

New Villages Development Authority for Plantation Region (NEVIDA)

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
“PRIMARY LEVEL” – SKILLED**

File No : .. NVDA/SOR/01.....
MSD File No : .. DMS/1849.....
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1. Employee Category:

Primary Level – Skilled

2. (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 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 of transport needs of organization too are brought under this category of employees

(b) Posts falling within this service category: -

Drivers

(c) Job Description: -

Drivers

- Perform the Skilled Functions and associated activities as assigned by management.
- Maintenance of all records including vehicle running chart in relation to the function
- Reporting to relevant officer under whom he/she is functioning.
- Other duties assigned by management time to time
- Ensure the appropriate maintenance of vehicles in co-operation with the administrator and other staff

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

w.e.f. 01.01.2016

PL 3 - 2016 Rs. [26,290 – 10 x 270 - 10 x 300 - 10 x 330 – 12 x 350 – 39,490/-]

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

Grade	Relevant Initial Salary Step	PL 3 - 2016
III	1 st Step	Rs.26,290
II	12 th Step	Rs.29,290
I	22 nd Step	Rs.32,320

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

Drivers - 04

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 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 provisions of the Establishment Code and the Manual of Procedure of the New Villages Development Authority for Plantation Region.

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 Semi-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 with two (02) credit passes in maximum of two sittings.

AND

Having obtained the license, issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) year experience in driving after obtaining the driving license.

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 to 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 Trade Test and a structured interview.

- 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 New Villages Development Authority for Plantation Region 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.

5.5 **Interview:**

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

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.

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 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 New Villages Development Authority for Plantation Region, 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 grade I

6.2.1. Average Performer

(a) **Pre-requisites**

- Should have completed a minimum of 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 09 years preceding the promotion.
- Successful completion of all due Efficiency Bars.

(b) **Mode of Promotion:**

Through the application forms introduced by the New Villages Development Authority for Plantation Region, 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.