

Human Rights Commission of Sri Lanka

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
"MANAGEMENT ASSISTANT – NON-TECHNOLOGICAL"**

File No: HRC/DI/AD/48(III)

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01. **Employee Category:**

Management Assistant - Non-Technological

02. (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 Board of the Commission of the Human Rights Commission / C.E.O. to facilitate / support / supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the organization.

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

Management Assistant (Non - Tech)

(c) **Job Description :**

- Attends to all clerical work assigned to the officer
- Maintains a proper filing system and ensures that files are up to date
- Maintains a proper file registering and storage system permitting a quick location and retrieval
- Keeps track of moving files
- Keeps record of all financial transactions in standard accounting formats
- Stands responsible for the security of files in his custody
- Transfers to Record Room or destroys closed files according to relevant office instructions
- Maintains manuals, procedure files, and any relevant data/statistics and hands over these documents to successor
- Maintain correspondence of official e-mails
- Handling of telephone messages
- Handling of postal work
- Typing of letters or documents in any language
- Data entry work and maintaining the date base
- Any other duties related to the HRCSL

03. **Nature of Appointment:**

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

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

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

MA 1-1 - 2016 - Rs. [27,910 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 – 48,540]

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

Relevant Initial Salary Step		
Grade	Salary Step	MA 1-1 2016
III	1st Step	27,910
II	12th Step	31,260
I	23rd Step	36,000

(*Only the respective salary code and the salary scale approved by the DG MSD to be stated.)

However till 01.01.2020 remuneration for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 02/2016.

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 – 40

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,

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

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

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

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 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 Management Assistant – Non-Technological Category:**

5.1 **Qualifications (General):**

External Candidates –

Educational :

a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

- i. Sinhala / Tamil
- ii. English language
- iii. Mathematics

And

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

Internal Candidates :-

Employees of the categories of Primary Level – Skilled, Primary Level - Semiskilled and Primary Level - Unskilled who possess the following qualifications are eligible to apply.

Educational:

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including

- i. Sinhala / Tamil
- ii. English language
- iii. Mathematics

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Note:- Any period of service prior to having been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on 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:

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

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 Commissioners 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 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 provisions in this Scheme of Recruitment shall supersede the provisions 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.

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 on current affairs.

Computer Test :

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

- Basic concepts of Information Technology,
- Windows Operating System and
- File Management

Candidates should secure at least 40% of the marks for each subject and an aggregate of at least 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 Educational 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 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 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 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 provisions 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:

6.1.1. Average Performer

(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 promotion
- Should have achieved the necessary level of proficiency in 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. Action will be taken 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**

6.2.1. Average Performer

(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 Promotion:

Through the application forms introduced by the employer, 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 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)

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.

Candidates 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.

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 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 promotion to Grade I)

Candidates 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 papers 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 examinations and the skills of the employee for innovations relevant to the appointment.

Problems relating to the Office Procedures (MCQ)

Candidate 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 will be the Board of Commissioners of the Human Rights Commission.

09. 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 employee during the period.

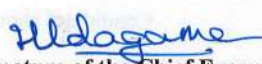
9.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Dr. N. D. Udagama

Chairperson

Human Rights Commission of Sri Lanka

Recommended the above Scheme of Recruitment


Signature of the Chief Executive Officer
(Official Seal)

Date: 14.05.2018

Above Scheme of Recruitment is approved

Date: 17/07/18


Director General,
Department of Management Services
Director General,
Department of Management Services