed level of proficiency in the other official language during the respective period.

- VI. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

Officers who meet with the above qualifications can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. The Appointing Authority, where a request as per the prescribed form is made to him by those who are successful in the aptitude test, will proceed to scrutinize the qualifications concerned. The officers having already fulfilled other relevant requirements will be promoted to Grade II by the Appointing Authority effective from the date on which they complete six (06) years from their dates of appointment.

**Note:**

- \* To be successful in the examination conducted for the purpose of granting promotions under exceptional performance minimum of 60% marks should be obtained. Furthermore, the examination for granting promotions under exceptional performance will be conducted once a year and an officer is allowed to sit for this examination only once.
- \* In instances where an officer is unable to sit for the examination conducted for the purpose of granting promotions under exceptional performance on the due date owing to reasons beyond his control, such officer can sit for a subsequent aptitude test. The date on which such test was passed will be reckoned as the date of promotion of such an officer under exceptional performance.

**17.7.3 Promotion to Grade I from Grade II of Category of Service .**

**Requirements to be fulfilled -**

- I. Should have obtained a post graduate degree in the relevant area of study. (Specify the area concerned.)
- II. Should have completed an active and satisfactory service of seven (07) years in Grade II of the Category of Service and earned the prescribed seven (07) increments.
- III. Should have completed a five (05) years of satisfactory service immediately prior to the date of promotion.
- IV. Should have passed the respective efficiency bar examination on the due date.

**\* Method of promotion**

The Appointing Authority, when a request as per the prescribed format is made to him by the officers who meet with required qualifications, will subsequent to the scrutiny of such qualifications, appoint such officers to Grade I effective from the date they fulfill their required qualifications.

**17.8 Assignment of functions**

Functions will not be assigned on grade basis and the Head of Department may assign any of the functions attached to this category of service to any officer in any grade on the exigencies of the service based on the seniority and skill. (Enter under 3.4 of the format.)

**\* Remarks**

**01.** Until such time the government introduces and implements an appraisal system for exceptional performance, persons who have shown a satisfactory or higher level of performance in the existing system of annual performance appraisal will be afforded an opportunity to sit for the written aptitude test / structured interview for promotions under exceptional performance.

**02.** When promotions are made under average performance, the date of promotion of the officers who do not pass over the efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

**18 Special Instructions to be followed when completing the Scheme of Recruitment for the Senior Executives Category of Service. (SL-3-2006-A)**

**18.1 General definition on the role assigned to those holding posts in the Senior Executives Category of Service.**

- \* This category of Service is designated with discretionary power and assigned with the direct portfolio inclusive of policy formulation, direction and decision making.

**18.2 Educational and other qualifications for appointment to the Category of Service / Post.**

- I. Should possess a post graduate degree in the relevant area of study.
- II. Should have completed five (05) years of active and satisfactory period of service in the executive officers category as at the qualifying date for promotion.
- III. Should have completed an active and satisfactory period of service not less than 18 years in the executive grade of the eligible Category of Service / Post as at the qualifying date for promotion.
- IV. The annual performance during the period of five (05) years immediately preceding the qualifying date for promotion should be at a satisfactory or higher level.
- V. Should possess a satisfactory period of service in Grade I and should not have been subject to any disciplinary punishment as at the qualifying date for promotion.

**18.3 Method of appointment.**

- I. Appointment to the to the respective Grade / Post will be made following the results of an interview conducted by a Board of interview in accordance with the marking scheme approved by the Public Service Commission.
- II. Seniority and merit will not be taken into consideration at the interview.
- III. Officers who have obtained the highest marks as per existing vacancies will be appointed to the respective category of service / post by the Appointing Authority.

**Scheme of Recruitment**

for

**Supra Class of the Management Assistants**

of

.....

*(Insert relevant entries related to institutions wherein asterisks (\*) appear.)*

**01. Related Institutions**

- 1.1 Department Ref No. : ..... Date: .....
- 1.2 Ministry Ref No. : ..... Date: .....
- 1.3 Approval by the Director  
General of the Management Services: Ref No. : ..... Date: .....
- 1.4 Recommendation of the Director  
General of Establishments: Ref No. : ..... Date: .....
- 1.5 Recommendation of the National  
Salaries and Cadres Commission: Ref. No. : ..... Date: .....
- 1.6 Approval by the Public Service  
Commission Ref No. : ..... Date: .....

**02. Appointing Authority : Public Service Commission**

**03. Particulars on the Category of Service**

- 3.1 Category of Service: Supra Class of Management Assistants
- 3.2 Grades : Special Grade
- 3.3 General definition on the role assigned:

This Category of Service into which the recruitments are made by way of an internal recruiting process within the limits of its approved cadre is specifically assigned with duties involving administration/personnel management of the Senior Executives and Executives in a manner that supplements/complements/assists the functions of such officers.

- 3.4 Assignment of duties: .....

**04. Nature of the post/posts:** Permanent and Pensionable

**05. Salaries**

5.1 Salary Code : MN 7-2006 (A)

5.2 Salary Scale : 20,030 – 11 x 365 - 18 x 500 - 33,045/-

5.3 Initial Salary Step relating to Grade System:

Grade	Initial Salary Step	Initial Salary Point (Rs.)
Special	*01	* 20,030/-

**06. Post/Posts falling under the Category of Service**

6.1 Approved titles of posts, approved cadre and duties assigned :

Approved title of posts	Approved cadre	Duties
*	*	*Other duties assigned to the post by Head of Department

6.2 Consolidated Number of Posts : \*

**07. Method of Recruitment:** Recruitment will be made on the results of a structured interview.

7.1 Percentages recruited :

Stream	* Percentage
Open	Not applicable
Limited	*
Merit	*

7.2 **Open Recruitment:** Not applicable

7.3 **Limited Recruitment:**

7.3.1 Grade at recruitment : Special Grade

7.3.2 Qualifications :

7.3.2.1 Educational Qualifications : (\* Enter as applicable.)

7.3.2.2 Professional Qualifications : (\* Enter as applicable.)

7.3.2.3 Experience : (\* Enter as applicable.)

7.3.2.4 Physical Fitness : Every candidate should be physically and mentally sound so as to serve in any part of the island and discharge duties in the post.

7.3.2.5 Other : Should have completed all the required qualifications in every respect as at the date referred to in the Notice/Gazette calling for applications for recruitment to the post.

7.3.3. Age

7.3.3.1 Minimum Limit : Not applicable.

7.3.3.2 Maximum Limit : (\*Enter as applicable.)

7.3.4 Method of Recruitment : \* Recruitment will be made on the results of a limited competitive examination/structured interview.

7.3.4.1 Written Examination : (\*Enter as applicable.)

Subjects	Maximum Marks	Passable Marks

7.3.4.1.1 Conducting Authority : (\*Enter as applicable.)

7.3.4.2 Trade Test : \*Not applicable.

Subject	Maximum Marks	Passable Marks

7.3.4.2.1 Conducting Authority : (\*Enter as applicable.)

Objectives to be achieved : (\*Enter as applicable.)

7.3.4.3.1 General Interview:

(\*Qualifications too will be scrutinized at the structured interview itself.)

7.3.4.4 Structured Interview:

(\*Enter as applicable.)

Main Headings for which marks are awarded	Maximum Marks	Minimum Marks reckoned for selection

7.3.4.4.1 Authority appointing the Board of Structured Interview :

(\*Enter as applicable.)

7.3.5 Method of inviting Applications : \*Applications will be invited by notification in the Government Gazette or public notice or internal and website notices.

**08. Efficiency Bar Examinations** : Not applicable.

**09. Language Proficiency** : Not applicable.

**10. Grade Promotions** : Not applicable.

**11. Appointment to posts** : Not applicable.

**12. Conditions extraneous to general conditions set out in the Procedural Rules of the Public Service Commission** : Not applicable.

**13. Definitions extraneous to the ones set out in the Procedural Rules of the Public Service Commission :**

“Active Period of Service” means the period of service an officer was actually in service receiving the salaries related to his post. All periods of no pay leave other than the maternity leave approved by the government are not reckoned for the purpose of active period of service.

14. Absorption into Grade System : \* Not applicable.
15. Every appointment encompasses the conditions set out in the Procedural Rules of the Public Service Commission published in the Extraordinary Gazette No.1589/30 of 20.02.2009 and the provisions of the Establishments Code.
16. Any matter not provided for in this scheme of recruitment will be decided upon by the Public Service Commission.

Prepared by: Signature: .....

Checked by: .....  
(Staff officer in charge of the Subject)

Recommended and forwarded.

Signature : .....  
(Head of Department)

Name : .....

Designation : .....

Date : .....

Official Stamp : .....

Ref. No.: .....

I recommend the approval of this Scheme of Recruitment proposed for the Supra Class of the Management Assistants of .....

Signature: .....

Name : .....

Secretary Ministry of .....

Date : .....

Official Stamp .....

Ref. No. : .....

This Scheme of Recruitment proposed for the Supra Class of the Management Assistants of ..... was approved by the Public Service Commission.

Signature : .....

Name : .....

Secretary  
Public Service Commission

Date : .....

Official Stamp : .....

**(The Format referred to in the Guidelines. )**

(The “Standard Format” referred to in Section 35 of Volume I of the Procedural Rules of the Public Service Commission)

**The Scheme of Recruitment**

**of the**

.....

**for the**

.....

**01. Related institutions**

- 1.1 Department Ref. No..... Date.....
- 1.2 Ministry Ref. No..... Date.....
- 1.3 Approval by the Director
  - General of the Management Services: Ref No. : ..... Date: .....
- 1.4 Recommendation of the Director .
  - General of Establishments: Ref No. : ..... Date: .....
- 1.5 Recommendation of the National Salaries and Cadres Commission: Ref. No. : ..... Date: .....
- 1.6 Approval by the Public Service Commission Ref No. : ..... Date: .....

**02. Appointing Authority: .....**

**03. Particulars on the Category of Service**

- 3.1 Category of Service: .....
- 3.2 Grades : .....
- 3.3 General definition on the role assigned: .....
- 3.4 Assignment of Duties : .....

**04. Nature of the Post/Posts: .....**

## 05. Salary

5.1 Salary Code: .....

5.2 Salary Scale:.....

5.3 Initial Salary Step pertaining to grade system:

Grade	Initial Salary Step	Initial Salary Point (Rs.)

## 06. Post/Posts associated with the category of service

6.1 Approved titles of posts, approved cadre and the duties assigned :

Approved titles of posts	Grade for which the post is approved	Approved Cadre	Duties

6.2 Consolidated number of officers : .....

## 07. Method of Recruitment

7.1 Percentages of Recruitment :

Stream	Percentage
Open	
Limited	
Merit	

7.2 Open Recruitment.

7.2.1 Grade at Recruitment : .....

7.2.2 Qualifications :

7.2.2.1 Educational Qualifications .....

7.2.2.2 Vocational/Professional Qualifications :.....

7.2.2.3 Experience:.....

7.2.2.4 Physical fitness: .....

7.2.2.5 Other: .....

*Note:*

*Under special circumstances (e.g: Recruitment to the post of Legal Officer) this format may vary as decided by the Public Service Commission.*

*7.2.2.1 Educational / Vocational Qualifications:.....*

*7.2.2.2 Experience: .....*

*7.2.2.3 Physical fitness: .....*

*7.2.2.4 Other : .....*

7.2.3 Age :

7.2.3.1 Minimum limit :.....

7.2.3.2 Maximum limit :.....

7.2.4 Method of Recruitment : .....

7.2.4.1 Written Examination

Subjects	Maximum marks	Passable Marks

7.2.4.1.1 Authority conducting the examination :.....

7.2.4.2 Trade Test

Subjects	Maximum marks	Passable Marks

7.2.4.2.1 Conducting Authority : .....

7.2.4.3 General Interview

Objectives to be achieved:

7.2.4.3.1 Authority appointing the Board of General Interview :.....

7.2.4.4 Structured Interview

Main Headings for which marks are awarded	Maximum Marks	Minimum Marks reckoned for selection

7.2.4.4.1 Authority appointing Board of Structured Interview : .....

7.2.5 Method of inviting applications : .....

### 7.3 Limited Recruitment

7.3.1 Grade at Recruitment: .....

7.3.2 Qualifications :

7.3.2.1 Educational Qualifications : .....

7.3.2.2 Vocational/Professional Qualifications: .....

7.3.2.3 Experience :.....

7.3.2.4 Physical Fitness :.....

7.3.2.5 Other :.....

7.3.3. Age

7.3.3.1 Minimum limit :.....

7.3.3.2 Maximum limit :.....

7.3.4 Method of Recruitment :

7.3.4.1 Written Examination

Subjects	Maximum Marks	Passable Marks

7.3.4.1.1 Authority conducting the examination : .....

7.3.4.2 Trade Test

Subjects	Maximum Marks	Passable Marks

7.3.4.2.1 Conducting Authority:.....

7.3.4.3 General Interview

Objectives to be achieved:

7.3.4.3.1 Authority appointing the Board of General Interview: .....

7.3.4.4 Structured Interview

Main Headings for which marks are awarded	Maximum Marks	Minimum Marks reckoned for selection

7.3.4.4.1 Authority appointing the Board of Structured Interview:.....

7.3.5 Method of inviting applications : .....

7.4 Recruitment on Merit

7.4.1 Grade at Recruitment : .....

7.4.2 Qualifications :

7.4.2.1 Educational Qualification.....

7.4.2.2 Vocational/Professional Qualifications:.....

7.4.2.3 Physical Fitness :.....

7.4.2.4 Experience :.....

7.4.2.5 Other :.....

7.4.3. Age

7.4.3.1 Minimum limit :.....

7.4.3.2 Maximum limit :.....

7.4.4 Method of Recruitment :

7.4.4.1 Written Examination

Subjects	Maximum Marks	Passable Marks

7.4.4.1.1 Conducting Authority: .....

7.4.4.2 Trade Test

Subjects	Maximum Marks	Passable Marks

7.4.4.2.1 Conducting Authority: .....

7.4.4.3 General Interview

Objectives to be achieved:

7.4.4.3.1 Authority appointing the Board of General Interview :.....

7.4.4.4 Structured Interview

Main Headings for which marks are awarded	Maximum Marks	Minimum Marks reckoned for selection

7.4.4.4.1 Authority appointing the Board of Structured Interview:.....

7.4.5 Method of inviting applications : .....

(If particulars pertaining to written examinations / Vocational Tests / Structured Interviews cannot be accommodated in the respective spaces provided, append the annexes thereof.)

## 08. Efficiency Bar Examinations:

8.1

Which of the Efficiency Bars	Before how many years the Efficiency Bar to be passed	Nature of the Efficiency Bars Written Examination/Trade Test/Certificate Course/ Other
1 <sup>st</sup> Efficiency Bar		
2 <sup>nd</sup> Efficiency Bar		
3 <sup>rd</sup> Efficiency Bar		

8.2 Frequency at which the E.B. Examinations occur: : .....

8.3 Who are the authorities conducting E.B. Examinations :

1<sup>st</sup> Efficiency Bar .....

2<sup>nd</sup> Efficiency Bar .....

3<sup>rd</sup> Efficiency Bar .....

## 09. Language Proficiency

9.1

Language	Proficiency to be acquired
01. Official Language	
02. Other Official Language	
03. Link Language (Only if applicable.)	

## 10. Promotion to Grades

10.1 Promotion from Grade III to Grade II

10.1.1 As per General Performance

10.1.1.1 Qualifications to be fulfilled: .....

10.1.1.2 Method of Promotion : .....

10.1.2 As per Exceptional Performance:

10.1.2.1 Qualifications to be fulfilled: .....

10.1.2.2 Method of Promotion : .....

**10.2 Promotion from Grade II to Grade I**

10.2.1 As per General Performance

10.2.1.1 Qualifications to be fulfilled: .....

10.2.1.2 Method of Promotion : .....

10.2.2 As per Exceptional Performance:

10.2.2.1 Qualifications to be fulfilled: .....

10.2.2.2 Method of Promotion : .....

**10.3 Promotion from Grade I to Special Grade**

10.3.1 As per General Performance

10.3.1.1 Qualifications to be fulfilled: .....

10.3.1.2 Method of Promotion : .....

**11. Appointments to Posts**

11.1 Qualifications

Post	Qualifications	Method of Selection

(Use an annexure if necessary)

**12.** Conditions extraneous to general conditions set out in the Procedural Rules of the Public Service Commission: .....

**13.** Definitions extraneous to the ones prescribed in the Procedural Rules of the Public Service Commission: .....

**14.** Absorption into grade system (Applicable only for those in service as at the effective date of the SOR. Append an annexure if necessary. State 'Not applicable' where the absorption is inapplicable.)

.....

Prepared by: Signature : .....

Checked by: .....  
(Staff Officer in charge of the Subject)

Recommended and forwarded.

Signature:.....  
(Head of Department)

Name :.....

Designation:.....

Date : .....

Official Stamp:.....

Reference No: .....

I recommend that this proposed Scheme of Recruitment for the post of ..... in the ..... be approved.

Signature:.....

Name :.....

Secretary Ministry of .....

Date : .....

Official Stamp:.....

Reference No : .....

Public Service Commission has approved this Scheme of Recruitment for the post of ..... in the .....

Signature: .....

Name : .....

Secretary  
Public Service Commission

Date: .....

Official Stamp: .....

**Particulars on Examinations/Trade Tests**

01. Title of the Examination/ Trade Test: .....

02. Particulars on Examination/Trade Test :

Question paper/Subject area	Duration	Aggregate Marks	Passable Marks

03. Authority conducting the examination:

.....

04. Frequency at which the examinations are conducted:

.....

05. Syllabus for the examination:

Title of the Question Paper	Syllabus

Signature: .....

(Head of Department)

Name: .....

Designation: .....

Date: .....

**Format on Structured Interviews**

01. Title of the interview:.....

02. Areas for which marks are awarded and the marks so awarded:

Main areas for which marks are awarded	Maximum Marks	Minimum marks reckoned for selection

03. Authority conducting the interview : .....

04. Frequency at which the Structured E.B. Examinations occur:.....

Prepared by : Signature : .....      Checked by : Signature.....  
 (Junior Staff Officer in charge of the Subject)      (Senior Staff Officer in charge of the Subject)  
 Name .....      Name .....  
 Designation .....      Designation .....  
 Date .....      Date .....

Signature : .....  
 (Head of Department)

Name .....

Designation .....

Date .....

Note: If the promotions from Grade II to Grade I are granted under exceptional performance in accordance with the S.O.R., main areas for which marks are awarded and the marks so awarded in such instances should be indicated here.

Main areas for which marks are awarded	Maximum Marks	Minimum marks reckoned for selection
1. Special contribution made to the institution in the performance of duties (05 marks each for a contribution)	50	50%
2. Evaluation of Performance (For the 05 years immediately prior to the date of promotion) Very good - 09 Marks Good - 06 Marks Satisfactory - 03 Marks	45	
3. Skill shown at the Interview	<u>05</u> 100	

**Schedule to be submitted for the amended SOR in the event of amendments  
subsequent to the SOR prepared in terms of P.A. Circular 06/2006**

<b>Existing parts to be amended</b>	<b>Proposed Amendments</b>	<b>Reason for the Amendment</b>

- \* Proposed amendments should be incorporated in the draft of the amended Scheme of Recruitment and such amendments should be shown underlined in red.

## Application for Grade Promotions.

### 1. Particulars of the officer

- 1.1 Full name of the applicant : .....
- 1.2 Identity Card Number : .....
- 1.3 Duty Station and the Address : .....
- 1.4 Service to which the applicant belongs and the Post : .....
- 1.5 Category of Service to which the applicant belongs and the Grade : .....

### 2. Particulars relating to appointment.

- 2.1 Date of appointment : .....
- 2.2 Date of confirmation in appointment : .....
- 2.3 Efficiency Bar Examination passed and the date on which it was passed. :

Efficiency Bar Examination passed	Date passable	Date of passing

- 2.4 Level of Language proficiency and the date of gaining such proficiency :

Language proficiency level gained	Date passable	Date of passing

### 3. Particulars relating to promotion

- 3.1 Grade due for promotion : II / I / Special
- 3.2 Stream due for promotion : General / Exceptional

- 3.3.1 Whether the required active period of service has been completed?  
Yes / No
- 3.3.2 Date completing the active period of service : .....
- 3.3.3 Whether the officer has shown a satisfactory or higher level of performance during the defined period of active service? Yes / No
- 3.3.4 Whether all increments due have been earned? Yes / No  
Whether the officer has completed a satisfactory period of service during the period of five year immediately preceding the promotion? Yes/ No
- 3.3.5 Whether the officer has been subject to disciplinary punishment? Yes / No
- 3.3.6 Date of passing the written examination under exceptional performance: .....
- 3.4.7 Marks secured at the examination: .....
- 3.4.8 Number of sittings at the written examination for exceptional performance: ..
- 3.4.9 If the officer could not pass the aptitude test for exceptional performance on the due date give reasons: .....

**4 Declaration of the applicant**

I hereby certify that all the particulars given above are true and correct and that no disciplinary inquiry is pending against me and that I have fulfilled prescribed qualifications required for promotion to Grade II/I/ Special grade under General/Exceptional Performance from .....

Date: .....

.....

Signature of Officer

**5 Recommendation of the Head of Department**

I am satisfied that all the above particulars are true and accurate and that the above named officer Mr/Ms/Mrs. .... has fulfilled all the requirements for Promotion under General/ Exceptional Performance to Grade ..... of the ..... Category of Service. Accordingly the promotion of the aforesaid officer to Grade ..... is recommended and forwarded approval.

Name : .....  
Signature : .....  
Date : .....  
Official Stamp: .....

**6 Recommendation of the Secretary of the Ministry.**

I wish to inform that the above particulars furnished by the Head of Department are correct/not correct and that I accordingly agree / do not agree with the recommendations above.

Name : .....  
Signature : .....  
Date : .....  
Official Stamp: .....

**7 Secretary of the Public Service Commission/ Appointing Authority.**

I recommend that all the above particulars are true and accurate and the promotion of Mr/Mrs./Miss..... under General Performance/Exceptional Performance to Grade ..... of the Category of Service from ..... is accordingly recommended and forwarded for approval.

Name : .....  
Signature : .....  
Date : .....  
Official Stamp: .....

(Administrative Authority)