

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

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

File No : Date :

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01. Employee Category:

Primary Level – 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 4 by the Tertiary and Vocational Education Commission, and performing duties relating to providing of basic facilities such as construction, maintenance, repairs and lighting etc, required for the implementation of the role and functions conferred upon the organization. Persons holding a valid motor vehicle driving license issued by the Commissioner General of Motor Traffic and attending to duties relating to providing of transport needs of organization too are brought under this category of employees.

(b) Posts falling within this service category:

1. Driver
2. Electrician
3. Mason
4. Carpenter
5. Plumber
6. Welder
7. Fitter
8. Technician
9. Machinist
10. Mechanic
11. Blacksmith
12. Tinsmith
13. Book Binder
14. Litho Artist
15. Plate Maker
16. Litho Machine Operator
17. Electronics Repairman
18. Machine Operator (Generator)
19. Instrument Mechanic
20. Aluminum Fabricator

(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, 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 3 - Rs. [29,915 - 10x270 - 10x300 - 10x355 - 12x385 - 43,785]

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

Grade	Relevant Initial Salary Step	U-PL 3
Grade III	01 st Step	29,915
Grade II	12 th Step	32,915
Grade I	22 nd Step	35,970
Special Grade	32 nd Step	39,550

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 Trade Test and 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 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.

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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.

05. Recruitment to Primary Level - Skilled Category:

5.1 Qualifications:

5.1.1 Driver

External Candidates:

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings.

AND

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.

Internal Category:

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license

AND

Completion of minimum five (05) years satisfactory service in a post in the category of Primary Semi Skilled (U-PL 2) or Primary Unskilled (U-PL 1) and confirmed in the present post.

5.1.2 Other posts:

External Category:

Having obtained a Proficiency Certificate not below than the National Vocational Qualification (NVQ) Level 4 issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

Internal Category: (1 or 2 below)

1. Employees in Primary Level Semi-Skilled (U-PL 2) or Un-skilled (U-PL 1) who have been confirmed in the present post and having obtained the qualifications required by the External candidates above.

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2. Employees in Primary Level Semi-Skilled (U-PL 2) or Un-skilled (U-PL 1) who have been confirmed in the present post and completed a minimum of five (05) years working experience in the relevant field with the skills not below than the National Vocational Qualification (NVQ) Level 2, proven at a trade test.

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 the 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 |
| | ===== |

Selection will be made purely in the order of merit at the interview.

- 5.6. All recruitments to 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.

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5.8. **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 previous posts will be subject 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;

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) 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 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.

(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.

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- iii. Showing an average or above average performance according to the approved scheme of performance appraisal during 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 ~~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-3 (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.

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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.

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

To 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 three (05) years from the date of promotion to Grade I)

The components under TO 2 above are 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.

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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



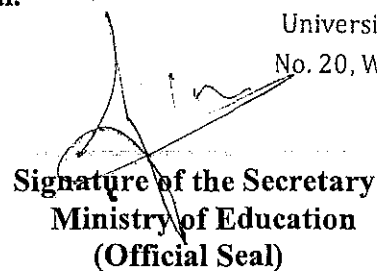
Signature of the Chairman of
University Grants Commission
(Official Seal)

Senior Professor Sampth Amaratu
Chairman

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

Recommended and forwarded for the approval.

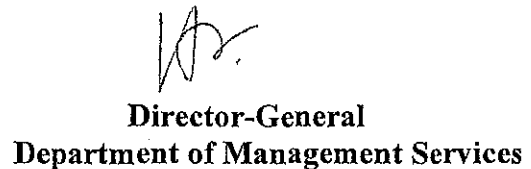
24/01/2024
Date :
Wasantha Perera
Secretary
Ministry of Education
No. 18, Ward Place,
Colombo 07



Signature of the Secretary
Ministry of Education
(Official Seal)

Above Scheme of Recruitment is approved.

Date : 03/04/2024



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Department of Management Services

Hiransa Kaluthantri
Director General
Department of Management Services
General Treasury
Colombo - 01

Job DescriptionsPrimary Level - Skilled Grades (U-PL 3)

No.	Post	Job Description
1.	Driver	<ul style="list-style-type: none"> • Responsible for transport activities at the university. • Maintaining the vehicle safe and clean. • Identify defects in the vehicle and report them to the supervising officer. • Schedule regular vehicle service appointments and report them to the supervising officer. • Ensure the vehicle is clean and comfortable for users. • Maintain records such as mileage, fuel, expenses, etc. • Any other work assigned by the supervising officer
2.	Electrician	<ul style="list-style-type: none"> • Service and maintain electrical systems, fixtures, electrical equipment in the Department. • Perform internal wiring work in laboratories and Department. • Assist electrical repairs, electricity safety in the Department • Perform routine inspections on electrical systems to identify issues • Any other work assigned by the supervising officer
3.	Mason	<ul style="list-style-type: none"> • Perform masonry work at the university under the guidance and supervision of the Work Supervisor/Works Engineer. • Rehabilitation and repairing damaged buildings and places • Assist in building layout, framing, sheathing and roofing structures. • Use equipment and tools to safely perform basic construction tasks. • Provide necessary services to conduct practical sessions. • Any other work assigned by the Head of the Department /Supervising Officer
4.	Carpenter	<ul style="list-style-type: none"> • Service and maintain tools, machines and other equipment. • Repair and replace damaged wooden items at the university. • Taking measurements and calculating the size and amount of material needed. • Inspect places and conduct repairs or maintenance. • Provide the necessary service to conduct practical classes. • Ensure the required materials are available and prepare them before classes commence. • Any other work assigned by the Head of the Department.
5.	Plumber	<ul style="list-style-type: none"> • Operate, maintain and repair the university plumbing system and fixtures. • Assemble and connect pipes to ensure regular water supply. • Detects issues in the plumbing system, water supply, etc. • Perform routine maintenance on plumbing fixtures. • Any other works assigned by the Works Engineer or supervising officer

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6.	Welder	<ul style="list-style-type: none"> • Perform various welding techniques according to university requirements. • Operate welding equipment, tools and machinery in a safe manner. • Provide the necessary service to conduct practical sessions.
7.	Fitter	<ul style="list-style-type: none"> • Ensure the safety of equipment and tools. • Responsible for assembling, installing, maintaining and replacing mechanical systems, equipment and components. • Ensure alignment and fitting of machinery assembly parts. • Provide necessary service to conduct practical sessions.
8.	Technician	<ul style="list-style-type: none"> • Provide technical support, maintenance, repair equipment, systems used at the University • Perform maintenance, repair and calibration of equipment, instruments, devices and systems. • Provide the necessary service to conduct practical sessions. • Identify technical issues. • Collect and record instruments from equipment functions, test, etc.
9.	Machinist	<ul style="list-style-type: none"> • Taking measurements and marking material for cutting or shaping. • Assist to conduct practical sessions to the students. • Ensure that required materials are available before classes commence. • Perform routine machine maintenance and repair minor damages • Monitor machine while working to adjust the feed, maintain temperature and identify issues • Service and maintain tools, machines & other equipment
10.	Mechanic	<ul style="list-style-type: none"> • Responsible for maintaining, repairing and servicing vehicle, machines at the university • Inspecting vehicle engine and mechanical/electrical components to diagnose issues accurately. • Perform routine maintenance tasks such as oil changes, fluid checks, tire and brake inspections on vehicles and equipment. • Diagnose and troubleshoot mechanical issues. • Schedule future maintenance sessions. • Keep logs on work and issues.
11.	Blacksmith	<ul style="list-style-type: none"> • Provide necessary service to conduct practical classes for students • Ensure the required materials are available before classes commence. • Responsible for crafting metal into functional and artistic pieces through heating, forging, and hammering techniques. • Repair damaged metal objects and structures by heating and reshaping them. • Repairing damaged equipment with methods such as welding or soldering.

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12.	Tinsmith	<ul style="list-style-type: none"> • Operate light metalworking machines such as shears, brakes, punches, and drill presses to cut, bend, punch, drill, shape or straighten sheet metal. • Responsible for crafting and working with sheet metal as per the university requirement. • Cut, shape, and form sheet metal into desired shapes using shears, hammer, and bending tools. • Assist to conduct practical sessions for the students.
13.	Book Binder	<ul style="list-style-type: none"> • Repair and restore damaged books, documents, and manuscripts to their original condition using appropriate preservation techniques. • Cutting papers to size using machines and cutting tools. • Gluing and stitching components into book covers. • Attaching endpapers to the body of the book. • Trimming book edges to size. • Repairing and rebinding damaged or worn books for resale or reuse.
14.	Litho Artist	<ul style="list-style-type: none"> • Responsible for creating artistic and graphic designs using lithography techniques. • Maintain accurate records of lithography projects, materials used, techniques applied, and artistic processes. • use printmaking techniques like etching, screen printing, lithography to produce prints • Print on a variety of surfaces, such as plastics, metal, glass, textiles, wood and paper • Any other work assigned by the Supervising Officer.
15.	Plate Maker	<ul style="list-style-type: none"> • A Plate Maker is responsible for creating and preparing printing plates used in various printing processes, such as offset printing, flexography, and letterpress at the university. • Prepare printing plates by processing analog artwork, ensuring accurate reproduction of images and text. • Use plate imaging equipment to transfer digital or film-based artwork onto printing plates. • Any other work assigned by the Supervising Officer.
16.	Litho Machine Operator	<ul style="list-style-type: none"> • Responsible for operating lithographic printing machines to produce high-quality prints for various educational, promotional, and administrative works at the university. • Set up lithographic printing machines, including adjusting paper alignment, loading inks, and configuring printing plates. • Minor repair of Litho Offset Machines. • Any other work assigned by the Supervising Officer.

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17.	Electronics Repairman	<ul style="list-style-type: none"> • Responsible for troubleshooting, repairing, and maintaining a wide range of electronic equipment and systems used within the university. • Diagnose and repair electronic devices, equipment, and systems such as computers, projectors, audiovisual systems, laboratory instruments, and communication devices. • Identify and replace faulty components to restore proper functionality. • Maintain electronic equipment to prevent breakdowns and ensure optimal performance.
18	Machine Operator (Generator)	<ul style="list-style-type: none"> • Responsible for operating and maintaining electrical generations and power systems to ensure reliable and continuous power supply for various HEI facilities, buildings, and equipment. This role plays a crucial part in supporting uninterrupted operations and safety on HEI. • Operating of machines of the Examinations division such as: <ul style="list-style-type: none"> Photocopy Machines Fax Machines Laminating Machines • Periodic maintenance of machines. • Minor repair of machines
19.	Instruments Mechanic	<ul style="list-style-type: none"> • Responsible for the installation, maintenance, calibration, and repair of a wide range of scientific and laboratory instruments used for research, teaching, and analysis. • Perform regular maintenance, inspection, and calibration of instruments to ensure accurate and reliable measurements. • Diagnose and troubleshoot technical issues in instruments, identifying and addressing malfunctions or inaccuracies. • Installation/handling/maintenance/repair of instruments, measuring equipment and other electronic devices. • Set up/operate/maintain/troubleshoot instruments according to the instructions in the manual. • Preparation of practical setups for laboratory, research and teaching work.
20.	Aluminum Fabricator	<ul style="list-style-type: none"> • Responsible for crafting, assembling, and installing aluminum structures, components, and systems used within university buildings, facilities, and structures. This role involves working with aluminum to create functional and aesthetically pleasing structures that support various HEI needs. • Cut, shape, and assemble aluminum components to create structures such as windows, doors, frames, partitions, and architectural elements. • Select appropriate types of aluminum and other materials based on project requirements. • Undertake any other duties and responsibilities of the department assigned by the Head of the Department .When necessary.

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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.

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