

New Villages Development Authority for Plantation Region (NEVIDA)

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE
CATEGORY OF “MANAGER”**

File No : NVDA/SOR/01
MSD File No : DMS/1849

1. **Employee Category:**

Manager

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

Functions by their general nature, 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 New Villages Development Authority for Plantation Region, 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:**

Assistant Director/Deputy Director

(c) **Job Description**

(1) Assistant Director / Deputy Director - Development

- Designs, estimates, implements and monitors Development projects identified by the Authority.
- Preparing Action Plan, Procurement Plan, BOQ etc.
- Supervise progress of work and reporting performance periodically.
- Checking bills of work done and recommending for payment
- Supervising Technical officers and other subordinate staff.
- Any other duty assigned by the Director / Director General.

(2) Assistant Director / Deputy Director - Administration

- Preparation of HR plan and SOR and assisting recruitment process of staff and other employees.
- Monitoring and supervising subordinate staff and evaluating their performance.
- Assisting in preparation of Administrative reports and other documentation as Director by Director General.
- Assisting liaison and coordination with other agencies and Regional Directors.
- Organizing functions and events including seminar, training programmes and related activities.
- Any other functions assigned by the Director and Director General.

3. **Nature of Appointment:**

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

4. **Salary Scale ***

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

w.e.f. 01.01.2016;

MM 1-1 - 2016 Rs. [53,175 - 10 x 1,375-15 x1910 - 95,575/-]

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

Grade	Relevant Initial Salary Step	Salary step of the relevant Grade
		MM 1-1
II	1 ST Step	Rs.53,175
I	12 th Step	Rs.68,835

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:

Assistant/Deputy Director - 02

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 the 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 Assistant Director - Administration

External Candidates (1 or 2 below)

1. A Bachelor Degree in a Business/Public Administration, Public Management, Human Resource Management, Commerce which is recognized by the U.G.C.

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.

5.1.2 Assistant Director – Development

External Candidates (1 or 2 below)

1. A Bachelor Degree in a Business/Public Administration, Business Management, Commerce, Management which is recognized by the U.G.C.

AND

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

5.2 Age:

Should be not less than 22 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 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 Management 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 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 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 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 qualification	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview	-	25 Marks

		100 Marks
		=====

- 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 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 internally selected candidates already confirmed in a post in the institute 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. 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.