

**UNIVERSITY GRANTS COMMISSION, UNIVERSITIES & HIGHER EDUCATIONAL
INSTITUTIONS**

**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
"PRIMARY LEVEL"- SEMI SKILLED**

File No : Date :

DMS File No : ^(S) DMS/1528/001-11(2) Date : 2024-08-12

01. Employee Category:

Primary Level – Semi skilled

02. (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 2 or level 3, and performing duties relating to providing of basic facilities such as construction, maintenance, repairs etc., required for the implementation of the role and functions conferred upon the organization.

(b) Posts falling within this service category:

1. Laboratory Attendant
2. Gymnasium Attendant
3. Attendant (Health Service)
4. Tractor Operator
5. Engine cum Pump Operator
6. Boiler Operator
7. Lathe Machine Operator
8. Three Wheeler Driver
9. Nurseryman
10. Specimen Collector
11. Caretaker Cum Cook
12. Painter
13. Polisher

(c) Job Description:

See the Annexure 01

03. Nature of Appointment:

Permanent with entitlement to University Provident Fund, Pension Fund and Employees' Trust Fund etc.

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Samanthi. N. Meethalawa
Director
Department of Management Services
General Treasury
Colombo 01.

04. Salary Scale, Efficiency Bar and Employment Structure -

4.1 Salary Code and the Monthly Salary Scale of the employee Category

W. e. f. 01.01.2020

U-PL 2 - Rs. [28,025 - 10x270 - 10x300 - 10x355 - 12x385 - 41,895]

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

Grade	Relevant Initial Salary Step	U-PL 2
Grade III	01 st Step	28,025
Grade II	12 th Step	31,025
Grade I	22 nd Step	34,080
Special Grade	32 nd Step	37,660

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 :

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 Test:

The Efficiency Bar test is a structured interview conducted by a panel appointed by the appointing authority. All employees in this category;

4.4.1 Should pass the 1st Efficiency Bar Test within three (03) years from the date of appointment to the Grade III.

4.4.2 Should pass the 2nd Efficiency Bar Test within three (03) years from the date of promotion to the Grade II.

4.4.3 Should pass the 3rd Efficiency Bar Test within five (05) years from the date of promotion to the Grade I.

4.4.4 Relevant syllabus is given in the paragraph 07. 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 of the UGC and the Higher Educational Institutions.

4.4.5 Efficiency Bar Examinations will be held once a year or as and when necessary.

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- 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.

05. Recruitment to Semi-Skilled Category:

5.1 Qualifications:

5.1.1 External Category (1 or 2 below)

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings and having obtained a proficiency certificate not below than the National Vocational Qualifications (NVQ) Level 2 or 3, issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.
2. Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two (02) credit passes in not more than two sittings and one (01) year working experience in a relevant field with industrial skills.

5.1.2 Internal Category (1 or 2 below)

1. Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post and having obtained the qualifications required by the External candidates above.
2. Employees of Primary Level Unskilled (U-PL1) who have been confirmed in the present post and completed a minimum of five (05) years working experience in the relevant field with industrial skills.

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 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 structured interview and a Trade Test, conducted by a panel appointed by the appointing authority in compliance with the provisions specified in the procedure for appointment.

All recruitments to this category and the promotions within the category should be strictly in compliance with the provision of this Scheme of Recruitment.

5.5 Interview

Marking Scheme for the structured interview is as follows;

- Relevant additional educational/ vocational qualification - 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 Semi 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 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 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 a probationary period of one year.

5.9 Salary at Recruitment

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provisions in Chapter VII of Government Establishments Code.

06. Promotions:

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

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Director

Department of Management Services
General Treasury

06. Promotions:

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

6.1 Promotion from Grade III to grade II of the category:

(a) Pre-requisites:

- i. Should have been confirmed in the post.
- ii. Should have completed a minimum of ten (10) years of service in Grade III and earned ten (10) annual salary increments.
- iii. Showing an average or above average performance according to the approved scheme of performance appraisal during the period of ten (10) years preceding the promotion.
- iv. Should have completed five (05) years of satisfactory service preceding the date of promotion.
- v. Should have achieved the necessary level of proficiency in second language.
- vi. Successful completion of due Efficiency Bar.

(b) Mode of Promotion:

Through the application forms introduced by the employer, 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 Promotion from Grade II to Grade I of the category:

(a) Pre-requisites:

- i. Should have completed a minimum of nine (09) years of service in Grade II and earned nine (09) annual salary increments.
- ii. Should have completed five (05) years of satisfactory service immediately preceding the promotion.
- iii. Showing an average or above average performance according to the approved scheme of performance appraisal during a period of nine (09) years preceding the promotion.
- iv. Successful completion of all due Efficiency Bars.

(b) Mode of Promotion:

Through the application forms introduced by the employer, 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.

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Samanthi. N. Meethalawa
Director
Department of Management Services
General Treasury
Colombo 01.

6.3 Promotion from Grade I to Special Grade

(a) **Pre-requisites:**

- i. Should have completed a minimum of ~~five (05)~~ ^{nine (09)} years of service in Grade I and earned ~~five (05)~~ ^{nine (09)} salary increments.
- ii. Should have completed five (05) years of satisfactory service immediately preceding the promotion.
- iii. Showing an average or above average performance according to the approved scheme of performance appraisal during the period of ~~five (05)~~ ^{nine (09)} years preceding the promotion.

(b) **Mode of Promotion:**

Through the application forms introduced by the employer, a request should be made by the qualified employees. Action will be taken by the Appointing Authority to promote to U PL-2 (Special Grade) after verification of qualifications and performance evaluation by an interview with effect from qualifying date.

07. **Syllabus for the Efficiency Bar Test:**

7.1 The syllabus should be prepared relevant to each post covering the following components.

7.1.1 **First Efficiency Bar Test; Structured Interview (to be completed within three (03) years from the date of appointment to Grade III)**

- a. To check whether the employee as relevant to the post, is conversant with the role and functions of the institution.
- b. To test the employee's knowledge with regard to the general office procedures and establishment matters as relevant to the post.
- c. To test the knowledge, skills and proficiencies relating to functions assigned to the post and employee category.

All candidates should obtain a minimum of 40% marks at the test to pass the 1st Efficiency bar.

The Interview panel should consist in terms of the provisions specified in the procedure for appointment.

Candidates should pass this efficiency bar test to be confirmed in the post.

Samanthi N. Meethalawa
12/03/2024

Samanthi N. Meethalawa
Director
Department of Management Services
General Treasury
Colombo 01.

7.1.2 Second Efficiency Bar Test; Structured Interview (to be completed within three (03) years from the date of appointment to Grade II)

This will test the knowledge of the employee concerned about the procedural and legal innovations in the relevant field during the period of service he/she has been serving in relation to the subjects covered in the first efficiency bar examination and the skills of the employee on innovations relevant to the appointment.

To test whether the employee has acquired skills relating to the post in keeping with his seniority.

All candidates should obtain a minimum of 40% marks at the test to pass the 2nd Efficiency bar.

The Interview panel should consist in terms of the provisions specified in the procedure for appointment.

7.1.3 Third Efficiency Bar Test; Structured Interview (to be completed within five (05) years from the date of promotion to Grade I)

The components under 7.1.2 above to be applied as appropriate.

All candidates should obtain a minimum of 40% marks at the test to pass the 3rd Efficiency bar.

The Interview panel should consist in terms of the provisions specified in the procedure for appointment.

08. Allocation of duties:

Allocation of duties will not be based on grades. Duties and functions falling within the duties and functions assigned to the employees of this category, can be assigned to any person in any of the grades, based on service requirements, experience and merit.

09. Appointing Authority:

Appointing Authority will be the University Grants Commission/ Governing Authority of the University.

10. Definition:

10.1 For all purposes arising out of this Scheme of Recruitment "Satisfactory period of service" means a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the employee during the period.

10.2 "Due Date" means the date on which this Scheme of Recruitment comes into effect.

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Samanthi N. Meethalawa
12/03/2024

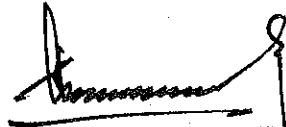
Samanthi. N. Meethalawa
Director
Department of Management Services
General Treasury
Colombo 01.

contd.

SOR for the posts in the employee category of Primary Level -
Semi Skilled

Recommended the above Scheme of Recruitment.

Date : 11/01/2024

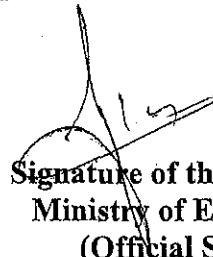


Signature of the Chairman of
University Grants Commission
(Official Seal)

Senior Professor Sampth Amaratunge
Chairman

Recommended and forwarded for the approval.

24/01/2024
Date :
Wasantha Perera
Secretary
Ministry of Education
No. 18, Ward Place,
Colombo 07



Signature of the Secretary
Ministry of Education
(Official Seal)

University Grants Commission
No. 20, Ward Place, Colombo 07
Sri Lanka.

Above Scheme of Recruitment is approved.

Date : 03/04/2024



Director-General
Department of Management Services

Hiransa Kaluthantri
Director General
Department of Management Services
General Treasurer
Colombo 07

Job DescriptionsPrimary Level - Semi – Skilled Grades (U-PL 2)

No.	Post	Job Descriptions
1.	Laboratory Attendant	• Clean the laboratory, machine and keep equipment safely in the laboratory. • Assure that equipment, glassware and laboratory work area are clean and orderly • Distribute and prepare laboratory equipment and documents for the relevant places or practical whenever necessary. • Assist in photocopying practical handouts and other documents. • Prepare specimens for testing • Assist undergraduate laboratory practical sessions as directed by the relevant academic staff members. • Any other work assigned by the Head of the Department.
2.	Caretaker Cum Cook	• Maintain the premises, furniture, cookery, cutlery, curtains, bed lined, etc., with care and in good condition. • Provide culinary services to the residents of the premises. • Maintain and update records of the residents and inventory of the premises. • Assist the administration in collecting relevant charges from the residents by submitting bills, receipts, etc. for the service obtained such as room rent, telephone call charges etc. • Responsible for the properties of the Guest House. • Any other work assigned by the supervising officer.
3.	Gymnasium Attendant	• Setting up, maintaining and cleaning equipment of the Gymnasium. • Explain programs, manuals and how to use equipment in the Gymnasium. • Provide basic exercises and fitness information. • Ensure clean and safe environment inside the Gymnasium. • Provide instructions on gym rules and regulations. • Record keeping • Conduct daily inspections and inform the Head of Department any defects in equipment.
4.	Attendant (Health Service)	• Assist patients with personal hygiene and daily living and providing comfort and transportation. • Keep detailed logs, documents, and reports of daily activities. • Maintains confidentiality regarding patient files and conditions. • Provide direct assistance to the nurses. • Provide patient comfort by utilizing resources. • Maintain work operations by following rules and regulation. • Any other work assigned by the supervising office

Samanthi N. Meethalawa
12/02/2024

Samanthi N. Meethalawa
Director
Department of Management Services
General Treasury
Colombo 01

5.	Tractor Operator	• Performs regular engine maintenance inspections on the university Tractor. • Performs relevant duties in fields such as university farms, cultivation areas such as land preparation etc. • Assist in undergraduate practical sessions. • Operating university tractor and maintaining its in good condition • Any other work assigned by the supervising officer
6.	Painter	• Under the guidance and supervision of the Works Engineer or Works Superintendent attending all work related to painting at the university. • Provide necessary equipment for the practical sessions • Finishing works on buildings, exam halls or other structures in the university. • Any other work assigned by the supervising officer
7.	Polisher	• Under the guidance and supervision of the Works Engineer or Works Superintendent attending all work related to polishing at the university. • Provide necessary equipment for the practical sessions • Improve the appearance of items such as chairs, desks, book shelves, racks, etc., at the University. • Any other work assigned by the supervising Officer
8.	Engine cum pump Operator	• Operating functions and maintenance of Engines and Pumps in the university. • Cleans, lubricates, and repair pumps and vessels, using hand tools and equipment. • Collect and deliver sample solutions for laboratory analysis. • Inspects engines and pumps to detect malfunctions. • Record keeping such as utilization or engine and pumps power consumption • Any other work assigned by the supervising Officer
9.	Boiler Operator	• Prepare and operate the boiler for conducting practical sessions • Maintain the broiler and its parts, ensuring proper functioning • Inspect safety devices on a daily basis, running tests and reporting any unusual situations. • Monitor boiler water and fuel levels and make necessary adjustments. • Periodical inspections and maintenance of boiler and auxiliaries. • Maintain, check and operate boiler and auxiliaries in safe, clean and good condition. • Record keeping.
10.	Three Wheeler Driver	• Drive the university Three Wheeler and maintaining the same under the guide lines of the supervising Officer • Maintaining running records of three-wheeler.

Samanthi. N. Meethalawa
Director

Department of Management Services
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11.	Nurseryman	• Engage in nursery activities as per university requirements. • Watering saplings • Apply fertilizers • Maintains the inventory of nursery items, including plants • Planting, weeding, pruning and mulching • Inspects plants to assess their quality and health. • Identify signs of disease or pests in the nursery • Maintain good conditions in nurseries for plant growth. • Any other work assigned by the supervising Officer.
12.	Specimen Collector	• Collect specimens required for practical sessions in laboratories. • Preserve the specimens in laboratories as per the standards. • Collect plant and animal species and conserve them according to the requirements of academic activities. • Maintain inventory of plant and animal specimens in the laboratory. • Any other work assigned by the supervising Officer.
13.	Lathe Machine Operator	• Responsible for operating Lathe Machine properly. • Ensure safety requirements. • Control and adjust machine settings. • Periodical testing • Record keeping • Any other work assigned by the supervising Officer

Note:

Above job descriptions are listed considering the general duties assigned to the post. Thus, Higher Educational Institutions / Institutes may have the liberty of adding/ removing any special duties to any posts mentioned in the above lists as per the university/faculty requirement, in consultation with the Head of Department and relevant Authorities.

Samanthi N. Meethalawa
12/03/2024

Samanthi. N. Meethalawa
Director
Department of Management Services
General Treasury
Colombo 01.