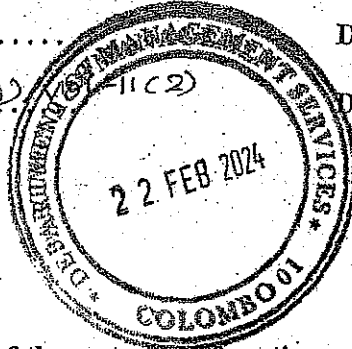


**UNIVERSITY GRANTS COMMISSION, UNIVERSITIES & HIGHER EDUCATIONAL  
INSTITUTIONS**  
**SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF  
"PRIMARY LEVEL"- UNSKILLED**

File No : ..... Date : .....

DMS File No : DMS/1528 (9) -11 (2) Date : 2024.03.12



01. **Employee Category:**

Primary Level – Unskilled

02. (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 of establishment.

This category of employees is a multi-functional category and any defined functions among such basic functions can be assigned by the Appointing Authority/ Head of the Organization to the holders of posts in this category.

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

1. Works Aide
2. Library Attendant
3. Survey Attendant
4. Security Guard
5. Swimming Pool Attendant Cum Life Guard
6. Groundsman
7. Lawn Mover Operator
8. Storeman
9. Gardner
10. Milker
11. Tree Cutter
12. Slaughterman
13. Postmortem Labourer
14. Health Services Labourer

(c) **Job Description:**

See the Annexure 01

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03. Nature of Appointment:

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

04. Salary Scale, Cadre, Efficiency Bar and Employment Structure

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

*W. e. f. 01.01.2020*

U-PL 1 - Rs. [27,025 - 10x250 - 10x270 - 10x300 - 12x355 - 39,485]

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

Grade	Relevant Initial Salary Step	U-PL 1
Grade III	1 <sup>st</sup> Step	27,025
Grade II	12 <sup>th</sup> Step	29,795
Grade I	22 <sup>nd</sup> Step	32,525
Special Grade	32 <sup>nd</sup> Step	35,580

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 of the posts as required by the UGC and the Higher Educational Institutions. Duties assigned to holders of all designations under the category will be considered to be of similar status. The Head of the Organization will assign duties on the basis of service requirements.

4.4 **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.

4.5 **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;

4.5.1. Should pass the 1<sup>st</sup> Efficiency Bar Test within three (03) years from the date of appointment to the Grade III.

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- 4.5.2. Should pass the 2<sup>nd</sup> Efficiency Bar Test within three (03) years from the date of promotion to the Grade II.
- 4.5.3. Should pass the 3<sup>rd</sup> Efficiency Bar Test within five (05) years from the date of promotion to the Grade I.
- 4.5.4. 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.
- 4.5.5. 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.

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

**5.1. Qualifications:**

**External Candidates:**

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.

**Qualification for the posts of Postmortem Labourer/ Health Services Labourer:**

Should have sat for the G.C.E. (O/L) Examination.

**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:**

Recruitment for the posts under this category will be done after calling applications through a public advertisement or a newspaper advertisement and on the results of a trade test and/ or structured interview 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.

*Samanthi N. Meethalawa*  
12/03/2024

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## 5.5 Interview

Marking Scheme for the structured interview is as follows.

- Relevant additional educational/ vocational qualification - 20 Marks
  - Relevant experience - 20 Marks
  - Performance at the interview - 60 Marks
- 100 Marks  
=====

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 is 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 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 1<sup>st</sup> Efficiency Bar test he/she will be confirmed in the post at the end of the period of probation.

## 5.9 Salary at Recruitment

Persons recruited to the Grade III of this category will be placed at the initial step of the salary scale.

## 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 continuously completed five (05) years of satisfactory service immediately preceding the date of promotion.
- v. Should have achieved the necessary level of proficiency in second language.
- vi. Successful completion of due Efficiency Bars.

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(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) 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 nine (09) years preceding the promotion.
- iv. Successful completion of all due Efficiency Bars.

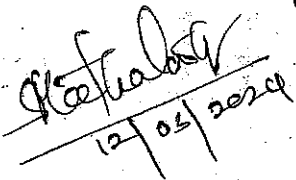
(b) **Mode of Promotion:**

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.

6.3 **Promotion from Grade I to Special Grade**

(a) **Pre-requisites:**

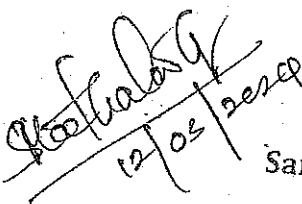
- i. Should have completed a minimum of <sup>nine (09)</sup> ~~five (05)~~ years of service in Grade I and earned <sup>nine (09)</sup> ~~five (05)~~ salary increments.
- ii. Should have completed five (05) years of satisfactory service immediately preceding the promotion.
- iii. Showing an average or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

  
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Department of Management Services  
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Colombo 01.

(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-1 (Special Grade) after verification of qualifications and performance evaluation by an interview with effect from qualifying date.

  
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07. Syllabus for the Efficiency Bar Examination:

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 1<sup>st</sup> Efficiency bar.

The Interview panel should consist in terms of the provisions specified in the Procedure for Appointment in the Establishment Code of the UGC and Higher Educational Institutions.

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

7.1.2 **Second Efficiency Bar Test; Structured Interview (to be completed within three (03) years from the date of promotion 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 functions assigned to the post held by the employee.

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

The Interview panel should consist in terms of the provisions specified in the Procedure for Appointment in the Establishment Code of the UGC and Higher Educational Institutions.

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 are to be applied as appropriate.

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

The Interview panel should consist in terms of the provisions specified in the Procedure for Appointment in the Establishment Code of the UGC and Higher Educational Institutions.

6 *[Signature]*  
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Director  
Department of Management Services  
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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.

Recommended the above Scheme of Recruitment.

Date : 11/01/2024



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

Senior Professor Sampth Amaratu

Chairman

University Grants Commission

No. 20, Ward Place, Colombo 07

Sri Lanka.

Recommended and forwarded for the approval.

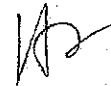
24/01/2024

Date : .....  
**Wasantha Perera**  
Secretary  
Ministry of Education  
No. 18, Ward Place,  
Colombo 07  
Above Scheme of Recruitment is approved.



Signature of the Secretary  
Ministry of Education  
(Official Seal)

Date : 03/04/2024



Director-General

Department of Management Services

**Hiransa Kaluthantri**  
Director General  
Department of Management Services  
General Treasury  
Colombo 701.

Job DescriptionsPrimary Level + Un-Skilled Grades (U – PL 1)

No.	Post	Job Descriptions
1.	Works Aide	<ul style="list-style-type: none"> <li>• Responsible for opening and closing the office</li> <li>• Cleaning and maintaining good condition in the office.</li> <li>• Delivering documents.</li> <li>• Photocopying and faxing.</li> <li>• Filing documents.</li> <li>• Preparation of requisitions and receipt of the stationaries and other goods.</li> <li>• Inform the Head of Department any defects in equipment.</li> <li>• Answer telephones when officers are absent and record the messages.</li> <li>• Supply refreshment to the visitors / meetings.</li> <li>• Any other work assigned by the Head of the Department.</li> </ul>
2.	Groundsman	<ul style="list-style-type: none"> <li>• Prepare playing courts for training and competitions.</li> <li>• Store sports equipment and maintain it's properly.</li> <li>• Issuing and recovering the sports equipment and maintain systematic records.</li> <li>• Any other special work given by the Director of Physical Education of the University pertaining to maintaining the university playground.</li> <li>• Any other work assigned by the Head of the Department.</li> </ul>
3.	Lawn Mover Operator	<ul style="list-style-type: none"> <li>• Grass cutting by using a lawn mower machine and maintaining the exact condition of the sport place and other related areas of the sport place.</li> <li>• Maintaining the good running condition of the Lawn Mover Machine.</li> <li>• Help with any other grounds work for the other grounds staff.</li> <li>• Any other special work given by the Director of Physical Education of the University.</li> <li>• Any other work assigned by the Head of the Department.</li> </ul>
4.	Security Guard	<ul style="list-style-type: none"> <li>• Hold responsibility for the safety of the movable properties of the university.</li> <li>• Protect any loss to university property with all possible means and inform their superiors of possible threats.</li> <li>• Maintain Log books and records related to security</li> <li>• Any other work assigned by the Head of the Department</li> <li>• Complete reports by recording observational information</li> <li>• Secure Premises and Property by Patrolling</li> <li>• Monitoring Surveillance equipment and access points</li> </ul>

*Samanthi N. Meethalawa*  
12/02/2024

Samanthi, N. Meethalawa

Director

Department of Management Services

General Treasury



5.	Gardner	<ul style="list-style-type: none"> <li>• Maintain the garden to ensure specific requirements and expectations.</li> <li>• Perform basic maintenance such as grass cutting , emptying bins, managing weed control and leaf raking.</li> <li>• Plant and nurture new trees, flower, and various plants.</li> <li>• Work with hand tools and basic light machinery such as plant vehicles, and small diggers.</li> <li>• Service all garden equipment and machinery.</li> <li>• Identify requirements for the garden and plant equipment.</li> <li>• Any other work assigned by the Head of the Department.</li> </ul>
6.	Storeman	<ul style="list-style-type: none"> <li>• Keeping the goods and records under the guidance of the Supervisor of the Maintenance Division</li> <li>• Check goods on arrival and before dispatch</li> <li>• Monitoring the goods in stores</li> <li>• Keep records on goods in and out stores.</li> <li>• Any other duty assigned either by the Head of the Department.</li> </ul>
7.	Swimming Pool Attendant Cum Life Guard	<ul style="list-style-type: none"> <li>• Observes and patrols pool and enforces safety regulations.</li> <li>• Assist swimmers if they are in danger.</li> <li>• Providing information on pool facilities such as length, depth, etc.</li> <li>• Identify and report defects throughout the pool and inform supervisors and concerned departments immediately of hazards, injuries, equipment, or processes that negatively affect the operations.</li> <li>• Ensure the swimming pool area is clean at all times and report any maintenance issues.</li> <li>• Facilitate and maintain consistent pool safety programs, training, and documentation to ensure the overall safety in the pool area.</li> </ul>
8.	Survey Attendant	<ul style="list-style-type: none"> <li>• Work related to surveying and mining under the guidelines of the Head of the Department</li> <li>• Assist Survey work by transporting; assembling, maintaining and surveying equipment</li> <li>• Collecting and labeling samples</li> <li>• Keeping records of surveying equipment and tools inform loss or damage to survey equipment.</li> <li>• Assist in collecting data and providing other support as required.</li> <li>• Any other work assigned by the Head of the Department.</li> </ul>
9.	Library Attendant	<ul style="list-style-type: none"> <li>• Responsible for opening and closing the university library</li> <li>• Cleaning and maintaining good condition in the library.</li> <li>• Delivering documents.</li> <li>• Photocopying and faxing.</li> <li>• Arrangement of shelves.</li> <li>• Check ordered books and bills.</li> <li>• Collect paper cutting and articles.</li> <li>• Help library users to check library books and catalogs.</li> <li>• Periodicals arrangements.</li> <li>• Supply refreshments to visitors and meetings</li> <li>• Performing other related duties as assigned by the Librarian.</li> </ul>

Samanthi. N. Meethalawa

Director

Department of Management Services

*Handwritten signature and date: 23/2/2024*

10.	Milker	<ul style="list-style-type: none"> <li>• Cleaning of cattle sheds, cows and other utensils.</li> <li>• Ensure health of cows, calves and inform relevant officers.</li> <li>• Feeding and caring for cows and calves</li> <li>• Milking dairy cows and preserving milk.</li> <li>• Maintaining high standards for animal welfare and hygiene</li> <li>• Distribution of milk and maintaining the records.</li> <li>• Any other task assigned by supervising officer</li> </ul>
11.	Tree Cutter	<ul style="list-style-type: none"> <li>• Remove harmful branches/trees and ensure the safety of the students and employees at the university</li> <li>• observing the growth of trees and identifying harmful parts</li> <li>• Assist in landscaping and maintain the university garden</li> <li>• Remove decadent trees, branches and damageable parts from the university garden</li> </ul>
12.	Slaughterman	<ul style="list-style-type: none"> <li>• Prepare carcasses and animal organs for practical sessions</li> <li>• Performs various duties related to the slaughtering and processing of the animals.</li> <li>• Carry out the work in university/faculty farms under the instruction and the supervising officer</li> </ul>
13	Postmortem Labourer	<ul style="list-style-type: none"> <li>• Handling the cadavers when practical classes are conducted.</li> <li>• Handling the cadavers when transporting them from place to place.</li> <li>• Assists with disinfecting bodies, facilities, and equipment after cases.</li> <li>• Cleans and maintains laboratory equipment, facilities, and related materials; maintains and stocks inventory and supplies; prepares autopsy chemicals.</li> <li>• Maintaining the cadavers according to the safety regulations.</li> <li>• Any other tasks assigned by the supervising officer.</li> </ul>
14	Health Services Labourer	<ul style="list-style-type: none"> <li>• Keep health Centre properly cleaned.</li> <li>• Keep health Centre properly stocked and organized.</li> <li>• Assist patients with basic hygiene activities.</li> <li>• Work closely with other healthcare professionals, such as doctors and nurses in order to provide good service to students and staff.</li> <li>• Sterilize medical equipment and tools.</li> <li>• Dispose of waste and hazardous materials.</li> <li>• Any other tasks assigned by the supervising officer.</li> </ul>

**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.

*SKC/2024*  
*10/03/2024*

Samanthi. N. Meethalawa  
 Director  
 Department of Management Services  
 General Services