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

4.4.5 Efficiency Bar Examinations can 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 which will be prescribed by the Government from time to time.

5. Recruitment to Management Assistant – Technological Category:

5.1 Qualifications:

Assistant Instructor

External Candidates (1 or 2 below)

Have successfully completed a Technical Course and obtained a certifictate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by theTertiary and Vocational Education Commission in the field of Engineering (Mechanical/ Marine/Electrical) /Fisheries/ Technology/ Aquaculture/ Seafood Technology/ Maritime Transportation and Logistics Management/ Naval Architecture/ Coastal Resource Management/Ocean Sciences/Water Sports/ Welding or any other relevant field.

OR

Have completed Fourth Level of National Vocational Qualifications (N.V.Q. 04) in the relevant vocational field.

with

A minimum of three (03) years of experience in a relevant vocational field.

Internal Candidates:

Having obtained the qualifications required by the external candidates above.

5.2 Age:

Age should be not less than 18 and not more than 45 years. The upper age limit will not apply to the internal candidates.

Samanthi. N. Meethalavalgy
11/05/2016
Director
Department of Management Services
General Treasury
Colombo 01.

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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:

Recruitment will be done after calling applications through a public advertisement or a newspaper avertiesment and completion of assesments conducted separately as a written test (knowledge test) and a practical test, candidates are required to obtain a minimum of 60% in each component to be deemed successful.

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 (M.O.P.) 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 M.O.P. in respect of all matters provided in this Scheme of Recruitment.

5.5 All recruitments to this category will be only to Grade III, the number of recruitments 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 III of this category will be on probation for a period of three (03) years from the date of assumption of duties. If his/her performance and conduct are satisfactory during the period of probation, and he/ she secures more than 60% of marks at the Practical Test conducted by the Institute on Teaching Methods, he/she will be confirmed in the post at the end of the period of probation on completion of first Efficency Bar Examination. An employee selected out of internal candidates who is already confirmed in a post in the Institute, if selected, will be subjected to an acting period of one (01) year.

11/12/2026

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