

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

File No: .....

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 establishments.

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

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

Office Aide

**(c) Job Description -**

Office Aide : To provide the manual service required for the functioning of the officers and to assist the programmes and functions of HRC

(according to specific work assignment given)

- cleans the office premises, furniture and equipment
- moves files, documents and any other things as instructed
- delivers letters and messages
- answers the telephone in the absence of any officer
- operates photo copiers and fax machines and any similar equipment when so instructed
- switches on and off electric lights, air conditioners and fans at the opening and the closing of the office
- opens/closes doors and windows at the opening/closing of the office and attends to the key duty
- any other work related to HRCSL activities

**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**

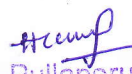
PL 1 - 2016 Rs. [24,750 - 10x250 - 10x270 - 7x300 - 15x330 – 37,000]

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

Grade	Relevant Initial Salary Step	PL 1 - 2016
III	1st Step	24,750
II	12th Step	27,520
I	22nd Step	30,250

However, till 01.01.2020 remunerations 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.

  
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4.3 **Designations:**

The designation/post in respect of the persons recruited to this category is stated purely for the purpose of assigning functions occasionally. The Appointing Authority /Head of the Organization may assign any designation given in the schedule of posts under the category to any person holding posts under this category. Duties assigned to holders of all designations under the category will be considered to be of similar status. The Head of the Organization will assign duties on the basis of service requirements, seniority, experience and merit.

4.4 **Cadre :** 18

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.

4.5 **Efficiency Bar:**

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

All employees in this category,

- 4.5.1. Should pass the 1<sup>st</sup> Efficiency Bar Test within 03 years from the date of appointment to Grade III.
- 4.5.2. Should pass the 2<sup>nd</sup> Efficiency Bar Test within 03 years from the date of promotion to Grade II.
- 4.5.3. Should pass the 3<sup>rd</sup> Efficiency Bar Test within 05 years from the date of promotion to Grade I.
- 4.5.4. Relevant syllabus is given in the paragraph 8. 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.
- 4.5.5. Efficiency Bar Examinations will be held once a year or as and when necessary.

- 4.6 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 Un-Skilled Category:**

5.1 **Qualifications:**

**Educational:** Persons who have 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.

5.3 **Other:**

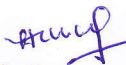
*Every applicant,*

- 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:**

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

- 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 provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

  
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*In the recruitment, Priority<sub>2</sub>  
Should be given to recruit  
Personnel in the government  
Service on secondment basis*



**Interview:**

Marking Scheme for structured interview:

• Relevant additional educational qualifications	-	20 Marks
• Relevant experience	-	20 Marks
• Performance at the interview	-	60 Marks
		-----
		<u>100 Marks</u>

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

5.5 All recruitments to unskilled 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 for application.

5.7 **Confirmation**

An employee who is 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 1<sup>st</sup> Efficiency Bar Test he/she will be confirmed in the post at the end of the period of probation.

5.8 **Salary at Recruitment :**

Persons recruited to Grade III of this category will be placed at the initial step of the salary scale.

06. **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 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 continuously completed 05 years of satisfactory service immediately preceding the date of promotion
- Should have achieved the necessary level of proficiency in second language.
- Successful completion of due Efficiency Bars.

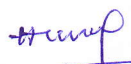
(b) **Mode of Promotion:**

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 for promotion of qualified employees to grade II with effect from the date of qualifying.

6.2 **Grade II to grade I**

(a) **Pre-requisites**

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

  
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- 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 09 years preceding the promotion.
- Successful completion of all due Efficiency Bars.

**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 for promotion of qualified employees to grade I with effect from the date of qualifying.

**07. Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)**

7.1 All employees who are in the cadre of Human Rights Commission in the employee category of Primary Level - Unskilled on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded PL 1 under PA Circular No. 6/2006 will be absorbed in to the respective grade of the employee category of Primary Level - Unskilled in the manner set out below based on the grade in which the employees have been placed on the date on which this Scheme of Recruitment comes into effect in the salary scale coded PL 1 under MSD Circular No.30 in terms of the provisions in Clause 4 of Chapter VII of the Government Establishment Code.

7.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Similarly, on the grounds that the salary step the respective employee is drawing currently is similar to the new salary step, he / she should not be placed on the next higher salary step in terms of Clause 4.4 of Chapter VII of the Government Establishment Code.

7.3 The period of service will have to be counted with effect from the date of appointment to the respective grade.

(i) **PL 1 – Grade III**

- a. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps applicable to Grade III of the PL 1 salary scale under MSD Circular No.30 have been assigned,
- b. Employees who have completed a minimum of 10 years of service in a grade / post stated above, but not satisfied the conditions to be absorbed into Grade II,

will be absorbed into PL 1 – Grade III.

(ii) **PL 1 – Grade II**

- a. Employees who have completed a minimum of 10 years of service but less than 20 years of service in a grade or a post in Grade III stated above and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have not completed a minimum of 09 years of service in a grade or a post, to which the salary steps under Grade II of the PL 1 Salary Scale as stated above have been assigned,
- c. Employees who have completed a minimum of 09 years of service in a post or a grade relevant to Grade II, but not satisfied the necessary requirements for promotion as per the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,

will be absorbed into PL 1 – Grade II.

(iii) **PL 1 – Grade I**

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to PL 1 - Grade III as stated above, and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have completed a minimum of 09 years of service in a post or a grade applicable to Grade II as stated above and have satisfied all service requirements as stated above,

c. Employees who have been assigned with the salary steps applicable to PL 1 – Grade I under the MSD Circular No.30

will be absorbed into PL 1 – Grade I.

*Stamp*  
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08. **Syllabus for the Efficiency Bar Test :**

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

8.1.1 **First Efficiency Bar Test (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 organization.
- 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 as relevant to the post.

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

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

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

8.1.2 **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 2<sup>nd</sup> Efficiency bar.

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

8.1.3 **Third Efficiency Bar Test (to be completed within 05 years from the date of promotion to Grade I)**

The components under 8.1.2. above to be applied as appropriate.

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

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

09. **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.

10. Appointing authority will be the Board of Commissioners of the Human Rights Commission.

11. **Definition:**

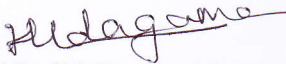
11.1 For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the employee during the period.

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

Recommended the above Scheme of Recruitment

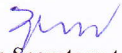
Date: 16.11.2016

  
Signature of the Chief Executive Officer  
(Official Seal)

**Dr. N. D. Udagama**  
Chairperson  
Human Rights Commission of Sri Lanka

Recommended and forwarded for approval

Date: .....

  
Signature of the Secretary to the President  
(Official Seal) **P. B. ABEYKOON**  
**Secretary to the President**

Above Scheme of Recruitment is approved

Date: ..... 29/12/16

  
Director General,  
Department of Management Services

**H. G. Sumanasinghe**  
Director General  
Department of Management Services  
General Treasury  
Colombo-01.