

New Villages Development Authority for Plantation Region (NEVIDA)

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

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1. Employee Category:

Primary Level -Unskilled

2. (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 the New Villages Development Authority for plantation Region.

This category of employees is a multi-functional category and any defined functions among such basic functions can be assigned by the New Villages Development Authority for Plantation Region/Director General of New Villages Development Authority for Plantation Region to the holders of posts in this category.

(b) Posts falling within this service category:

Karyala Karya Sahayaka (KKS)

(c) Job Description

KKS

- Perform the basic general functions and associated activities as assigned
- Reporting to relevant officer under whom he/she is functioning
- Other duties as assigned by management time to time.

3. Nature of Appointment:

Permanent, with entitlement to Employees’ Provident Fund and Employees’ Trust Fund.

4. Salary Scale, Cadre, 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 1 - 2016 Rs. [24,750 – 10 x 250 – 10 x 270 – 7 x 300 – 15 x 330 – 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	1 st Step	Rs.24,750
II	12 th Step	Rs.27,520
I	22 nd Step	Rs.30,250

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 Designations:

The designations/ posts in respect of the persons recruited to this category are stated purely for the purpose of assigning functions occasionally. The New Villages Development Authority for Plantation Region / Director General of New Villages Development Authority for Plantation Region 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 Director General of New Villages Development Authority for Plantation Region will assign duties on the basis of service requirements, seniority, experience and merit.

4.4 Cadre:

Karyalaya Karya Sahayaka - 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.

4.5 Efficiency Bar

The Efficiency Bar test is a structured interview conducted by a panel appointed by the appointing Board of Management of the New Villages Development Authority for Plantation region.

All employees in this category,

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

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

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

4.5.4. 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.

4.5.5. 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.

5. **Recruitment to Un-Skilled Category:**

5.1 **Qualifications:**

External Candidates:

Having passed six (06) subject in G.C.E. (O/L) Examination, at least with two (02) credit passes.

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 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 qualifications | - | 20 Marks |
| • Relevant 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 unskilled 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 for application.

5.8 Confirmation

An employee who is 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 Test he/she will be confirmed in the post at the end of the period of probation

6 Promotions:

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

6.1 Promotion from Grade III to grade II of the category 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 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 New Villages Development Authority for Plantation Region, a request should be made by the qualified employees. The Board of Management of 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

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