OCEAN UNIVERSITY OF SRI LANKA

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF "MANAGER"

File No: . OCU/1/1/HR/SOR..... Date: .....

MSD File No: DMS/CAD/OCEAN/SOR Date: 05/10/2025

1. **Employee Category:**

   Middle Manager

2. (a) **Broad definition of the nature of functions assigned to the employees of the category:**

   Functions, by their general nature, fall within the processes of Policy Making, Direction, Managing and Decision Making that can be considered as components of the role assigned to the Vice Chancellor of the Ocean University of Sri Lanka, post specifically delegated in a manner supplementary to/facilitating the discharging of duties by the Vice-Chancellor.

   (b) **Posts falling within this service category:**

   Assistant/Deputy Director – Vocational Technology Division

   (c) **Job Description:**

- Responsible for carrying out training, student assessment, and administrative activities of the Regional Centre.
- Assure continuous operation of the training activities of the Regional Center with the utilization of optimum capacity.
- Make recommendations on long-term changes, additions, and deletions in the Vocational Education Programs to meet changing job trends and needs.
- Establish, define, and implement a Vocational Education Program that will meet the needs of the community and be compatible with national labour trends.
- Directly responsible for the administration and supervision of the Regional Centre, and shall also work with the teaching and support staff towards meeting the overall training objectives.
- Plan, manage, and ensure implementation of the vocational training to achieve the targets in the annual training plan.
- Prepare a yearly training plan of operation and budget for the Regional Centre/Centres and ensure timely and proper execution and monitoring of the budget spending.
- Steer further development/revision of vocational training courses, including the development of curricula and training material.

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- Contribute regularly and timely manner to the preparation of documentation, such as progress reports, project technical reports, etc.
- Facilitate and maintain creative and positive learning environments
- Manage all functions coming under the purview of the Regional Center under the guidelines of the Director-Vocational Technology Division/Vice-Chancellor.

3. **Nature of Appointment:**

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

4. **Salary Scale, Efficiency Bar, and Employment Structure**

4.1 Salary Code and the Monthly Salary Scale of the employee category

MSD Circular No. 01/2025 dated on 25.03.2025

MM 1-1 – 2025 Rs. [91,690 - 10 x 2,480 - 15 x 3,450 -168,240]

4.2 Structure of Grades and the initial salary step applicable to each grade

Grade	Relevant Initial Salary Step	MM 1-1
II	1st Step	Rs. 91,690
I	12th Step	Rs. 119,940

*Only the respective salary code and the salary scale approved by the **Director General of MSD** to be stated.*

However, till 01.01.2027 remunerations for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 01/2025.

(In every letter of appointment salary code, salary scale, and the structure of grades should be mentioned. When promoting from one grade to another within each category, it is not necessary to issue a fresh letter of appointment, and issuing a letter of promotion is sufficient).

4.3 Cadre:

Designation/Post	Approved Cadre
Assistant/Deputy Director Vocational Technology Division	10

For the purpose of promotion from grade to grade within the employee category, all grades will be considered to be within a combined cadre. The cadre here means the approved total cadre for all grades under the employee category.

4.4 Efficiency Bar:

The Efficiency Bar Examination is a Written Examination. All employees in this category,

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4.4.1 Should pass the 1st Efficiency Bar Test within 03 years from the date of appointment to the Grade II.

4.4.2 Should pass the 2nd Efficiency Bar Test within 05 years from the date of promotion to the Grade I.

4.4.3 The relevant syllabus is given in paragraph 7. If an officer fails to get through the efficiency bar test during the prescribed period, he/ she shall be dealt with in the terms of the provisions of the Establishment Code and the Manual of Procedure of the Institute.

4.4.4 Efficiency Bar Examinations will be held once a year or as and when necessary.

4.5 In addition to the above efficiency bar requirements, all employees should acquire proficiencies and competencies that will be prescribed by the Government from time to time.

5. Recruitment Manager Category:

5.1 Qualifications:

External Candidates

Assistant/Deputy Director

1. A Degree in Science/Commerce/Business Administration/ Public Administration/ Technology or any other Degree relevant to the subject area of the post, which is recognized by the University Grants Commission.

AND

A minimum of one year post-qualifying experience in the relevant field to the post, after obtaining the first Degree.

Internal Candidates

1. Having obtained the qualifications required by the external candidates above.

5.2 Age:

Should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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5.3 Other:

Every applicant,

i. Should be a citizen of Sri Lanka.

ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

iii. Should be of excellent moral character.

5.4 Recruitment Procedure:

As determined by the Board of Governors, recruitment will be done after calling for applications through a public advertisement or a newspaper advertisement, and on the results of a written competitive examination and/ or a structured interview conducted by a panel appointed by the appointing authority.

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i. All recruitments to this category and the promotions within the category should be strictly in compliance with the provisions of this Scheme of Recruitment.

ii. The Manual of Procedures (MOP) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.

iii. The provision in this Scheme of Recruitment shall supersede the provision in the MOP in respect of all matters provided in this Scheme of Recruitment.

5.4.1 Written Competitive Examination

Subjects for the examination are given below

- Language Proficiency
- Aptitude Test

Language Proficiency

This paper will consist of questions to test the candidate's ability of expression comprehension, spelling, and knowledge in the application of simple rules of grammar.

Aptitude Test

This paper will be designed to test the aptitude and ability of the candidate to perform his/ her official duties.

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks to pass the recruitment examination.

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5.4.2 **Structured Interview:**

Marks allocated for the interview are as follows:

• Relevant additional experience	-	30 Marks
• Relevant additional qualifications	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview	-	25 Marks
		100 Marks

- If selected through a written competitive examination and a structured interview, final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written competitive examination and 40% of the marks obtained at the interview.
- If selected through a structured interview, appointments will be made purely in the order of merit at the interview.

5.5 All recruitments to this category will be only to Grade II, number of recruitments is to be decided as per the number of vacancies within the category.

5.6 **Qualifying date:**

The applicant will be treated as qualified for application for a post only if he/ she has completed the necessary qualifications specified under 5.1, 5.2, and 5.3 before the closing date of applications.

5.7 **Confirmation:**

An external candidate appointed to Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct are satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination, he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

5.8 **Salary at Recruitment:**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provisions in Chapter VII of the Establishment Code.

6. **Promotions:**

The promotional procedure, based on performance, shall be as follows:

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6.1 **Promotion from Grade II to Grade I of the category:**

(a) **Pre-requisites**

- Should have been confirmed in the post
- Should have completed a minimum of ten (10) years of service in Grade II and earned ten (10) salary increments
- Showing an average or above average performance, according to the approved scheme of performance appraisal during a period of 10 years preceding the promotion.
- Should have completed 05 years of satisfactory service preceding the promotion
- Should have achieved the necessary level of proficiency in a second language.
- Successful completion of due Efficiency Bars.

(b) **Mode of Promotion:**

Through the application forms introduced by the employer, a request should be made by the qualified employees. The appointing authority, after verification of qualifications, will take action to promote the qualified employees to Grade I with effect from the date they fulfill all prerequisites.

7. **Syllabus for the Efficiency Bar Test:**

7.1 The Syllabus should be prepared relevant to each post, covering the following components.

7.1.1 **First Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade II)**

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

- General Administration and State Policy
- Public Finance Management
- General Management

General Administration and State Policy:

This paper will be designed to test the knowledge of the employee concerned in good office practice and systems, current circular instructions and provisions of the Establishment Code, and his/ her knowledge of the current state policy

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relating to the functions conferred upon the institute.

Public Finance Management

This paper is designed to test the knowledge of the employee on Public Finance Management with special reference to the public corporations.

General Management:

This paper will be designed to test the employee's power of constructive thinking and problem-solving ability. The employee will be presented with one or more situations posing problems to which solutions are required, and questions on Management Principles.

Candidates should secure a minimum of 40% marks for each subject in this examination to pass the 1st Efficiency bar.

Candidates should pass this efficiency bar to be confirmed in the post.

7.1.2 Second Efficiency Bar Examination (to be completed within 05 years from the date of promotion to Grade I)

A postgraduate degree (Masters) qualification in a relevant field.

8. Appointing Authority

Appointing authority will be the Board of Governors of the Ocean University of Sri Lanka.

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9. **Definition:**

9.1 For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.

9.2 "Due Date" means the date on which this Scheme of Recruitment comes into effect.

Recommended the above Scheme of Recruitment

Date: 25/06/2025

Signature of the Chief Execute Officer
(Official Seal)

Senior Prof. Wasantha Rathnayake, PhD.
Vice Chancellor
Ocean University of Sri Lanka
Mattakkuliya
Colombo 15.

Recommended and forwarded for approval

Date: 18/07/2025

Signature of the Secretary of the Ministry
(Official Seal)

Nalaka Kaluwewe
Secretary
Ministry of Education, Higher Education and Vocational Education

The above Scheme of Recruitment is approved

Date: 2025/10/07

Director General,
Department of Management Services
(Official Seal)

Wimal S. K. Liyanagama
Director General
Department of Management Service
General Treasury

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