කළමනාකරණ සේවා දෙපාර්තමේන්තුව
முகாமைத்துவ சேவைகள் திணைக்களம்
DEPARTMENT OF MANAGEMENT SERVICES
මුදල් අමාත්‍යාංශය
நிதி அமைச்சு
MINISTRY OF FINANCE
භාණ්ඩාගාරය, කොළඹ 01. பொது திறைசேரி, கொழும்பு 01. General Treasury, Colombo 01.

අංකය இல. No. DMS/1672/Vol-VI

ඔබේ අංකය உமது இல. Your No. ADM/24/01/02

දිනය திகதி Date 2021.03.12

ලේකම්
නිපුණතා සංවර්ධන, වෘත්තීය අධ්‍යාපන, පර්යේෂණ හා නව නිපැයුම් රාජ්‍ය අමාත්‍යාංශය

ලේකම්තුමියනි

<u>බඳවා ගැනීමේ පටිපාටිය අනුමත කර ගැනීම - ශ්‍රී ලංකා සාගර විශ්වවිද්‍යාලය</u>

ඉහත කරුණ සම්බන්ධයෙන් වූ ඔබගේ සමාංක හා 2020.09.10 දිනැති ලිපිය හා බැඳේ.

02. එම ලිපිය මගින් යොමු කර ඇති ශ්‍රී ලංකා සාගර විශ්වවිද්‍යාලයේ පහත සඳහන් සේවා කාණ්ඩවලට අදාල බඳවා ගැනීමේ පරිපාටි මෙයින් අනුමත කරමි.

I. කළමනාකරණ සහකාර – තාක්ෂණික නොවන - MA 1-2
II. ප්‍රාථමික මට්ටම - (ශිල්පීය, අර්ධ ශිල්පීය, ශිල්පීය නොවන) - PL 3, PL 2, PL 1

03. මෙම අනුමත බඳවා ගැනීමේ පරිපාටීන්හි යම් සංශෝධනයක් කිරීමට අවශ්‍ය වුවහොත් කළමනාකරණ සේවා දෙපාර්තමේන්තුවෙන් ඒ සඳහා පූර්ව අනුමැතිය ලබා ගත යුතුය. තවද, සියළු බඳවා ගැනීම් හා උසස්වීම් මෙම පරිපාටිවල සඳහන් විධිවිධාන අනුව සිදු කළ යුතු බව ද කාරුණිකව දන්වා සිටිමි.

මෙයට - විශ්වාසී

හිරන්සා කළුතන්ත්‍රි
අධ්‍යක්ෂ ජනරාල්

පිටපත් -
1. විගණකාධිපති
2. උප කුලපති, ශ්‍රී ලංකා සාගර විශ්වවිද්‍යාලය
3. පොදු ගොනුව

කාර්යාලය அலுவலகம் Office 011 - 2484757 011 - 2484640
ෆැක්ස් தொலைநகல் Fax 011- 2430270 011- 2484846
විද්‍යුත් තැපෑල மின்னஞ்சல் E-mail dgms@msd.treasury.gov.lk
වෙබ් අඩවිය இணையத்தளம் Website www.treasury.gov.lk

OCEAN UNIVERSITY OF SRI LANKA

SCHEME OF RECRUITMENT FOR THE EMPLOYEE CATEGORY

MANAGEMENT ASSISTANT – NON-TECHNOLOGICAL

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

MSD File No: .....

1. Employee Category:

Management Assistant -Non Technological

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

Functions/Activities of non-technological nature specially assigned by the Department/Division Head or higher authorities to facilitate / support / supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the University.

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

Management Assistant

Book Keeper

Audit Assistant

Library Information Assistant

Shroff

(c) **Job Description**

Management Assistant

- To maintain databases of files of the University as instructed by the Head of the Department/Division.
- Preparation of letters, documents, and circulation of documents
- Preparation of payment vouchers.
- Maintain institute records and file systems in appropriate systematic order as per instructions of the superior officers.
- Maintain a computer database of records.
- Ensure confidentiality and security of records and files.
- Any other duties assigned by the supervisory officer/Vice Chancellor/Registrar.

12/3/2021

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Book Keeper

- Maintain all ledger and other relevant books/documents properly.
- Assist to Director Finance and superior officers maintain financial regulation of the University.
- Involve with day to day works assigned.
- Responsible to follow any relevant duties assigned by the Vice Chancellor/Registrar/Director Finance of the University.

Audit Assistant

- Assist the immediate head in the smooth functioning of the Internal Audit Division.
- Preparation of audit reports and submit to relevant authorities.
- Responsible to follow any relevant duties assigned by the Vice Chancellor/Registrar/Senior Assistant Internal Auditor of the University.

Library Information Assistant

- Compile records and short and shelve books
- Issue and receive library materials
- Register patron to permit them to borrow books and other library materials
- Maintain records of items received, stored, issued and returned and find catalogue cards according to system used
- Provide assistance to the Librarian maintenance of collections of books, periodical magazines, newspapers, audiovisual and other material
- Responsible to follow any relevant duties assigned by the Vice Chancellor/ Registrar/Head of the Library of the University

Shroff

- Responsible for all receipts and payments, of the University.
- Attending to assigned work relevant to the position.
- Maintain books and ledgers properly.
- Responsible to follow any relevant duties assigned by the Vice Chancellor/Registrar/Director Finance of the University.

3. **Nature of Appointment:**

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

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4. Salary Scale, Efficiency Bar and Employment Structure

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

w.e.f. 01.01.2016

U-MN 1– 2016 A: Rs.[30,725 - 10 x 300 – 11 x 355 - 10 x 495 - 10 x 660 – 49,180].p.m

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

Grade	Relevant Initial Salary Step	UMN 1
III	1st Step	30,725
II	12th Step	34,080
I	23rd Step	38,125

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:

Management Assistant
Book Keeper
Audit Assistant
Library Information Assistant
Shroff

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. Accordingly, the total cadre under the category to be stated here.

4.4 Efficiency Bar:

The Efficiency Bar Examination is a Written Examination.

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All employees in this category,

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

4.4.2. Should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade II.

4.4.3. Should pass the 3rd Efficiency Bar Test within 05 years from the date of promotion to the Grade I.

4.4.4. Relevant syllabus is given in the 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 the provisions of the Establishment Code and the Manual of Procedure (MOP) of the Institute.

4.4.5. 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 which will be prescribed by the Government from time to time.

5. **Recruitment to Management Assistant– Non–Technological Category:**

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Management Assistant

5.1 **Qualifications:**

External Candidates

a) Should have passed G.C.E. (O/L) examination in six (6) subjects at one sitting with credit for four (4) subject including: -

i. Sinhala / Tamil
ii. English
iii. Mathematics

And

b) Having passed three subjects (other than the general paper) at the G.C.E.(A/L) examination

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12/03/2021

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Internal Candidates

(a) Should have passed G.C.E. (O/L) Examination in six subjects with credit passes in four (4) subjects including

i. Sinhala/Tamil

ii. English

iii. Mathematics

And

(b) Should have completed at least five (05) years of continuous satisfactory service in a primary level (U-PL salary category) permanent post under the above employee category.

Book Keeper

Audit Assistant

Shroff

External Candidates;

(a) G.C.E.O/L Examination in six (06) subjects at one sitting with credit passes in four Subjects including

i. Sinhala/Tamil/

ii. English

(c) Mathematics

And

(b) Having passed three subjects in Commerce Stream (other than the common general paper) at G.C.E.A/L Examination.

Internal Candidates;

Having obtained the qualifications required by the external candidates

Library Information Assistant

External Candidates

(a). Should have passed G.C.E. (O/L) Examination in six subjects at one sitting with credit passes in four (4) subjects including

12/03/2021

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i. Sinhala/Tamil

ii. English

iii. Mathematics

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12/03/2021

And

b. Having passed three subjects ~~in Commerce Stream~~ (other than the common general paper) at G.C.E.A/L Examination.

And

Computer Application Certificate (not less than six months duration)

Internal Candidates;

a. Should have passed G.C.E. (O/L) Examination in six subjects with credit passes for four (4) subjects including

i. Sinhala/Tamil

ii. English

iii. Mathematics

And

Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of UPL & be confirmed in a Primary Level post with five years of continuous satisfactory service in a Library of a Higher Education Institute.

And

Computer Application certificate (not less than six months duration)

Note: Any period of service prior to being appointed to a permanent post, or any period of service to be completed under training as a prerequisite for appointment on a permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/temporary basis too should not be counted for this purpose.

5.2 Age: Should be not less than 18 years and not more than 45 years of age on the closing date of applications. The upper age limit will not apply to the internal candidates.

12/03/2021

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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 of the University recruitment will be done after calling 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.

i) All recruitments to this category and the promotions within the category should be strictly in compliance with the provision 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.

5.4.1 Written Competitive Examination:

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test /General Knowledge
- Computer 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.

2/03/2021

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Aptitude Test and General Knowledge:

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

Computer Test

This test is to assess the following abilities of the candidate:

- Basic Concepts of Information Technology,
- Windows Operating Systems and File Management

Candidates should secure at least 40% of the marks for each subject and an average of at least of 50% of the total marks to pass the recruitment examination. The number of external candidates called for the interview will be based on the merit at the examination. However, all internal candidates who pass the written examination will be called for the interview.

5.4.2 **Interview:**

Marks allocated for the interview are as follows:

•	Relevant 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 examination and 40% of the marks obtained at the interview.
- If selected through structured interview - appointments will be made purely in the order of merit at the interview.

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12/03/2021

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5.5 All recruitments to this category will be only to Grade III. Number of recruitments to be decided as per 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.

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5.7 Confirmation:

An external candidate appointed to the Grade III 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 is 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 internal candidates who are already confirmed in their qualifying categories 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 provision in Chapter VII of the Establishment Code.

6. <u>Promotions:</u>

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

6.1 <u>Promotion from Grade III to Grade II of the categories</u>:

(a) Pre-requisites

- Should have been confirmed in the post
- Should have completed a minimum of 10 years of service in Grade III 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.

12/03/2021

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- 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 the Promotion**:

Through the application forms introduced by the University, a request should be made by the qualified employees. Action will be taken to by the appointing authority to promote the qualified employees to Gr. II, after verification of qualifications with effect from the qualifying date.

6.2 **Grade II to grade I**

(a). **Pre-requisites**

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

(b). **Mode of the Promotion**:

Through the application forms introduced by the University, a request should be made by the qualified employees. Action will be taken by the appointing authority to promote the qualified employees to Gr. I after verification of qualifications, with effect from the qualifying date.

7. **Syllabus for 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 III)

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12/03/2021

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

- Office Systems
- Accounting Systems
- Subject Knowledge

Office Systems:

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

Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office.

Subject knowledge:

This paper is to test the knowledge of the candidate on matters relating to the subjects assigned to him/her. Candidates should secure a minimum of 40% marks from this examination to pass the 1st Efficiency bar.
The candidate should pass this efficiency bar examination to be confirmed in the post.

7.1.2 Second Efficiency Bar Examination (to be completed within 03 years from the date of promotion to Grade II)

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

- Establishment Procedure
- Subject knowledge
- General Paper

Establishment Procedure:

This paper will be designed to test the knowledge of the provisions of the Establishment Code and the Manual of Procedure of the Institute.

12/03/2021

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Subject knowledge:

This will test the knowledge of the employee concerned about the procedural and legal amendments made in the relevant field during the period of service he/she has been serving, in relation to the subjects covered in the first efficiency bar examination and to evaluate the proficiency acquired by the candidate through his/her experience discharging the official duties.

General paper:

This paper will consist of two parts:

i. Reading and understanding a statement or a report of a discussion and preparing an article or a report.

ii. Assessment of the candidate's ability in understanding and analyzing events in contemporary society.
Candidates should secure a minimum of 40% marks from this examination to pass the 2nd Efficiency bar.

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

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

- Subject Knowledge
- Problems relative to the office procedures (MCQ)

Subject knowledge:

The above paper will be designed to test the knowledge of the employee concerned about the procedural and legal amendments made in the relevant field during the period of service he/she has been serving, in relation to the subjects covered in the first and second efficiency bar examination and the skills of the employee for innovation relevant to the appointment.

Problems relative to the Office Procedures (MCQ)

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Colombo 01
12/03/2021

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Candidates should sit for a multiple-choice questions paper on action to be taken with regard to problems relating to office procedures.

Candidates should secure a minimum of 40% marks from this examination to pass the 3rd Efficiency Bar.

08. **Appointing authority:**

Board of Governors of the Ocean University Sri Lanka.

09. Definitions:

09.1 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 employee during the period.

09.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

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Recommended the above Scheme of Recruitment

Date: 07.09.20

Signature of the Chief Executive Officer
(Official Seal)

Prof. NP Ratnayake
BSc (Hons.), MSc (Japan), PhD (Japan), (Cgoel)
Vice Chancellor
Ocean University of Sri Lanka
Crow Island, Colombo 15.

Recommended and forwarded for the approval

Date: 09/09/20

Signature of the ~~Secretary of the~~ Ministry
(Official Seal)

N.H.M. Chitrananda
Secretary
State Ministry of Skills Development,
Vocational Education, Research & Innovation

Above Scheme of Recruitment is approved

Date: 12/03/2021

Director General,
Department of Management Services
(Official Seal)

Hiransa Kaluthantri
Director General
Department of Management Services
General Treasury
Colombo - 01.

ROSHAN. R. JAYALATH
Director
12/03/2021
Department of Management Services
General Treasury
Colombo 01

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OCEAN UNIVERSITY OF SRI LANKA

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF "PRIMARY LEVEL" – SKILLED

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

MSD File No: . . . . . .

01. Employee Category:

Primary Level –Skilled

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

An employee category comprising persons possessing industrial skills classified under the National Vocational Qualifications of level 4 by the Tertiary and Vocational Education Commission, and performing duties relating to providing of basic facilities such as construction, maintenance, repairs and lighting etc., required for the implementation of the role and functions conferred upon the organization. Persons holding a valid motor vehicle driving license issued by the Commissioner General of Motor Traffic and attending to duties relating to providing for the transport needs of organization too are brought under this category of employees.

(b) Posts falling within this service category:

- Driver
- Electrician
- Plumber
- Machinist

(c) Job Description

Driver

- Drive vehicles of the University.
- Maintain a logbook of travelling fuel and lubricants used for travelling.
- Avail services during holidays as required by the University.
- Regular maintenance, cleaning and upkeep of the ,University vehicles as assigned by the Head of the Division.
- Attending to annual licensing and insurance of the vehicles assigned to him on time.

12/03/2021

ROSHAN. K. JAYALATH
Director
Department of Management Services
General Treasury
Colombo - 01

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- Defects of the vehicle affecting functionality should be reported to the Head of the Division concerned.
- Adhere to the guidelines issued by the Head of the Division even for minor accidents.
- Should assist in official affairs when not on wheel.
- Any other duty assigned either by the Head of the Division, the Registrar or the Vice Chancellor of the University.

Electrician

- Repair and do any other work connected to Electricity supply and distribution network as directed by the Maintenance Officer/Works Engineer.
- Repair of electrical equipment of the University.
- Assist in the practical sessions conducted for the students as assigned by the Head of the Division.
- Any other duty assigned either by the Head of the Division, the Registrar or the Vice Chancellor of the University.

Plumber

- Under the guidance and supervision of the works Engineer/Maintenance Officer attends to the plumbing repairs of the University.
- Assist in the practical sessions conducted for the students as assigned by the Head of the Division.
- Any other duty assigned either by the Head of the Division, the Registrar or the Vice Chancellor.

Machinist

- Maintaining machines and process
- Handling and moving objects
- Monitor process, material and surrounding
- Inspecting Equipment structure or materials
- Updating and using relevant knowledge

ROSHAN. K. JAYALATH
Director
Department of Management Services
General Treasury
Colombo - 01

12/03/2021

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- Troubleshooting
- Quality control analysis
- Equipment Maintenance
- Repairing
- Assist and follow Lecturer/Instructor/Workshop Engineer
- Active \learning
- Any other duty assigned by the Head of the Division, Registrar, or the Vice Chancellor

3. **Nature of Appointment:**

The appointment is Permanent, with entitlement to Employees' Provident Fund and Employees' Trust Fund.

04. **Salary Scale, Cadre, Efficiency Bar and Employment Structure.**

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

w.e.f 01.01.2016

U-PL 3 – 2016A - Rs. [29,915 - 10x270 - 10x300 - 10x355 - 12x385 - 43,785.]p.m

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

Grade	Relevant Initial Salary Step	U-PL 3 - 2016
III	1st Step	29,915
II	12th Step	32,915
I	22nd Step	35,970
Spécial	32nd Step	39,550

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.

12/03/2021

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Department of Management Services
General Treasury
Colombo 01

Gazette.lk AMBITIONS REALIZED

4.3 **Cadre:**

Driver
Electrician
Plumber
Machinist

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 Trade Test and a structured interview conducted by a panel

All employees in this category,

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

4.4.2. Should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade II.

4.4.3. Should pass the 3rd Efficiency Bar Test within 03 years from the date of promotion to the Grade I.

4.4.4 Should pass the 4th Efficiency Bar Test within 05 years from the date of promotion to the Special Grade.

4.4.5. Relevant syllabus is given in the 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.

4.4.6. 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 which will be prescribed by the Government from time to time.

12/03/2020

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General Treasury
Colombo 01

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05. **Recruitment to Skilled Category:**

5.1 Qualifications:

5.1.1 Driver:

External Candidates;

Educational: -

Having passed six (06) subjects in G.C.E.(O/L) Examination at least two 02 subjects credit passed in maximum of two sittings.

And

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and minimum of three years' experience in driving of the obtaining the driving license.

Internal Candidates;

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and minimum of three years' experience in driving of the obtaining the driving license

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And

Completion of minimum of five (05) years satisfactory service in a post in the category of primary Semi-Skilled (U PL2) or Primary Unskilled (U PL1).

5.1.2 Electrician

Plumber

Machinist

External Candidates;

Vocational: -

Having obtained a proficiency certificate not bellow than the National Vocational Qualification level four (04) issued by a Technical/Vocational

12/03/2021

ROSHAN. K. JAYALATH
Director
Department of Management Services
General Treasury
Colombo 01

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Training Institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

Internal Candidates;

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

Or

Employee in Primary Level Semi Skilled (UPL2) or Unskilled (UPL1) who have completed a minimum of five (05) years working experience in the relevant field with the skills not below than the national Vocational Qualification Level three (3) at a trade test.

5.2 Age

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

5.3 Other:

Every applicant,

i. Should be a citizen of Sri Lanka.

ii. Should be physically and mentally fit for the 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:

By calling for applications through a public advertisement or a newspaper advertisement, followed by a Practical Trade Test and a structured interview conducted by a panel appointed by the appointing authority.

i. All recruitments to this category and the promotions within the category should be strictly in compliance with the provision 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.

ROSHAN. K. JAYALATH
Director
Department of Management Services
General Treasury
Colombo 01

12/03/2021

Gazette.lk SINCE 2014 AMBITIONS REALIZED

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 **Interview:**

Marking Scheme for a structured interview:

• Relevant additional educational/vocational qualifications	20 Marks
• Relevant additional experience	20 Marks
• Performance at the interview	60 Marks
	100 Marks

Selections will be made purely in the order of merit at the interview and the Trade Test

5.6 All recruitments to skilled category will be only to Grade III. Number of recruitments to be decided as per the number of vacancies within the category.

5.7 **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.

5.8 **Confirmation**

An external candidate appointed to the Grade III 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 is 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 internal candidates already confirmed in their posts will be subjected to an acting period of one year.

12/03/2021

ROSHAN. K. JAYALATH
Director
Department of Management Services
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Colombo 01

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5.9 **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 provision in Chapter VII of the Establishment Code.

6. **Promotions:**

The promotion procedure based on performance, shall be as follows

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

(a) **Pre-requisites**

- Should have been confirmed in the post
- Should have completed a minimum of 10 years of service in Grade III 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 date of promotion
- Should have achieved the necessary level of proficiency in a second language.
- Successful completion of due Efficiency Bars.

(b) **Mode of the Promotion:**

Through the application forms introduced by the University, 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 II, with effect from the date of qualifying.

6.2 Grade II to I

(a) Pre- requisites

- Should have completed a minimum of nine (09) years of service in Grade II and earned nine (09) salary increments
- Should have completed 05 years of satisfactory service immediately preceding the promotion

12/03/2021

ROSHAN. K. JAYALATH
Director
Department of Management Services
General Treasury
Colombo 01

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- Showing an average or above average performance, according to the approved scheme of performance appraisal during a period of nine (09) years preceding the promotion.
- Successful completion of all due Efficiency Bars.

(b). Mode of the promotion

Through the application forms introduced by the University, 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 of qualifying.

6.3 Grade I to Special Grade

(a). Prerequisite

- Should have completed a minimum of nine (09) years of service in Grade I and earned nine(09) salary increments
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Showing an average or above average performance, according to the approved scheme of performance appraisal during a period of nine (09) years preceding the promotion.
- Successful completion of all due Efficiency Bars.

(b) Mode of the 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 Special Grade, with effect from the date of qualifying.

12/03/2021

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Director
Department of Management Services
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Colombo 01

Gazette.lk AMBITIONS REALIZED

07. 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 III

a. To check whether the employee as relevant to the post, is conversant with the role and functions of the institution.
b. To test the employees' knowledge with regard to the general office procedures and establishment matters as relevant to the post.
c. To test the knowledge, skills and proficiencies relating to the functions assigned to the post and employee category.

All candidates should obtain a minimum of 40% marks at the test to pass the 1st Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including 01 Officers of the Administration Division and one officer from the relevant Department/Section Candidates should pass this efficiency bar test to be confirmed in the post.

7.1.2 Second Efficiency Bar Test

To be completed within 03 years from the date of promotion to Grade II

- To test the knowledge of the employee concerned about the procedural and legal innovations in the relevant field during the period of service he/she has been serving in relation to the subjects covered in the first efficiency bar examination and the skills of the employee on innovations relevant to the appointment.
- To test whether the employee has acquired skills relating to the post in keeping with his seniority.

All candidates should obtain a minimum of 40% marks at the test to pass the 2nd Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department /Section.

7.1.3 Third Efficiency Bar Test

To be completed within 03 years from the date of promotion to Grade I

(The components under 7.1.2 above to be applied as appropriate.)

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Director
Department of Management Services
General Treasury
Colombo 01

12/03/2021

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All candidates should obtain a minimum of 40% marks at the test to pass the 3rd Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department /Section.

7.1.4 Forth Efficiency Bar Test

To be completed within 05 years from the date of promotion to Special Grade

(The components under 7.1.2 above to be applied as appropriate.)

All candidates should obtain a minimum of 40% marks at the test to pass the 4th Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department /Section.

08. Allocation of Duties:

Allocation of duties will not be based on grades. Duties and functions falling within the duties and functions assigned to the employees of this category, can be assigned to any person in any of the grades, based on service requirements, seniority, experience and merit.

09. **Appointing Authority.** The appointing authority will be the Board of Governors of the Ocean University of Sri Lanka.

12/03/2021

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Director
Department of Management Services
General Treasury
Colombo 01

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10. Definition:

10.1 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 employee during the period.

10 .2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Signature of the Chief Execute Officer

Date: 07.09.20

(Official Seal)

Prof. NP Ratnayake
BSc (Hons.), MSc (Japan), PhD (Japan), (Cgoel)
Vice Chancellor
Ocean University of Sri Lanka
Crow Island, Colombo 15.

Recommended and forwarded for the approval

Signature of the Secretary of the Ministry

Date: 09/09/20

(Official Seal)

N.H.M. Chitrananda
Secretary
State Ministry of Skills Development,
Vocational Education, Research & Innovation

Above Scheme of Recruitment is approved

Date: 12/03/2021

Director General,
Department of Management Services
(Official Seal)

Hiransa Kaluthantri
Director General
Department of Management Services
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Colombo - 01

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OCEAN UNIVERSITY OF SRI LANKA

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF PRIMARY LEVEL – SEMI-SKILLED

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

MSD File No: .....

01. **Employee Category:**

Primary Level – Semi-Skilled

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

An employee category comprising persons possessing industrial skills classified under National Vocational Qualifications of level 2 or level 03 or, equivalent and performing duties relating to providing of basic facilities such as construction, maintenance, repairs etc., required for the implementation of the role and functions conferred upon the organization.

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

- **Laboratory Attendant**
- **Workshop Attendant**

(c) **Job Description**

Laboratory Attendant.

- Assist in the practical sessions conducted for the students as assigned by the Head of the Department.
- Repair, cleaning and maintenance work related to laboratory equipment and other such equipment of the University.
- Any other duty assigned either by the Head of the Department, the Registrar or the Vice Chancellor of the University.

12/03/2021

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Colombo 01

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Workshop Attendant

- Undertake functions related to repairs, maintenance and services of machines
- Grease/oil machines (if necessary) and clean workshop.
- Ensure tools/equipment are clean and located in the work environment.
- Perform light labor such as lifting tools and equipment and machines, moving furniture, and cleaning
- Know and follow policies and procedures regarding all building tool cupboard keys

03. **Nature of Appointment:**

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

04. **Salary Scale, Cadre, Efficiency Bar and Employment Structure.**

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

w.e.f 01.01.2016

U-PL 2 – 2016A - Rs. [28,025 – 10 x 270 – 10 x 300 – 10 x 355 – 12 x 385 - 41,895].p.m

4.2 Structure of grades and the initial salary steps applicable to each grade:

Grade	Relevant Initial Salary Step	U-PL 2 - 2016
III	1st Step	28,025
II	12th Step	31,025
I	22nd Step	34,080
Spécial	32nd Step	37,660

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.

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Colombo - 01

12/03/2021

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4.3 Cadre:

Laboratory Attendant
Workshop Attendant

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 test is a structured interview conducted by a panel appointed by the appointing authority.

All employees in this category,

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

4.4.2 Should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade II.

4.4.3 Should pass the 3rd Efficiency Bar Test within ~~05~~ 03 years from the date of promotion to the Grade I.

4.4.4 Should pass the 4th Efficiency Bar Test within 05 years from the date of promotion to the special Grade.

4.4.5 Relevant syllabus is given in the 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 the provisions of the Establishment Code and the Manual of Procedure of the Institute.

4.4.6 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 which will be prescribed by the Government from time to time.

12/03/2021

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Director
Department of Management Services
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Colombo - 01

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4.3 Cadre:

Laboratory Attendant
Workshop Attendant

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 test is a structured interview conducted by a panel appointed by the appointing authority.

All employees in this category,

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

4.4.2 Should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade II.

4.4.3 Should pass the 3rd Efficiency Bar Test within 03 years from the date of promotion to the Grade I.

4.4.4 Should pass the 4th Efficiency Bar Test within 05 years from the date of promotion to the special Grade.

4.4.5 Relevant syllabus is given in the 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 the provisions of the Establishment Code and the Manual of Procedure of the Institute.

4.4.6 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 which will be prescribed by the Government from time to time.

ROSHAN. K. JAYALATH
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Colombo - 01

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05. **Recruitment to Semi-Skilled Category:**

5.1 **Qualifications:**

5.1.1 **Laboratory Attendant/Workshop Attendant**

External Candidates: -

Having obtained a proficiency certificate not below than the National Vocational Qualification Level 03 issued by a Technical Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal Candidates:

i Having obtained the qualification required by the external candidates above

Or

ii. Employees at Primary Level Unskilled who have completed a minimum of five (05) years working experience in the relevant field with skills not bellow than the National Vocational Qualification Level 03 proven at a trade test.

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5.2 **Age:**

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

5.3 **Other:**

Every applicant,

iv. Should be a citizen of Sri Lanka.

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

vi. Should be of excellent moral character.

12/03/2021

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General Treasury
Colombo 01

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5.4 Recruitment Procedure:

By calling applications through a public advertisement or a newspaper advertisement, followed by a structured interview conducted by an interview panel appointed by the appointing authority.

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

ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable in 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.

Interview:

Marking Scheme for a structured interview:

Relevant additional educational/vocational qualifications	- 20 Marks
Relevant additional experience	- 20 Marks
Performance at the interview	- 60 Marks
	---
	100 Marks

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General Treasury
Colombo - 01

Selections will be made purely in the order of merit ~~of the Trade Test and~~ the Interview.

5.5 All recruitments to semiskilled category will be to Grade III. 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 the Grade III 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 is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Test he/she will be confirmed in

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Director
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General Treasury
Colombo - 01

Gazette.lk AMBITIONS REALIZED

the post at the end of the period of probation. The internal candidates already confirmed in their posts will be subject 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 provision in Chapter VII of the Establishment Code.

6. Promotions:

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

6.1 Promotion from Grade III to Grade II of the category:

(a) **Prerequisites**

Should have been confirmed in the post

- Should have completed a minimum of 10 years of service in Grade III 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 the Promotion:**

Through the application forms introduced by the University, 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 II, with effect from the date of qualifying.

12/03/2021

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Director
Department of Management Services
General Treasury
Colombo - 01

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6.2 **Grade II to Grade I**

(a) Prerequisites

- Should have completed a minimum of nine (09) years of service in Grade II and earned nine (09) salary increments
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Showing an average or above average performance, according to the approved scheme of performance appraisal during a period of nine (09) years preceding the promotion.
- Successful completion of due Efficiency Bars

(b) Mode of the Promotion:

Through the application forms introduced by the University, 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 of qualifying.Successful completion of all due Efficiency Bars.

6.3 **Grade I to Special Grade**

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(a) Prerequisites

- Should have completed a minimum of nine (09) years of service in Grade I and earned nine (09) salary increments
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Showing an average or above average performance, according to the approved scheme of performance appraisal during a period of nine (09) years preceding the promotion.
- Successful completion of all due Efficiency Bars.

Mode of the Promotion:

Through the application forms introduced by the University, 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 special Grade, with effect from the date of qualifying.

12/03/2021

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Director
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Colombo - 01

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07. **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 III)

a. To check whether the employee as relevant to the post, is conversant with the role and functions of the institute.

b. To test the employee's knowledge with regard to the general office procedures and establishment matters as relevant to the post.

c. To test the knowledge, skills and proficiencies relating to the functions assigned to the post and employee category.

All candidates should obtain a minimum of 40% marks at the test to pass the 1st Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including 01 officer from the Administration Division and one officer of the relevant Department/Section.

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

7.1.2 Second Efficiency Bar Test
(To be completed within 03 years from the date of promotion to Grade II)

- To test the knowledge of the employee concerned about the procedural and legal innovations in the relevant field during the period of service he/she has been serving in relation to the subjects covered in the first efficiency bar examination and the skills of the employee on innovations relevant to the appointment.
- To test whether the employee has acquired skills relating to the post in keeping with his seniority.

All candidates should obtain a minimum of 40% marks at the test to pass the 2nd Efficiency bar.

ROSHAN. K. JAYALATH
Director
Department of Management Services
General Treasury
Colombo - 01

12/03/2021

Gazette.lk SINCE 2014 AMBITIONS REALIZED

The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department/Section.

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Director
Department of Management Services
General Treasury
Colombo - 01

7.1.3 Third Efficiency Bar Test

12/03/2021

(To be completed within ~~05~~ 03 years from the date of promotion to Grade I)

The components under 7.1.2 above to be applied as appropriate.

All candidates should obtain a minimum of 40% marks at the test to pass the 3rd Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department/Section.

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Colombo - 01

7.1.4

8. Forth Efficiency Bar Test

(To be completed within 05 years from the date of promotion to Special Grade)

The components under 7.1.2 above to be applied as appropriate.

All candidates should obtain a minimum of 40% marks at the test to pass the 4th Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department/Section.

12/03/2021

ROSHAN. K. JAYALATH
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(c) The test will be conducted annually for the employees who achieve above average level of performance.

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8 ~~9~~. **Allocation of duties:**

Allocation of duties will not be based on grades. Duties and functions falling within the duties and functions assigned to the employees of this category, can be assigned to any person in any of the grades, based on service requirements, seniority, experience and merit.

9 ~~10~~. **Appointing authority.**

Appointing Authority will be the Board of Governors of the Ocean University.

10 ~~11~~. **Definition:**

~~11.1~~ 10.1 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 employee during the period.

10.2 ~~11.2~~ "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Signature of the Chief Execute Officer

Date: 07.09.20

(Official Seal)

Prof. NP Ratnayake
BSc (Hons.), MSc (Japan), PhD (Japan), (Cgoel)
Vice Chancellor
Ocean University of Sri Lanka
Crow Island, Colombo 15.

Recommended and forwarded for the approval

Signature of the ~~Secretary of the Ministry~~

Date: 09/09/20

(Official Seal)

N.H.M. Chitrananda
Secretary
State Ministry of Skills Development,
Vocational Education, Research & Innovati

Above Scheme of Recruitment is approved

Date: 12/03/2021

Director General,
Department of Management Services

(Official Seal)

Hiransa Kaluthantri
Director General
Department of Management Services
General Treasury
Colombo - 01.

ROSHAN. K. JAYALATH
Director 12/03/2021
Department of Management Services
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OCEAN UNIVERSITY OF SRI LANKA

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF "PRIMARY LEVEL" – UNSKILLED

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

MSD File No: . . . . . .

01. **Employee Category:**

Primary Level – Unskilled

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

The common basic functions that can be performed by unskilled persons who do not possess any defined industrial skills, required for the achievement of objectives and carrying out of activities by the University.

This category of employees is a multi-functional category and any defined functions among such basic functions can be assigned by the Appointing Authority/Vice Chancellor/Registrar/Head of the Division to the holders of posts in this category.

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

- **Office Aide**
- **Library Attendant**
- **Labourer**

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(c) **Job Description**

Office Aide.

- Collect and delivery internal mail and maintain a relevant register.
- Keep the office clean and orderly.
- Assist the management assistants to locate field documents.
- Cleaning and Maintenance of common buildings and grounds together with other similar grades.
- Any other work assigned by the Head of the Division, Registrar or the Vice Chancellor of the University.

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Library Attendant

- Shelving and display of books, periodicals, Newspapers and new arrivals, documents in other media, if any.
- Processing of books, periodicals, newspapers and documents in other media: Depending on the requirement stamping, pasting book label, book pucker, book tags, due date ship and spine tags, if any.
- Shifting of books and periodicals, and documents in other media from respective section to the stacks and other places;
- Dusting of books, periodicals, documents in other media, shelves, chairs, tables, and etc. Arrangement of chairs, tables in respective units, sections in the library;
- Assisting users in searching of book. Periodicals and documents in other media and finding/tracing of misplaces books and periodicals and etc.
- Maintenance the main counter and other areas of the library in good order;
- Searching out the damaged books and periodicals mending them and preparing them for binding;
- Any other duty assigned by the Head of Department/Division or Registrar or Vice Chancellor.

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Labourers

- Cleaning and maintaining the Garden and delivery office working areas.
- Provision of janitorial services in the major responsibility of labourers
- Responsible to follow any relevant duties assigned by the higher authorities.
- Any other duty assigned either by the Head of the Department, the Registrar or the Vice Chancellor of the University.

3. **Nature of Appointment:**

This position is Permanent, with entitlement to Employees' Provident Fund and Employees' Trust Fund.

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04. <u>Salary Scale, Cadre, Efficiency Bar and Employment Structure</u>.

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

w.e.f.01.01.2016

U-PL 1 – 2016A - Rs. [27,025 – 10 x 250 – 10 x 270 – 10 x 300 – 12 x 355 - 39,485] p.m.

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

Grade	Relevant Initial Salary Step	U-PL 1 - 2016
III	1st Step	27,025
II	12th Step	29,795
I	22nd Step	32,525
Spécial	32nd Step	35,580

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:

Office Aide
Library Attendant
Labourer

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 Test is a structured interview conducted by a panel appointed by the appointing authority.

All employees in this category,

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

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4.4.2 Should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade II.

4.4.3 Should pass the 3rd Efficiency Bar Test within ~~05~~ 03 years from the date of promotion to the Grade I.

4.4.4 Should pass the 4th Efficiency Bar Test within 05 years from the date of promotion to the Special Grade.

4.4.5 Relevant syllabus is given in the 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 the provisions of the Establishment Code and the Manual of Procedure of the Institute.

4.4.6 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 which will be prescribed by the Government from time to time.

05. **Recruitment to Unskilled Category:**

5.1 **Qualifications:**

Office Aide

Library Attendant:

External

Educational: Should have passed the G.C.E. (O/L) Examination in six subjects with at least two credit passes in not more than two sittings.

Labourer:

Sat for the G.C.E.(O/L) Examination

5.2 Age:

Age should be not less than 18 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,

1. Should be a citizen of Sri Lanka.
2. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
3. Should be of excellent moral character.

5.4 Recruitment Procedure:

By calling applications through a public advertisement or a newspaper advertisement followed by a structured interview.

5.5 Interview:

Marking Scheme for the structured interview:

Relevant additional educational/vocational qualifications	- 20 Marks
Relevant additional experience	- 20 Marks
Performance at the interview	- 60 Marks

	100Marks
	=========

Selections will be made purely in the order of merit of the structured Interview.

5.6 All recruitments to the unskilled category will be to Grade III. Number of recruitments to be decided as per the number of vacancies within the category.

5.7 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.

5.8 Confirmation

An employee who is appointed to the Grade III 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 is satisfactory during the

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period of probation, and on completion of the 1st Efficiency bar test he/she will be confirmed in the post at the end of the period of probation.

5.9 Salary at Recruitment:
Persons recruited to the Grade III of this Category will be placed at the initial step of the salary scale.

6. Promotions:

The promotional procedure based on performance, shall be as follows

6.1 Promotion from Grade III to grade II 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 III 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 ten (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 second language.
- Successful completion of due Efficiency Bars within due dates.

(b). Mode of the Promotion:

Through the application forms introduced by the University, 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 II, with effect from the date of qualifying.

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6.2 **Grade II to Grade I**

(a). Pre-requisites

- Should have completed a minimum of nine (09) years of service in Grade II and earned nine (09) salary increments
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Showing an average or above average performance, according to the approved scheme of performance appraisal during a period of nine (09) years preceding the promotion.
- Successful completion of all due Efficiency Bars.

(b). Mode of the Promotion:

Through the application forms introduced by the University, 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 of qualifying.

6.3 **Grade 1 to Special Grade**

(a) Pre-requisites

(d) Should have completed a minimum of nine (09) years of service in Grade I and earned nine (09) salary increments

(e) Should have completed 05 years of satisfactory service immediately preceding the promotion

(f) Showing an average or above average performance, according to the approved scheme of performance appraisal during a period of nine (09) years preceding the promotion.

(g) Successful completion of all due Efficiency Bars.

b). Mode of the Promotion:

Through the application forms introduced by the University, 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 special Grade, with effect from the date of qualifying.

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07. **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 III)

a. To check whether the employee as relevant to the post, is conversant with the role and functions of the institute.

b. To test the employee's knowledge with regard to the general office procedures and establishment matters as relevant to the post.

c. To test the knowledge, skills and proficiencies relating to the functions assigned to the post and employee category.

All candidates should obtain a minimum of 40% marks at the test to pass the 1st Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including 01 officer from the Administration Division and one officer of the relevant Department/Section

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

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7.1.2 Second Efficiency Bar Test

(to be completed within 03 years from the date of promotion to Grade II)

This will test the knowledge of the employee concerned about the procedural and legal innovations in the relevant field during the period of service he/she has been serving in relation to the subjects covered in the first efficiency bar examination and the skills of the employee on innovations relevant to the functions assigned to the post held by the employee.

All candidates should obtain a minimum of 40% marks at the test to pass the 2nd Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department/Section.

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7.1.3 Third Efficiency Bar Test

(to be completed within ~~05~~ 03 years from the date of promotion to Grade I)

The components under 7.1.2 above to be applied as appropriate.

All candidates should obtain a minimum of 40% marks at the test to pass the 3rd Efficiency bar.

The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department/Section.

7.1.4 Fourth Efficiency Bar Test

(to be completed within 05 years from the date of promotion to special Grade)

The components under 7.1.2 above to be applied as appropriate. All candidates should obtain a minimum of 40% marks at the test to pass the 4th Efficiency Bar. The interview panel should consist of 02 Executive Officers from the institute, including one officer from the Administration Division and one officer of the relevant Department/Section.

08. Allocation of duties:

Allocation of duties will not be based on grades. Duties and functions falling within the duties and functions assigned to the employees of this category, can be assigned to any person in any of the grades, based on service requirements, seniority, experience and merit.

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09. Appointing authority.

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

10. Definition:

10.1 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 employee during the period.

10.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

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Signature of the Chief Execute Officer

Date: 07.09.20

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Recommended and forwarded for the approval

Signature of the Secretary of the Ministry

Date: 09/09/20

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Secretary
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Above Scheme of Recruitment is approved

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