

**Human Rights Commission of Sri Lanka**

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF**

**"MANAGER"**

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

MSD File No: DMS 1026 VOL III .....

01. **Employee Category:** Manager

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

Functions by their general nature which fall within the processes of Policy Making, Direction, Managing and Decision Making that can be considered as components of the role assigned to the Chief Executive Officer of the Organization, post specifically delegated in a manner supplementary to / facilitating the discharging of duties by the Chief Executive Officer.

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

Asst. Dir. / Dy. Director  
Legal Officer  
Regional Coordinating Officer  
Network Administrator  
Accountant  
Internal Auditor

(c) **Job Description :**

Asst. Dir./Dy. Director

- Carry out the functions and responsibilities with the directions given by the Commission
- Any other work related to the HRCSL activities

Legal Officer

- Engage in inquiries and investigations related activities, public hearing, hotline duty, visiting mechanism etc.,
- Conduct HR education training & awareness programmes
- Conduct fact finding missions or any other protection and promotional activity
- Any other work related to the HRCSL activities

Regional Coordinating Officer

- Coordinate and supervise the functions and related activities of the Region
- Engage in inquiries and investigations related activities, public hearing, hotline, visiting mechanism etc.in the Region
- Conduct HR education training & awareness programmes in the Region conducts fact finding missions or any other protection and promotional activity in the Region
- Any other work related to the HRCSL activities

Network Administrator

- Develop and maintain the hardware, operating systems, applications, wiring and routers that make up the HRC computer network (consists of Domain server, Application server, Proxy server, FTP server & Mail server).
- Communicate with users and management frequently to troubleshoot technical issues and customize computer programs that address HRC requirements and user needs.
- Research the different solutions and software applications to keep the HRC computer network up to date with the latest technologies.
- Administrate the Case Management Database that includes development, maintainence, and implementation of the policies and procedures necessary to HRC Head Office as well as ten Regional offices

- Maintain, repair & make on recommendations for Head Office & Regional offices computer accessories.
- Ensure smooth function and update HRCSL Website
- Train staff on computer operation
- Any other work related to the HRCSL activities

✓ Accountant

- Prepares the draft annual budget in a timely manner
- Ensures that proper financial records are maintained
- Ensures that the FR and any relevant Commission's directions and decisions are complied
- Ensures that all authorized payments are made promptly
- Takes regular action to obtain funds due to the Commission
- Ensures that any impress granted are accounted
- Monitors expenditure regularly against the budget
- Any other work related to the HRCSL activities

✓ Internal Auditor

- Officer in charge of Internal Auditing
- Conduct audit testing and identify reportable issues
- Determine compliance with policies and procedures
- Provide financial advices to the Commission
- Any other work related to the HRCSL activities

✓ 3. **Nature of Appointment:**

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

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

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

MM 1-1-2016 - Rs. [53,175 – 10 x 1,375 – 15 x 1,910 – 95,575]

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

Relevant Initial Salary Step		
Grade	Salary Step	MM 1-1-2016
II	1 <sup>st</sup> Step	53,175
I	12 <sup>th</sup> Step	68,835

(\*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:**

Asst. Dir./Dy. Director (Admin)	-	01 no.
Asst. Dir./Dy. Director (Inquiries & Investigations)	-	01 no.
Asst. Dir./Dy. Director (Education & Spl. Programmes)	-	01 no.
Legal Officer	-	22 nos.
Regional Coordinating Officer	-	10 nos.
Network Administrator	-	01 no.
Accountant	-	01 no.
Internal Auditor	-	01 no.

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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 1<sup>st</sup> Efficiency Bar Test within 03 years from the date of appointment to the Grade II
- 4.4.2 should pass the 2<sup>nd</sup> Efficiency Bar Test within 05 years from the date of promotion to the Grade I
- 4.4.3 Relevant syllabus is given in the 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.

5. **Recruitment to Manager Category :**

5.1 **Qualifications:**

5.1.1 **External Candidates**

**(i) Asst.Dir./Dy.Director (Admin)**

A Degree recognized by UGC in Human Resource Management or relevant field.

**and**

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

**(ii) Asst.Dir./Dy.Director (Inquiries & Investigations)**

A Degree recognized by UGC in Law / Social Sciences / Management or relevant field or Attorney at Law.

**and**

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

**(iii) Asst.Dir./Dy.Director (Education & Special Programmes)**

A Degree recognized by UGC in Law / Social Sciences / Management or relevant field or Attorney at Law.

**and**

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

**(iv) Regional Coordinating Officer**

A Degree recognized by UGC in Law / Social Sciences / Management, relevant field or Attorney at Law.

**and**

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

✓ **(v) Legal Officer**

A Degree recognized by UGC in Law or Attorney at Law

**and**

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

✓ **(vi) Accountant**

**(1 or 2 below)**

1. A Degree recognized by UGC in Accounts / Commerce/ Business Management or relevant field.

**and**

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

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post and a minimum one year post qualifying experience in the relevant field to the post

✓ **(vii) Internal Auditor**

**(1 or 2 below)**

1. A Degree recognized by UGC in Accounts / Commerce / Business Management or relevant field.

**and**

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

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post and a minimum one year post qualifying experience in the relevant field to the post

**(viii) Network Administrator**

**(1 or 2 below)**

1. A Degree recognized by UGC in Computer Science / Sciences or any other relevant field.

**And**

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

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission.

**AND**

A minimum of one year post qualifying experience in Public or Provincial Service, a Corporation, Statutory Board/Institution or a reputed private Institution.



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

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (5) years satisfactory service in a post in the Junior Manager Category (JM) in the subject area relevant to the post.

#### ✓ 5.2 Age:

Should be not less than 22 years and not more than 45 years of age. 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 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 Directors 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

##### Language Proficiency:

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

##### Aptitude Test:

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

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

#### ✓ 5.4.2 Structured Interview :

Marks allocated for the interview are as follows:



• Relevant additional experience	30 Marks
• Relevant additional qualifications	30 Marks
• Other achievements	15 Marks
• Performance at the interview	25 Marks
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	<u>100 Marks</u>

- 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 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 1<sup>st</sup> Efficiency Bar Examination he/she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the institute will be subjected to an acting period of one year.

5.8

**Salary at Recruitment:**

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the 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 II to grade I 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 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. The appointing authority, after verification of qualifications will

take action to promote the qualified employees to Grade I with effect from the date they fulfill all prerequisites.

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

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

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

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

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

**General Administration and State Policy:**

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

**Public Finance Management**

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

**General Management :**

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

Candidates should secure a minimum of 40% marks from this examination to pass the 1<sup>st</sup> Efficiency bar.

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

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

A post graduate degree (Masters) qualification in a relevant field.

✓ 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)

Date: 14.05.2018

Above Scheme of Recruitment is approved

*[Signature]*  
Director General  
Department of Management Services  
Director General  
Department of Management Services

17/01/18  
Date: .....