

**New Villages Development Authority for Plantation Region (NEVIDA)**  
**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE**  
**CATEGORY OF “JUNIOR MANAGER”**

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

Junior Manager

2. (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 New Villages Development Authority for Plantation Region, subject to the supervision/ directions by the Managers / Senior Managers.

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

Administrative Officer

(c) **Job Description**

1. Assisting the management to establish and implementation of required procedures and establishment matters in line with government and Authority policies and guidelines.
2. Maintaining the policy files, circular files and the government gazette notifications for future use.
3. Assist to the management to arrive at decisions on recommending annual salary increment and grading to staff.
4. Maintaining employees ‘personal files and information confidentially while ensuring proper recording and timely follow up on all administrative requirements.
5. Attending to routine correspondence and letter drafting.
6. Supervising, training and guiding management assistants and other supportive staff as a team leader.
7. Organizing, events, activities and facilities related to welfare.
8. Any other duties assigned by the supervising officer.

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

*JM. 1-1 - 2016 Rs. [42,600 - 10 x 755 - 18x1135 – 70,580/-]*

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

<b>Grade</b>	<b>Relavant Initial Salary Step</b>	<b>JM 1-1</b>
II	1 <sup>ST</sup> Step	Rs.42,600
I	12 <sup>th</sup> Step	Rs.51,285

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

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 the Grade II

**4.4.2** Should pass the 2nd 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 Junior Manager Category:**

### **5.1 Qualifications for Administrative Officer**

**External Candidates: - (1 or 2 or 3 or 4 or 05 below)**

1. A Bachelor Degree in Business/Public Administration, Management, Public Management, Commerce, which is recognized by the U.G.C.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is 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.

### **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 Management.

- 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 institution 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 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.

##### **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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100 Marks

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- 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.

### **5.5 Qualifying date**

The applicant can be treated as qualified only if he/ she has completed the necessary Qualifications specified under 5.1, 5.2 and 5.3 before the closing date of application

### **5.7 Confirmation**

An external candidate who is appointed to the 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.

## **6. 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 New Villages Development Authority for Plantation Region, 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.