

New Villages Development Authority for Plantation Region (NEVIDA)

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

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

1. Employee Category:

Management Assistant – (Non-Technological)

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

Functions/ Activities of non - technological nature specially assigned by the New Villages Development Authority for Plantation Region/ C.E.O. to facilitate/ support/ supplement the discharging of duties by the Managerial, Administrative and Executive Grades of the organization.

(b) Posts falling within this service category: -

1. Management Assistant

(c) Job Description

- Assists, facilitates, supports and supplement the functions of non-technical nature performed by executive and managerial personnel of the New Villages Development Authority.
- Other duties assigned by management from time to time
- Maintaining Record Files and other relevant documents and office equipment, etc.

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 *

(As per MSD Circular No:2/2016 of 25-04-2016)

MA 1-1– 2016

Rs. [27,910 - 10x300 - 7x350 - 4x495 - 20x660 - 48,540/-]

MA 1-2 – 2016

Rs. [27,910 - 10x300 - 7x350 - 12x600 - 12x710 - 49,080/-]

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

Grade	Relevant Initial Salary Step		MA 1-2
III	1 st Step		Rs.27,910
II	12 th Step		Rs.31,260
I	23 rd Step		Rs.36,360

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:

Management Assistant - 03

(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. Accordingly, the total cadre under the category to be stated here)

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 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 Institute.

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 Management Assistant – Non-Technological Category:**

5.1 **Qualifications (General):**

External Candidates

Educational:

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Sinhala/ Tamil
 - ii. English language
 - iii. Mathematics
- And,**
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Note: - Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose.

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 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-of New Villages Development Authority for Plantation Region, 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 (Sinhala/Tamil and English)
- Aptitude Test / General Knowledge)
- Computer Test (If necessary to the post)

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 and General Knowledge

This paper will be designed to test the aptitude and ability of the candidate to perform his/her official duties and his general knowledge on current affairs.

Computer Test:

This test is to assess the following abilities of the candidate:

- Basic concepts of Information Technology
- Windows Operating System and
- File Management

Candidates should secure at least 40% of the marks for each subject and

an aggregate of at least of 50% of the total marks to pass the recruitment examination. The number of external candidates called for the interview will be based on the merit at the examination. However, all internal candidates who pass the written examination will be called for the interview.

5.4.2 Interview:

Marks allocated for the interview are as follows:

- | | |
|--|------------|
| ▪ Relevant experience | - 30 Marks |
| ▪ Relevant additional educational qualifications | - 30 Marks |
| ▪ Other achievements | - 15 Marks |
| ▪ Performance at the interview | - 25 Marks |

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 Initial 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 of applications.

5.7 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 who are already confirmed in their qualifying categories 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 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. Action will be taken to by the appointing authority to promote the qualified employees to Gr. II, after verification of qualifications with effect from the qualifying date.

6.2 **Grade II to grade I**

6.2.1 **Average Performer**

(a) **Pre-requisites**

- Should have completed a minimum of 10 years of service in Grade II and earned ten (10) 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 10 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. Action will be taken by the appointing authority to promote the qualified employees to Gr. I after verification of qualifications, with effect from the qualifying date.