

Human Rights Commission of Sri Lanka

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

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

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01. Employee Category: Junior Manager

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

Administrative, Personnel Management, Financial Management Activities, and other similar activities post specifically delegated in a manner supplementary to and facilitating the discharging of duties by the Managers and Senior Managers of the Organization, subject to the supervision / directions by the Managers / Senior Managers.

(b) Posts falling within this service category :

Administrative Officer
Accounts Officer
Librarian
Training & Education Officer
Senior Investigation Officer

(c) Job Description

Administrative Officer :

Provide effective management on the following :

- Human resources management
- Organize training programmes for the staff
- Office administration
- Office infrastructure including equipment
- Transport
- Office security
- Any other work related to the HRCSL activities

Accounts Officer :

- Maintaining financial records
- Ensures proper maintenance of fixed assets
- Monitors receipts & payments
- Any other work related to the HRCSL activities

Librarian :

- Provide information to the staff and to the public approved by the Management
- Collect all HRCSL publications and other related information
- Proper functioning the library
- Any other work related to the HRCSL activities

Senior Investigation Officer :

- Hearing complainants, conducting investigations and when permitted inquiries, engage in hotline duty, assists human rights programmes.
- Visit Police Stations and places of detention, examine conditions under which persons are detained or held in custody and submit reports with recommendations if any
- Coordinate and supervise the investigation functions in the Regional Offices
- Any other work related to the HRCSL activities

Training & Education Officer :

- Formulation and conduct of human Rights training and education / awareness programmes
- Liaises with institutions and NGOs assists in the formulation/ conducting of such programmes
- Stands responsible for all logistical arrangements relating to the conduct of such programmes
- Any other work related to the HRCSL activities

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**
JM 1-1 - 2016 - Rs. [42,600 - 10 x 755 - 18 x 1,135 - 70,580]

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

Relevant Initial Salary Step		
Grade	Salary Step	JM 1-1 - 2016
II	1st Step	42,600
I	12th Step	51,285

(*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 :**

Administrative Officer	-	01
Accounts Officer	-	01
Librarian	-	01
Training & Education Officer	-	01
Senior Investigation Officer	-	05

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 II

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

4.4.3 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 terms of 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 which will be prescribed by the Government from time to time.

05. **Recruitment to Junior Manager Category:**

5.1 **Qualifications:**

5.1.1 **External Candidates : (1 or 2 below)**

(i) **Administrative Officer**

1. A Degree in recognized by UGC in a Social Science/Management/Human Resource Management or relevant field for the post.

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

P. L. Jayamali Gunaratna
Director

(ii) **Accounts Officer**

1. A Degree recognized by UGC in Accounts/Commerce/Business Management or relevant field for the post.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

(iii) **Librarian**

1. A Degree recognized by UGC in Library Science.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

(iv) **Training & Education Officer**

1. A Degree recognized by UGC in a Social Science or relevant field for the post.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

(v) **Senior Investigation Officer**

1. A Degree recognized by UGC in a Law/Social Science or any other relevant field for the post or qualified as Attorney at Law
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

5.1.2 **Internal Candidates : (1 or 2 below)**

(i) **Administrative Officer**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum of five (05) years satisfactory service in a post of the 'Management Assistant – Non Technological (MA 1-1) Grade II, in the subject area relevant to the post.

(ii) **Accounts Officer**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum of five (05) years satisfactory service in a post of the 'Management Assistant – Non Technological (MA 1-1) Grade II, in the subject area relevant to the post.

(iii) **Librarian**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum of five (05) years satisfactory service in a post of the "Associate Officers" (MA 3) ~~Grade II~~, in the subject area relevant to the post.

(iv) **Training & Education Officer**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum of five (05) years satisfactory service in a post of the "Associate Officers" (MA 3) or 'Management Assistant – Non Technological' (MA 1-1) Grade II, in the subject area relevant to the post.

(v) **Senior Investigation Officer**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum of five (05) years satisfactory service in a post of the 'Enforcement/Operational/Extension (MA 5-1) ~~Grade II~~, in the subject area relevant to the post.

5.2 **Age:**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to 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:**

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 as determined by the Board of Directors.

- 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
- Subject knowledge relevant to the post

Language Proficiency:

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

Subject knowledge relevant to the post :

This test is to assess the subject knowledge of the candidate relevant to the post.

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

5.4.2 **Interview:**

Marks allocated for the interview are as follows:

• Relevant additional experience	30 Marks
• Relevant additional qualifications	30Marks
• 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 II. 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 who is 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 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 persons recruited internally who have already been confirmed in a post 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.

06. **Promotions:**

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

6.1 **Promotion from Grade II to grade I 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 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 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. Appointing authority, after verification of qualifications will take action to promote the qualified employees to Gr. I with effect from the qualifying date.

07. **Syllabus for the Efficiency Bar Examination :**

7.1. The Efficiency Bar Examination is a written test comprising the following subjects.

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

Subjects

- Office Systems
- Accounting Systems
- Subject knowledge

Office Systems:

This is to test whether the candidate has acquired an appropriate degree of knowledge of the Office Systems practiced in a Government Office and the candidate's ability to apply such knowledge, under real conditions meaningfully and fruitfully.

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 and the ability of the employee to apply the knowledge purposefully.

Subject knowledge relevant to the post:

This test is to assess the subject knowledge of the candidate relevant to the post. Candidates should secure a minimum of 40% marks from 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)

Subjects

- Establishment Procedure
- Public Financial Management
- Subject knowledge relevant to the post

Establishment Procedure:

This paper will be designed to test the knowledge of the employee concerned in office procedure covering subjects such as principles of office procedure, importance of office procedures, written communication, filing methods and design of forms, as well as to evaluate the proficiency acquired by the employee through his/her experience in office activities and to test the knowledge of the employee concerned about the contents of the Establishment Code and the contents of the Institutional Manual of Procedures.

Public Financial Management

This paper will be designed to evaluate the knowledge and understanding of the employee concerned in matters such as financial control as practiced in Government Offices, custody of money, income and payments, budgetary estimates and supplies, works and services and the basic knowledge in Board of Survey and Storekeeping.

Subject knowledge relevant to the post:

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 in office activities.

Candidates should secure a minimum of 40% marks from this examination to pass the 2nd 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 officer during the period.

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

Recommended the above Scheme of Recruitment

Dr. N. D. Udagama
Chairperson

N. D. Udagama
Signature of the Chief Executive Officer
(Official Seal)
Human Rights Commission of Sri Lanka

Date: 14.05.2018

Above Scheme of Recruitment is approved

Date: 17/07/18

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