

Western Province Provincial Road Passenger Transport Authority

SCHEME OF RECRUITMENT FOR THE POST OF GENERAL MANAGER IN THE “SENIOR MANAGER CATEGORY”

File No: - TA/05/01/24

MSD File No -

01. Employee Category:

Senior Manager

02. (a) Broad definition of the nature of functions assigned to the employees of the Category:

The General Manager is the highest level Executive Officer of the Western Province, Provincial, Road Passenger Transport Authority.

The General Manager (C.E.O) is accountable and responsible for all the activities, and administrative and financial affairs of the Institute who under the general direction and control of the Board of Directors, exercise, perform and discharge powers, functions and duties of the Board as may be delegated by the Board and provide leadership and encouragement to the staff of the Western Province, Provincial, Road Passenger Transport Authority, for excelling in official achievements and generation and transfer of technology.

(b) Post falling within this service category:

General Manager

(c) Job Description

1. According to the Western Province Provincial Road Passenger Carriage Services Statute No 01 of 1992, General Direction & Supervision of the Authority be charge with the direction of the day to day Administration of the Authority and the Administration Control of the Employees of Authority.
2. Supervise and direct all the activities of the WPRPTA in the capacity of overall in charge
3. Function as the secretary to the Board of Management of WPRPTA
4. Ensure achievements of overall objects of the WPRPTA as specified in the Act of Establishment in keeping with the direction of the Authority
5. Ensure the preparation and implementation of the Corporate Plan and Action Plan of the WPRPTA in accordance with the guidelines stipulated in the Treasury circulars.

6. Report to the Authority on the progress achieved by the WPRPTA at regular intervals.
7. Advice to the board on policy issues and functions of the Board as necessity arises.
8. Attend to any other function entrusted by the Authority and/or Chairman.

(d) Nature of Appointment:

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

03. Salary Scale

3.1 Salary Code and the Monthly Salary Scale of the employee category

HM 1-3 Rs.[41,745 – 15 x 1,100 – 58 245]

3.2 In every letter of appointment salary code and salary scale should be mentioned.

3.3 Cadre :

General Manager 01

04. Recruitment to Senior Manager Category - General Manager

4.1 Qualifications:

External Candidates :

a. A degree and a postgraduate degree (Masters) Qualifications from a University recognized by the U.G.C. for Logistic and Transport, Engineering, Business/Public Administration , Economics, commerce, Computer Science or Law

OR

b. Chartered Membership in Chartered Institute of Logistic and Transport (CILT) with fifteen(15) years' managerial experience with three(03) years senior managerial level in the field of passenger transport field.

AND

Experience :

A minimum of 15 years experience in managerial level out of which three(03) years of experience in senior managerial level public transport and management with a proven track record in a recognized organization.

AND

A proven ability in leading and directing multi-disciplinary teams and experience in effective deployment and efficient management of human and other resources.

Internal Candidates :

- a. A minimum of Five (05) years satisfactory service in a post of Deputy General Manager in the senior manager category Administration/Finance /Operation will be eligible to apply.

AND

A proven ability in leading and directing multi-disciplinary teams and experience in effective deployment and efficient management of human and other resources.

4.2 Age:

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

4.3 Other:

Every applicant,

- i. Should be a citizen of Sri Lanka and applicant should be resigned in the Western Province minimum period of Three (03) years.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve within western province
- iii. Should be of excellent moral character

4.4 Recruitment Procedure:

As determined by the appointing Authority recruitments will be done by one of the following alternatives after calling for applications through a public advertisement or newspaper advertisement.

Recruitment of external and Internal candidates through a structured interview conducted by a panel appointed by the appointing authority.

- i. All recruitment to this 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.

Structured Interview:

Marks allocated for the interview are as follows:

• Relevant additional experience	-	30 Marks
• Relevant additional education/professional qualifications	-	30 Marks
• Other achievements	-	15 Marks
• Performance at the interview	-	25 Marks

100 Marks		
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Appointments will be made purely in the order of merit at the interview

4.5 Qualifying date:

The applicant can be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1, 4.2 and 4.3 before the closing date of applications.

4.6 Confirmation:

An employee appointed to this category externally will be on probation for a period of three years. He/She will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one year.

4.7 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 provision in Chapter VII of the Establishment Code.

05. Absorption of incumbent Employees :

5.1 The holders of the following posts in the cadre of **Western Province Provincial Road Passenger Transport Authority** in the employee category of **Manager** to which the salary scale coded **MM-1-1** was applicable under the MSD Circular No. 30, will be absorbed into employee category of Senior Manager and the Salary scale coded **HM-1-3**, in terms of the clause 4 Chapter VII of the Government Establishment Code with effect from the date on which this Scheme of Recruitment comes into effect.

* General Manager

5.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Likewise, on the grounds that the salary step of the respective employee is drawing currently is similar to the new salary step, he/she should not be placed on the next higher salary step in terms of the Clause 4.4 Chapter VII of the Government Establishment Code.

5.3 The period of service will have to be counted with effect from the date of appointment to the respective category.

06. Appointing authority will be the Board of Directors of the Western Province, Provincial Road Passenger Transport Authority

07. Definition

7.1 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 officer during the period.

7.2 ‘Due Date’ means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date:

Signature of the Chief Executive Officer
(Official Seal)

Recommended and forwarded for the approval

Date:

Signature of the Secretary of the Ministry
(Official Seal)

Above Scheme of Recruitment is approved

Date:

Director General,
Department of Management Services

Western Province Provincial Road Passenger Transport Authority

SCHEME OF RECRUITMENT FOR THE POSTS IN THE “SENIOR MANAGER CATEGORY”

File No: - TA/05/01/24

MSD File No -

01. Employee Category:

Senior Manager

02. (a) Broad definition of the nature of functions assigned to the employees of the Category:

Management Functions, relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Directors of the organization, to facilitate / support the role of the Chief Executive Officer.

(b) Post falling within this service category:

Deputy General Manager (Administration)

Deputy General Manager (Finance)

Deputy General Manager (operations)

(c) Job Description

1. Deputy General Manager (Administration)

- 1.1 Advise to the Board / to the Chairman and the General Manager on Human Resources management and General Administration regarding issues of the Authority.
- 1.2 Prepare HR plans and policies for the Board under the directions of the Board of Directors / the Chairman and the General Manager.
- 1.3 Formulate administrative policies of the Authority in consultation with Chairman and General Manager.
- 1.4 Manage Administration in compliance with the highest organizational standards of the Authority.
- 1.5 Coordinate Administrative functions with the other divisions of the Authority

- 1.6 Attend to HR functions including man-power assessment, recruitment motivation, training, compensation and disciplinary management...etc. for achieving optimum results to the Authority.
- 1.7 Prepare annual reports, work plans, and other manpower schedules as and when necessary under the direction of the Board.
- 1.8 Liaison with the external organizations including line Ministry and Ministry of Public Administration to ensure adherence to general government regulations.
- 1.9 Maintain proper data base for the smooth functioning of the division
- 1.10 Upgrade/ maintain /initiate HR and systems of the Board in keeping with current trends in the field
- 1.11 Attend to any other duties assigned by the Board of Directors and Chairman or the General Manager of the WPRPTA.

2. Deputy General Manager (Finance)

- 2.1 Advise the Board / the Chairman and General Manager on financial issues of the Authority
- 2.2 Prepare financial plans for the Board under the directions of the Board of Directors / the Chairman and General Manager.
- 2.3 Formulate budgetary policies of the Authority in consultation with Chairman and General Manager.
- 2.4 Administer financial functions in compliance with the highest organizational standards of the Authority.
- 2.5 Coordinate financial functions with the other divisions of the Authority.
- 2.6 Attend to finance functions including financial assessment, annual budget, finance records training, compensation ...etc. for achieving optimum results to the Authority.
- 2.7 Prepare annual accounts reports and work plans, and other disbursement schedules as and when necessary under the direction of the Board.
- 2.8 Liaison with the external organizations including line Ministry and Ministry of Finance to ensure adherence to general government regulations.
- 2.9 Maintain proper data base for the smooth functioning of the division.
- 2.10 Upgrade/ maintain /initiate financial management systems of the Board in keeping with current trends in the field
- 2.11 Attend to any other duties assigned by the Board of Directors and Chairman or the General Manager of the WPRPTA.

3. Deputy General Manager (Operation)

- 3.1 Assist and advise to the Board in formulation of policies, strategies, programmes and/or projects relating to transport activities.
- 3.2 Supervise overall functions and activities of the Operation Division, Regional Office and field staffs.
- 3.3 spot inspection regarding passenger Transport Board
- 3.4 Study and monitor global trends that affect the transport industry
- 3.5 Provide Market Intelligence and Information to the Authority
- 3.6 Conduct surveys and research in time to time to develop time tables.
- 3.7 Monitor preparation of time tables and implement to bus route with concurrence with the CTB when necessary
- 3.8 Attend to any other duties assigned by the Board of Directors and Chairman or the General Manager of the WPRPTA

(d) Nature of Appointment:

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

03. Salary Scale

3.1 Salary Code and the Monthly Salary Scale of the employee category

HM 1-1 Rs.[38,530 – 15 x 1,100 – 55 030]

3.2 In every letter of appointment salary code and salary scale should be mentioned.

3.3 Cadre :

- | | |
|---|----|
| * Deputy General Manager (Administration) | 01 |
| * Deputy General Manager (Finance) | 01 |
| * Deputy General Manager (Operation) | 01 |

04. Recruitment to Senior Manager Category - Deputy General Manager Administration

4.1 Qualifications:

4.1.1 Deputy General Manager (Administration)

External Candidates :

A Bachelor's degree or B.Sc. Special Degree in Business/Public Administration or Commerce from a university recognized by the U.G.C. and a postgraduate degree qualification (Masters') in the personal/HR Management field.

AND

At least fifteen (15) years' experience in the field of HR Managerial level of a Public Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

Internal Candidates :

Minimum of five (5) years satisfactory service in a relevant post in the manager Category Grade I,

4.1.2 Deputy General Manager (Finance)

External Candidates :

a. A Bachelor's degree or B.Sc. Special Degree in Business/Public Administration, Management, Accountancy or Commerce from a university recognized by the U.G.C. and a postgraduate degree (Masters') qualification in the Accounting/Auditing field at least fifteen (15) years' experience in managerial level in the field of Accounting and Auditing of a public or reputed private sector organization.

OR

b. A Institute Of Chartered Accountant of Sri Lanka(ICASL) or Chartered Accounting Of Management Accounting Of UK (CIMA) Or ACCA full professional qualifications in Finance/Accounting/ Auditing with minimum of fifteen (15) years' experience in Managerial position in the public or reputed private sector organization.

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the manager Category (Accountant) Grade I,

4.1.3 Deputy General Manager (Operation)

External Candidates :

- a) Chartered Membership in Chartered Institute of Logistic and Transport (CILT) with minimum of twelve(12) years' experience in Managerial position in the public or reputed private sector organization,

OR

- b) A Special Degree in the field of Logistic and Transport , Management, Business / Public Administration, Commerce, Economics or Statistics from a university recognized by the U.G.C. and a postgraduate degree (Masters') qualification in a relevant field at least fifteen (15) years' experience in managerial level in the field of Transport Operation of a public Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.

Internal Candidates :

Minimum of five (5) years satisfactory service in the post of Operation Manager Category Grade I,

4.2 Age:

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

4.3 Other:

Every applicant,

- i Should be a citizen of Sri Lanka and applicant should be resigned in the Western Province minimum period of Three (03) years.
- ii Should be physically and mentally fit to discharge the duties of the post well and to serve within western province
- iii Should be of excellent moral character

4.4 Recruitment Procedure:

As determined by the appointing Authority recruitments will be done by one of the following alternatives after calling for applications through a public advertisement or newspaper advertisement.

- (a) Recruitment of external candidates through a structured interview conducted by a panel appointed by the appointing authority.
- (b) Recruitment of Internal candidates through a structured interview conducted by a panel appointed by the appointing authority.
 - i All recruitment to this category should be strictly in compliance with the provision of this scheme of recruitment.
 - ii The Manual of Procedures (M.O.P) of the institute 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.

Structured Interview:

Marks allocated for the interview are as follows:

- | | | |
|---|---|----------|
| • Relevant additional experience | - | 30 Marks |
| • Relevant additional Education/professional qualifications | - | 30 Marks |
| • Other achievements | - | 15 Marks |
| • Performance at the interview | - | 25 Marks |

100 Marks
=====

Appointments will be made purely in the order of merit at the interview

4.5 Qualifying date:

The applicant can be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1, 4.2 and 4.3 before the closing date of applications.

4.6 Confirmation:

An employee appointed to this category externally will be on probation for a period of three years. he/she will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period one of year.

4.7 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 provision in Chapter VII of the Establishment Code.

05. Absorption of incumbent Employees :

5.1 The holders of the following posts in the cadre of Western Province Provincial Road Passenger Transport Authority in the employee category of Manager to which the salary scale coded MM-1-1 was applicable under the MSD Circular No. 30, will be absorbed into employee category of Senior Manager and the Salary scale coded HM-1-1, in terms of the clause 4 Chapter VII of the Government Establishment Code with effect from the date on which this Scheme of Recruitment comes into effect.

Deputy General Manager – Administration
Deputy General Manager – Finance
Deputy General Manager - Operation

5.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Likewise, on the grounds that the salary step of the respective employee is drawing currently is similar to the new salary step, he/she should not be placed on the next higher salary step in terms of the Clause 4.4 Chapter VII of the Government Establishment Code.

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06. Appointing authority will be the Board of Directors of the Western Province, Provincial Road Passenger Transport Authority

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7.1 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 officer during the period.

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Date:

Director General,
Department of Management Services

Western Province Provincial Road Passenger Transport Authority

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

File No: - TA/05/01/24

MSD File No -

01. Employee Category:

Manager

02. (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 Officers of the Organizations, post specifically delegated in a manner supplementary to / facilitating the discharging of duties by the Chief Executive Officer.

(b) Post falling within this service category:

Accountant
Manager (Administration)
Manager (Operation)
Regional Manager
System Administrator
Internal Auditor
Principal (Training Center)
Manager (Investigation)
Manager (Project)

(c) **Job Description**

1. Accountant

- 1.1 Monitor & supervise performance of Book_keepers, Management Assistants and minor staff of the Division
- 1.2 Prepare annual and monthly work schedules as directed by the DGM Finance.
- 1.3 Inform / bring to the notice of the Accountant/ Senior Accountant of relevant financial issues of the division.
- 1.4 Set the performance targets and motivate Book Keepers, Management Assistants minor staff of the Division.
- 1.5 Demonstrate the ability of creating team culture in the organization and in particular in the Division.
- 1.6 Collect revenue from relevant sources.
- 1.7 Coordinate disbursement of funds.
- 1.8 Attend to any other duty assigned by the Deputy General Manager(Finance)

2. Manager (Administrator)

- 2.1 Attend to all the administrative functions deemed necessary for smooth functioning of the Authority under the direct supervision of the DGM(Adm. and HR)
- 2.2 Organize overall training activities of the WPRPTA including need assessments, conduct of training evaluation, preparation /maintenance of training calendar and development of new programmes.
- 2.3 Organize personnel functions including personnel files, attendance, information base, leave, salary...etc. as required and directed by the superior
- 2.4 Prepare annual budgetary requirements for Human Resource Development Programmes.
- 2.5 Assist the Assistant Manager (Admin. /HR) to maintain overall discipline of the staff of WPRPTA to ensure better disciplinary environment of the Authority.
- 2.6 Evaluate welfare activities of the Authority and trade union matters.
- 2.7 Attend to the matters pertaining to security of the Authority.
- 2.8 Coordinate with the Heads of divisions / sections / units on the administrative matters Attend to the matters pertaining to automated HR system of the Authority.

3. Manager (Operation)

- 3.1 Prepare operational plans.
- 3.2 Monitor the implementation of operational schedules.
- 3.3 Submit report to the superiors on operational activities.
- 3.4 Supervise the performance of Time Keepers and other field level officers.
- 3.5 Attend to any other duty assigned by the Deputy General Manager(Operation)

4. Regional Manager

- 4.1 Report to the General Manager and Deputy General Managers regarding regional matters.
- 4.2 Organize the activities of the Authority at the local level.
- 4.3 Coordinate with the Heads of divisions / sections / of the Authority.
- 4.4 Coordinate regional transport activities.
- 4.5 Organize revenue collection activities.
- 4.6 Supervise the staff attached to regional Office.
- 4.7 Coordinate infrastructure development projects.
- 4.8 Attend to any other duties assigned by the General Management and head of divisions

5. System Administrator

- 5.1 Attend to all the administrative functions of the Computer System.
- 5.2 Plan, design and update the system as necessary.
- 5.3 Supervise the activities of the subordinates.
- 5.4 Protect and maintain the network system at a satisfactory level.
- 5.5 Safeguard the computers and other assets kept under the incumbent's custody.
- 5.6 Training of staff as necessary Attend to any other duty as required/directed

6. Internal Auditor

- 6.1 Ensure that processes exist to generate accurate records of the Authority pertaining to assets, liabilities, receipts, expenditures and related transactions
- 6.2 Develop and implement the annual Internal Audit Plan that focuses on the key risk areas of the Authority.
- 6.3 Report regularly to the Chairman or Audit Committee on progress against the Internal Audit Plan.
- 6.4 Function as the convener /secretary to the Audit Committee of the Authority.
- 6.5 Build and manage partnerships with process owners
- 6.6 Co-operate with external auditors to ensure appropriate audit coverage.
- 6.7 Contribute for the development of corporate policies ,financial systems and procedures and the implementation of effective control systems for accurate reporting financial and administrative results
- 6.8 Attend to any other task entrusted by the Chairman/GM

7. Principal – (Training Center)

- 7.1 Function as the Head of the school and take responsibility for overall management.
- 7.2 Administer the driving instructors.
- 7.3 Prepare and implement long and short term plans for the School.
- 7.4 Develop instruction manuals and other training material.
- 7.5 Supervise overall maintenance of the School.
- 7.6 Maintain high level of efficiency and effectiveness in the running of the School.
- 7.7 Attend to any other duty as required and directed.

8. Manager - (Investigation)

- 8.1 Prepare plans and research programs in line with the requirements of the organization.
- 8.2 Conduct transport related research and prepare research proposals.
- 8.3 Make necessary recommendations to the management on the basis of research findings.
- 8.4 Prepare organizational long term plans in consultation with senior management.
- 8.5 Submit research reports to the management based on the needs of the organization.
- 8.6 Attend to any other duty as required or/and directed.

9. Manager (Project)

- 9.1 Initiate development projects as required by the Authority.
- 9.2 Liaise with the Provincial Council and sort out problems relating to the infrastructure projects.
- 9.3 Submit performance reports on the progress of construction work.
- 9.4 Advise/brief the superior issues related to projects.
- 9.5 Administer the staff in the Section.
- 9.6 Maintain a data base of projects.
- 9.7 Solve problems related to site operation of projects.
- 9.8 Ensure successful completion of projects according to the schedule.
- 9.9 Attend to any other duty required by the Authority and requested by the Superior.

03. Nature of Appointment:

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

04. Salary Scale, Efficiency Bar and Employment Structure

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

MM 1-1 Rs.[25,640 – 3 x 665 + 7 x 735 + 15 x 925 – 46,655]

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

Grade	Relevant Initial Salary Step	
	Salary Step	MM 1-1
II	1 st Step	25,640
I	12 th Step	33,705

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:

Accountant	01
Manager (Administration)	01
Manager (Operation)	01
Regional Manager	07
System Administrator	01
Internal Auditor	01
Principal (Training Center)	01
Manager (Investigation)	01
Manager (Project)	01

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 within three(03) years from the date of appointment to the Grade II

4.4.2 Should pass the 2nd Efficiency Bar within five(05) years from the date of promotion to the Grade I

4.4.3 Relevant syllabus is given in the paragraph 8. If an officer 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.

4.4.4 Efficiency Bar 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 **Accountant**

External Candidates :

A bachelor's degree from a University recognized by the U.G.C. for Business/Public Administration, Accountancy, Commerce or Management.

OR

ICASL Intermediate Certificate/Licentiate II certificate

OR

Part III of the CIMA or ACCA

OR

Higher National Diploma in Accounting (HNDA) awarded by the Sri Lanka Technical College or a university degree with accountancy as a subject

AND

Three (3) years post qualifying experience in a accountancy/Auditing field in a Corporation, Board or a reputed Mercantile Establishment.

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category (Account/Audit Officer) Grade I,

5.1.2 Manager (Administration)

External Candidates :

A bachelor's degree from a university recognized by the U.G.C for Business/Public Administration, B.com, Commerce, arts with at least three(3) years post qualifying experience in a HRM/Personal Management field in a public Corporation, Board or a reputed Mercantile Establishment.

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category Grade I in a relevant field.

Preference will be given to those who has professional qualifications and experience in Human Resources and General Administration field.

5.1.3 Manager (Operation)

External Candidates :

A bachelor's degree from a university recognized by the U.G.C. for Business/Public Administration, Transport and Logistic, engineering, Management with at least three(3) years post qualifying experience in a relevant field in a Corporation, Board or a reputed Mercantile Establishment.

Note: *Excellent command in transport management and Computer literacy is essential*

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category Grade I in a relevant field.

Preference will be given to those who has professional qualifications and experience in Logistic and transport field.

5.1.4 Regional Manager

A bachelor's degree from a university recognized by the U.G.C. for Business/Public Administration, Transport and Logistic, HRM, Commerce, Engineering, with at least three(3) years post qualifying experience in a relevant field in a Corporation, Board or a reputed Mercantile Establishment.

Note: *Excellent command in Public relation and transport logistics is essential*

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category Grade I in a relevant field.

Preference will be given to those who have previous qualifications and experience in field works.

5.1.5 System Administrator

External Candidates :

A bachelor's degree from a university recognized by the U.G.C. for IT, Computer Science, System and Net working engineering,

OR

Professional Membership of the British Computer Society, The Chartered Institute for IT.

AND

With at least three(3) years post qualifying experience in a IT or Net working field in a Corporation, Board or a reputed Mercantile Establishment.

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category Grade I, IT Officer (System and Net working)

Preference will be given to those who have experience in IT related fields.

5.1.6 Internal Auditor

External Candidates :

A bachelor's degree from a university recognized by the U.G.C. for Business/Public Administration, Accountancy, Management, Commerce,

OR

ICASL Intermediate Certificate/Licentiate II certificate

OR

Part III Of the CIMA or ACCA

OR

Higher National Diploma in Accounting (HNDA) awarded by the Sri Lanka Technical College.

AND

Three (3) years post qualifying experience in a Accounts/Audit fields in a public Corporation, Board or a reputed Mercantile Establishment.

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category (Account/Audit Officer) Grade I.

5.1.7 Principal (Training Center)

External Candidates :

a) A bachelor's degree from a university recognized by the U.G.C. for Business/Public Administration, Logistic transport, Statistics, Management with at least three(3) years post qualifying experience in a relevant field in a Public Corporation, Board or a reputed Mercantile Establishment.

OR

b) Full membership of the Chartered Institute of Logistic and Transport Management Possession of a driving license for heavy vehicles and possession of a driver instructor license is necessary.

AND

Experience as a Driving Instructor in a recognized institute at least for Ten(10) years.

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category Grade I in a relevant field.

AND

Experience in Human Resources and General Administration field/ Transport, Education and possession of Driver Instruction License and heavy vehicle license.

5.1.8 Manager (Investigation)

External Candidates :

A B.Sc. Degree in university recognized by the U.G.C. for Civil Engineering, Transport and Logistic, Statistics with at least three(3) years post qualifying experience in a relevant field in a Corporation, Board or a reputed Mercantile Establishment.

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category Grade I in a relevant field.

Preference will be given to those who have qualification in Logistic and Transport, statistics, Information technology, management and civil engineering.

5.1.9 Manager (projects)

External Candidates :

A B.Sc. Degree in university recognized by the U.G.C. for Civil Engineering, Transport and Management, Business/Public Administration with at least three(3) years post qualifying experience in a relevant field in a Corporation, Board or a reputed Mercantile Establishment.

Internal Candidates :

Minimum of five (5) years satisfactory service in a post in the Junior Manager Category Grade I in a relevant field.

Preference will be given to those who have experience in infrastructure development and Project Management.

5.2 Age:

Should be not less than 22 years and not more than 45 years. The upper age limit will not applicable to the internal candidates.

5.3 Other:

Every applicant,

- i Should be a citizen of Sri Lanka and applicant should be resided in the Western Province minimum period of Three (03) years.
- ii Should be physically and mentally fit to discharge the duties of the post well and to serve within western province
- iii Should be of excellent moral character

5.4 Recruitment Procedure:

As determined by the Board of Directors 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 recruitment 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.

5.4.2 Structured Interview:

Marks allocated for the interview are as follows:

• Relevant additional experience	-	30 Marks
• Relevant additional qualifications	-	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 recruitment to this 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 would 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.

5.8 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 provision in Chapter VII of the Establishment Code.

06. Promotions:

The promotional procedure, based on performance, would 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 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 they fulfill all prerequisites.

6.1.2 Extraordinary Performer:

(a) *Pre-requisites*

- ◆ Should have been confirmed in the post
- ◆ Should have completed 06 years of continuous service in grade II and should have earned all salary increments during the period
- ◆ Employee should have displayed extra ordinary / above average performance throughout the six years of service, immediately preceding the date of promotion.
- ◆ Should have completed 05 years of satisfactory service during the period immediately preceding the promotion.
- ◆ Successful completion of Efficiency Bars within the due dates.
- ◆ Should achieve necessary level of proficiency in second language.

(b) **Mode of Promotion:**

Those who satisfy all pre-requisites can apply for promotion. The appointing authority will promote to Grade I only those who pass the written aptitude test held for the purpose with effect from the date they complete 06 years in Grade II.

The employees, who have displayed exceptional performance during the continuous period of 05 years immediately succeeding the date of appointment to Grade II, will qualify to sit for the Aptitude Test for promotion under extra ordinary / above average performance with effect from the date of completion of 05 years of service. Employees will have only one opportunity to sit for this examination.

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 (to be completed within 03 years from the date of appointment to Grade II)

Candidates should sit a written examination which shall consist of the following subjects.

- ◆ General Administration and State Policy
- ◆ Public Finance Management
- ◆ General Management
- ◆ Computer Practical Test

General Administration and State Policy

This paper will be designed to test the knowledge of the employee concerned in good office practice and systems, current circular instructions and provisions of the establishment code and his / her knowledge of the current state policy relating to the functions conferred upon the institute.

Public Finance Management

This paper is designed to test the knowledge of the employee on Public Finance Management with special reference to the public corporations.

General Management

This paper will be designed to test the employee's power of constructive thinking and problems solving ability. The employee will be presented with one or more situations posing problems to which solutions are required, and questions on Management Principals.

Computer Practical 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 a minimum of 40% marks from this examination to pass the 1st Efficiency bar.

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

7.1.2 Second Efficiency Bar (to be completed within five(5) years from the date of appointment to Grade I)

A post graduate degree (masters) qualification in a relevant field.

08. Syllabus for the promotion test under extra ordinary performance.

(a) Aptitude Test

This is a written aptitude test to check whether the employee concerned has acquired the knowledge, skills and attitudes required to perform all duties assigned to the employee concerned in an efficient manner above the average level of performance.

(b) At least 50% marks should be scored for a pass.

(c) The test will be conducted annually for the employees who achieve above average level of performance.

09. Appointing authority will be the Board of Directors of the Western Province Provincial Road Passenger Transport Authority.

10. Definition

11.1 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 officer during the period.

11.2 ‘Due Date’ means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date:

Signature of the Chief Executive Officer
(Official Seal)

Recommended and forwarded for the approval

Date:

Signature of the Secretary of the Ministry
(Official Seal)

Above Scheme of Recruitment is approved

Date:

**Director General,
Department of Management Services**

Western Province Provincial Road Passenger Transport Authority

SCHEME OF RECRUITMENT FOR THE POSTS IN THE CATEGORY OF “JUNIOR MANAGER”

File No: - TA/05/01/24

MSD File No -

01. Employee Category:

Junior Manager

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

Administrative, Personnel Management, Financial Management Activities, and other similar activities post specifically delegated in a manner supplementary to and facilitating the discharging of duties by the managers and senior managers of the organization.(subject to the supervision / directions by the manager / senior manager)

(b) Posts falling within this service category:

Technical Officer
Accounts Officer
Administrative Officer (Admin)
Administrative Officer (Operation)
Administrative Officer (Project)
IT Officer (System Administration)
Internal Audit Officer
Junior Principal
Investigation Officer
Public Relation Officer

(c) Job Description

Technical Officer

- i. The incumbents is responsible for technical supervision of civil engineering project.
- ii. Preparation and drafting of Plans for civil engineering work
- iii. Recommendation of civil engineering contract bills under the supervision of the project manager.
- iv. Assistance or participating Tender Evaluation Committee.

Accounts Officer

1. Assist the Regional Manager to carry out finance-related functions
2. Provide financial information for regional decision making
3. Assist the adherence to public sector financial procedures in regional financial transactions
4. Provide financial information to DGM (Finance) as required.
5. Collecting of revenue from relevant sources.
6. Preparation of Salaries and Other Payments of vouchers and send it to Head Office
7. Make arrangement to bank revenue collection scouting all the collection receipts.
8. Attend to any other duties instructed by superior officers

Administrative Officer (Admin)

1. Develop administrative systems. (Relevant to Regional Office)
2. Maintain personal files.
3. Administer transport unit.
4. Coordinate the training activities.
5. Attend to HR functions.
6. Checking and maintaining staff attendance and leave records
7. Attend to any other duty assigned by the superiors.

Administrative Officer (Operation)

1. Administration of field staff
2. Prepare the operational plans for the area
3. Ensure the implementation of operational plans.
4. Prepare the time tables & execute them effectively.
5. Organize the development of road inspectors & monitor their work.
6. Monitoring and collecting of data on bus operation activities other infrastructure
7. Attend to any other duty assigned by the superiors

Administrative Officer (Project)

1. Preparation of annual Bus Stand Development Plan
2. Submit plants monitory and other funding agencies.
3. Make assignment with building constructors and handing over the sites for construction
4. Visit the construction sites.

5. Monitor on going Project
6. Submit reports on the progress of construction work.
7. Advise/brief the superior issues related to projects.
8. Maintain a data base of projects.
9. Solve problems related to site operation of projects.
10. Taking over of construction projects after completion of works
11. Recommendation of payment bill
12. Attend to any other duty required by the Authority and requested by the Superior.

IT Officer (System Administration)

1. Attend to administrative functions of the System.
2. Prepare reports and submit them to the Superior as and when necessary.
3. Submit management briefs to the Superior.
4. Plan, design and update the system as necessary.
5. Supervise the activities of the subordinates.
6. Protect and maintain the network system at a satisfactory level.
7. safeguard the computers and other assets kept under the incumbent's custody
8. Attend to the matters pertaining to automated HR system of the Authority.
9. Train the staff as required.
10. Attend to any other duty as required/directed by the Superior.

Internal Audit Officer

1. Initiate and carry out audit work as instructed by the superior and required by the Authority.
2. Ensure that processes exist to generate accurate records of the Authority pertaining to assets, liabilities, receipts, expenditures and related transactions
3. Assist to the superior develop and implement the annual Internal Audit Plan that focuses on the key risk areas of the Authority.
4. Report regularly to the Chairman of Audit Committee on progress against the Internal Audit Plan thought internal auditor
5. Function as the convener /secretary to the Audit Committee of the Authority.
6. Co-operate with external auditors to ensure appropriate audit coverage.
7. Contribute for the development of corporate policies ,financial systems and procedures and the implementation of effective control systems for accurate reporting financial and administrative results
8. Attend to any other task entrusted by the Internal Auditor and the Chairman

Junior Principal

1. Administer all academic activities of the School.
2. Initiate the necessary action to manage the organization for achieving its objectives.
3. Ensure the proper maintenance of information and filing system.
4. Prepare plans and implement them.
5. Ensure the proper following of financial/ accounting guidelines.
6. Attend to any other duty as required and directed by the Superior.

Investigation Officer

1. Carry out research and planning activities as instructed.
2. Conduct surveys and data collection in order to prepare Time Table and Inter plan
3. Maintain a research data to use the management activities
4. Prepare research reports when necessary.
5. Tabulate data.
6. Attend to any other activity as required and/or directed by the Superior.

03. Nature of Appointment:

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

04. Salary Scale, Efficiency Bar and Employment Structure

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

w.e.f. 01.01.2006

JM 1-1 – 2006 : Rs. [20490 - 10 x 325 - 18 x 475 - 32290]

w.e.f. 01.01.2009

JM 1-1 – 2006 A : Rs. [20525 - 10 x 365 - 18 x 550 - 34075]

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

Relevant Initial Salary Step			
Grade	Salary Step	JM 1-1- 2006	JM 1-1- 2006A
II	1st Step	20490	20525
I	12th Step	24215	24725

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 :

Technical Officer	01
Accounts Officer	08
Administrative Officer (Admin)	08
Administrative Officer (Operation)	11
Administrative Officer (Project)	01
IT Officer (System Administration)	01
Internal Audit Officer	01
Junior Principal	01
Investigation Officer	01
Public Relation Officer	01

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 three(03) years from the date of appointment to the Grade II.

4.4.2 Should pass the 2nd Efficiency Bar Test within five(05) years from the date of promotion to the Grade I.

4.4.3 Relevant syllabus is given in the paragraph 8. If an officer 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.

4.4.4 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.

05. Recruitment to Associate Officers Category:

5.1. Qualification

5.1.1 Technical Officer

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Civil Engineering, Engineering, Survey, Statistic, Quantitative Techniques with minimum of one(1) year post qualifying experience in a Government Department/ Public Corporation/Board or in a reputed Mercantile Establishment

5.1.2 Accounts Officer

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Business/Public Administration, Accountancy, Commerce, Management, Economics

Licentiate/Intermediate certificate of Institute of Chartered Accountants in Sri Lanka

OR

Part III Of the CIMA or ACCA

AND

A minimum of One(01) year post qualifying experience in a Government Department/ Public Corporation/Board or in a reputed Mercantile Establishment in Accounting/Auditing field

Internal Candidates :

Employees who have completed a minimum of five (05) years satisfactory service in the Accounts/Auditing fields in a post in Grade I of the "Management Assistant" technological Category

5.1.3 Administrative Officer (Admin)

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Business/Public Administration, Commerce, HRM, Personal Management, B.Com with minimum of one year(1) post qualifying experience in a Government Department/ Public Corporation/Board or in a reputed Mercantile Establishment.

Internal Candidates :

Employees who have completed a minimum of five (05) years satisfactory service in the relevant field in a post in Grade I of the "Management Assistant" Category.

5.1.4 Administrative Officer (Operation)

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Business/Public Administration, Commerce, Civil Engineering, Statistic, Management, Transport and Logistic with minimum of one(1) year post qualifying experience in a Government Department/ Public Corporation /Board or in a reputed Mercantile Establishment

Internal Candidates :

Employees who have completed a minimum of five (05) years satisfactory service in the relevant field in a post in Grade I of the "Management Assistant" Category.

5.1.5 Administrative Officer (Project)

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Business/Public Administration, Civil Engineering, Quantitative Technicians, Statistic and Management with minimum of one(1) year post qualifying experience in a Government Department/ Public Corporation/Board or in a reputed Mercantile Establishment

Internal Candidates :

Employees who have completed a minimum of five (05) years satisfactory service in the relevant field in a post in Grade I of the "Management Assistant" Category.

5.1.6 IT Officer (System Administration)

External Candidates :

Bachelor's Degree from a university recognized by the UGC for IT, System and Net Working, Computer Science with minimum of one (1) year post qualifying experience in a Government Department/ Public Corporation /Board or in a reputed Mercantile Establishment

OR

Membership of the British Computer Society, The Chartered institute for IT with minimum of one (01) year post qualifying experience.

5.1.7 Internal Audit Officer

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Business/Public Administration, Accountancy, Commerce, and Management.

OR

Licentiate/Intermediate certificate of Institute of Chartered Accountants in Sri Lanka,

OR

Part III Of the CIMA/ Higher National Diploma in Accountancy (HNDA) awarded by the Sri Lanka Technical Collage.

AND

A minimum of one(01) year post qualifying experience in Auditing field in a Government Department/ Public Corporation/Board or in a reputed Mercantile Establishment

Internal Candidates :

Employees who have completed a minimum of five (05) years satisfactory service in the relevant Account/Audit Fields in a post in Grade I of the "Management Assistant" technological Category. (book keeping)

5.1.8 Junior Principal

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Business/Public Administration, Civil Engineering, Logistic Transport , Statistics with minimum of one(1) year post qualifying experience in a Government Department/ Public Corporation/Board or in a reputed Mercantile Establishment

5.1.10 Investigation Officer

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Business/Public Administration, Civil Engineering, Logistic Transport, Statistics with minimum of one year post qualifying experience in a Government Department/ Corporation/Board or in a reputed Mercantile Establishment

Internal Candidates :

Employees who have completed a minimum of five (05) years satisfactory service in the transport or operation field in a post in Grade I of the "Management Assistant" Category.

5.1.11 Public Relation Officer

External Candidates :

Bachelor's Degree from a university recognized by the UGC for Business/Public Administration, B.Com, Logistic Transport with minimum of one(1) year post qualifying experience in a Government Department/ Public Corporation/Board or in a reputed Mercantile Establishment

Internal Candidates :

Employees who have completed a minimum of five (05) years satisfactory service in the transport or operation field in a post in Grade I of the "Management Assistant" Category.

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 and such sector candidates.

5.3 Other:

Every applicant,

- i Should be a citizen of Sri Lanka and applicant should be resigned in the Western Province minimum period of Three (03) years.
- ii Should be physically and mentally fit to discharge the duties of the post well and to serve within western province
- 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 written competitive examination and / or a structured interview conducted by a panel appointed by the appointing Authority as determined by the Board of Directors.

- i All recruitment 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
- * Subject knowledge relevant to the post
- * Computer 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.

Subject knowledge relevant to the post:

This test is to assess the subject knowledge of the candidate relevant to the post.

Computer Practical 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 allocated for each subject and an aggregate of at least of 50% of the total marks to pass the recruitment examination.

5.4.2 Structured Interview:

Marks allocated for the interview are as follows:

◆ Relevant additional experience	-	30 Marks
◆ Relevant additional qualifications	-	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 recruitment to this category as 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 would 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 who is 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 persons recruited internally who have already been confirmed in a post will be subjected to an acting period of one year.

5.8 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 provision in Chapter VII of the Establishment Code.

06. 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 employer, a request should be made by the qualified employees. Appointing authority, after verification of qualification will take action to promote the qualified employees to Grade I with effect from the qualifying date.

6.1.2 Extra Ordinary Performer:

(a) Pre-requisites

- ◆ should have been confirmed in the post
- ◆ should have completed 06 years of continuous service in grade II and earned all salary increments during the period.
- ◆ Employee should have displayed extra ordinary / above average performance **throughout** the six years of service, immediately preceding the date of promotion.
- ◆ should have completed 05 years of satisfactory service immediately preceding the promotion.
- ◆ Successful completion of Efficiency Bars within the due dates.
- ◆ should achieve necessary level of proficiency in second language.

(b) Mode of Promotion:

Those who satisfy all pre-requisites can apply for promotion. The appointing authority will promote to grade I only those who pass the written aptitude test held for the purpose with effect from the date they complete 06 years in Grade II.

The employees, who have displayed exceptional performance during the continuous period of 05 years immediately succeeding the date of appointment to Grade II, will qualify to sit for the Aptitude Test for promotion under extra ordinary / above average performance with effect from the date of completion of 05 years of service. Employees will have only one opportunity to sit for this examination.

07. Absorption of incumbent Employees :

Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.

- 7.1 All employees who are in the cadre of Western Province Provincial Road Passenger Transport Authority in the employee category of Junior Manager on the date on which this Scheme of Recruitment comes into effect and placed in the salary coded JM 1-1 under MSD Circular No. 30, will be absorbed into the Junior Manager category and the Salary scale coded JM 1-1 in terms of the provisions in clause 4 of Chapter VII of the Government Establishment Code.
- 7.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Likewise, on the grounds that the salary step of the respective employee is drawing currently is similar to the new salary step, he/she should not be placed on the next higher salary step in terms of the Clause 4.4 Chapter VII of the Government Establishment Code.
- 7.3 The period of service will have to be counted with effect from the date of appointment to the respective category.

(i) JM 1.1 – Grade II

- a. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps applicable to Grade II of the JM 1.1 salary scale under MSD Circular No.30 have been assigned,
- b. Employees who have completed a minimum of 10 years of service in a grade/post stated above, but not satisfied the conditions to be absorbed into Grade I

Will be absorbed into JM 1.1 Grade II

(ii) ***JM 1.1 – Grade I***

- a Employees who have completed a minimum of 10 years of service in JM 1.1 Grade II and have satisfied the necessary requirement in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect.

And

- b The employees holding a post to which the salary steps applicable to Grade I in the JM 1.1 Salary code are assigned by the MSD Circular No.30

Will be absorbed into JM 1.1 Grade I

08. Syllabus for the Efficiency Bar Examination:

- 8.1 The Efficiency Bar Examination is a written test comprising the following subjects.

8.1.1 First Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade II)

Subjects.

- ◆ Office Systems
- ◆ Accounting Systems
- ◆ Subject knowledge

Office Systems:

This is to test whether the candidate has acquired an appropriate degree of knowledge of the Office Systems practiced in a Government Office and candidate ability to apply such knowledge, under real conditions meaningfully and fruitfully

Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office and the ability of the employee to apply the knowledge purposefully.

Subject knowledge relevant to the post :

This test is to assess the subject knowledge of the candidate relevant to the post.

Candidates should secure a minimum of 40% marks from this examination to pass the 1st Efficiency bar.

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

8.1.2 Second Efficiency Bar Examination (to be completed within 05 years from the date of appointment to Grade I)

Subjects.

- ◆ Establishment Procedure
- ◆ Public Financial Management
- ◆ Subject knowledge relevant to the post

Establishment Procedure:

This paper will be designed to test the knowledge of the employee concerned in office procedure covering subjects such as principles of office procedure, importance of office procedures, written communication, filing methods and design of forms, as well as to evaluate the proficiency acquired by the employee through his/her experience in office activities and to test the knowledge of the employee concerned about the contents of the Establishment Code and the contents of the Institutional Manual of Procedures.

Public Financial Management

This paper will be designed to evaluate the knowledge and understanding of the employee concerned in matters such as financial control as practiced in Government Offices, custody of money, income and payments, budgetary estimates and supplies, works and services and the basic knowledge in Board of Survey and Storekeeping.

Subject knowledge relevant to the post:

This will test the knowledge of the employee concerned about the procedural and legal amendments made 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 to evaluate the proficiency acquired by the candidate through his/her experience in office activities.

Candidates should secure a minimum of 40% marks from this examination to pass the 2nd Efficiency bar.

09. Syllabus for the promotion test under extra ordinary performance.

(a) Aptitude Test

This is a written aptitude test to check whether the employee concerned has acquired the knowledge, skills and attitudes required to perform all duties assigned to the employee concerned in an efficient manner above the average level of performance.

(b) At least 50% marks should be scored for a pass.

(c) The test will be conducted annually or as and when necessary for the employees who achieve extra ordinary / above average level of performance.

10. Appointing authority will be the Board of Directors of the Western Province, Provincial Road Passenger Transport Authority

11. Definition

11.1 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 officer during the period.

11.2 ‘Due Date’ means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date:

Signature of the Chief Executive Officer
(Official Seal)

Recommended and forwarded for the approval

Date:

Signature of the Secretary of the Ministry
(Official Seal)

Above Scheme of Recruitment is approved

Date:

Director General,
Department of Management Services

Western Province Provincial Road Passenger Transport Authority

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

File No: - TA/05/01/24

MSD File No -

01. Employee Category:

Management Assistant –Technological / Technical

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

Functions / Activities of technological nature specifically assigned by the Appointing Authority / C.E.O. to persons possessing technological qualifications not below the National Vocational Qualifications (N.V.Q.) Level 5, in order 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 :-

Book-Keeper

(c) Job Description

1. Maintain and record Cash Book of the Authority. Preparation of Bank reconciliation and sent copy to the relevant authority.
2. Record financial data pertaining to the transactions of the Authority.
3. Assisting to Prepare final accounts & annual budget.
4. Reconcile & Maintain Journals and the Main Ledger.
5. Update and maintain the accounting records of the Western Province Road Passenger Transport Authority in terms of the Financial Regulations of the Authority.
6. Assist to the internal province and Government Auditors.
7. Preparation of variance analysis of account and budget figures.
8. Attend to any other duty assigned by the DGM(Finance)/Accountant and Assistant Accountant

03. Nature of Appointment:

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

04. Salary Scale, Efficiency Bar and Employment Structure

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

w.e.f. - 01.01.2006

MA 2-1 - 2006 : Rs. [14280 - 10 x 120 - 7 x 140 - 4 x 210 - 20 x 290 - 23100]

w.e.f. - 01.01.2009

MA 2 - 1 - 2006 A : Rs. [14610 - 10 x 145 - 7 x 170 - 4 x 240 - 20 x 320 - 24610]

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

Relevant Initial Salary Step			
Grade	Salary Step	MA 2-1 - 2006	MA 2 - 1 - 2006 A
III	1 st Step	14280	14610
II	12 th Step	15620	16230
I	23 rd Step	17590	18530

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:**

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 8. 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 can 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 Management Assistant – Technological Category:**

5.1 **Qualifications**

5.1.1 **Educational:**

- a) Having passed the G.C.E. (A/L) Examination in three passes in Commerce subjects in one sitting and G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four(4) subjects including
 - i. Sinhala / Tamil
 - ii. English language
 - iii. Maths
- b) Having achieved the performance level required to follow a tertiary education course by passing the required number of subjects other than the 'General Paper' at the G.C.E. (A/L) Examination.

5.1.2 Vocational

- a). Associate Membership of Association of Accounting Technicians (AAT) of Sri Lanka or Passed foundation examination of ICASL

OR

- b). Passed the 1st year examination of Higher National Diploma in Accountancy or any other qualifications in Book-keeping not below the N.V.Q. Level 5 from a recognized Institution

with

Three (03) years' Book-Keeping and Auditing experience in the reputed organizations.

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 and applicant should be resigned in the Western Province minimum period of Three (03) years.
- ii Should be physically and mentally fit to discharge the duties of the post well and to serve within western province
- 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 written competitive examination and / or a structured interview conducted by a panel appointed by the appointing authority as determined by the Board of Directors

- 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

- Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post

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.

Subject knowledge relevant to the post:

This test is to assess the subject knowledge of the candidate relevant to the post.

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.

Interview:

Marks allocated for the interview to be stated.

- | | |
|--|------------|
| • Relevant experience | - 30 Marks |
| • Relevant additional Educational qualifications | - 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 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 persons recruited internally who are already confirmed in a post in the institute will be subjected to an acting period of one year.

5.8 **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 provision in Chapter VII of the Establishment 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:

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 employer, a request should be made by the qualified employees. Action will be taken by the appointing authority, after verification of qualifications, to promote the qualified employees to Grade II, with effect from the qualifying date.

6.1.2 Extra Ordinary Performer:

(a) Pre-requisites

- Should have been confirmed in the post
- Should have completed 06 years of continuous service in grade III and earned all salary increments during the period.
- Employee should have displayed extra ordinary / above average performance throughout the six years of service, immediately preceding the date of promotion.
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Successful completion of Efficiency Bars within the due dates.
- Should achieve necessary level of proficiency in second language.

(b) Mode of Promotion:

Those who complete 05 years of service with other pre-requisites can apply for promotion. The appointing authority will promote to Gr. II only those who pass the written aptitude Test held for the purpose with effect from the date they complete six (6) years in Grade III.

The employees who have displayed extra ordinary / above average performance during the continuous period of five(5) years immediately succeeding the date of appointment to Grade III, will qualify to sit for the Aptitude Test for promotion under exceptional performance with effect from the date of completion of five(5) years of service. Employees will have only one opportunity to sit for this examination.

6.2 Grade II to grade I promotion in the post

6.2.1 Average Performer

(a) Pre-requisites

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

6.2.2 Extra Ordinary Performer:

(a) Pre-requisites

- Should have completed 09 years of continuous service in grade II and earned all salary increments during the period.
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Employee should have displayed extra ordinary / above average performance throughout the preceding nine (09) years of service.
- Successful completion of all Efficiency Bars within the due dates.

(b) Mode of Promotion:

Through the application forms introduced by the employer a request should be made by the employee. Action will be taken by the appointing authority after verification of qualifications, to promote the qualified employees to Gr. I from the date they have completed 09 years in Grade II.

7. Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)

- 7.1 Technical Officer who is in the cadre of Western Province Provincial Road Passenger Transport Authority in the employee category of Management Assistant-Technological on the date on which this Scheme of Recruitment comes into effect and placed in the salary coded MA – 2-1 under MSD Circular No. 30, will be absorbed into the Management Assistant – Tech category and the Salary scale coded MA-2-1, in terms of the provisions in clause 4 of Chapter VII of the Government Establishment Code.
- 7.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Likewise, on the grounds that the salary step of the respective employee is drawing currently is similar to the new salary step, he/she should not be placed on the next higher salary step in terms of the Clause 4.4 Chapter VII of the Government Establishment Code.
- 7.3 The period of service will have to be counted with effect from the date of appointment to the respective category.

(i) **MA 2-1 - Grade II**

- a. Employees who have completed a minimum of 10 years of service but less than 20 years of service in a grade or a post in Grade III stated above and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps under Grade II of the MA 2-1 Salary Scales stated above have been assigned,
- c. Employees who have completed a minimum of 10 years of service in a post or a grade relevant to Grade II, but not satisfied the necessary requirements as per the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,

will be absorbed into MA 2-1 – Grade II.

(iii) **MA 2-1 – Grade I**

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to MA 2-1 - Grade III as stated above, and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have completed a minimum of 10 years of service in a post or a grade applicable to Grade II as stated above and have satisfied all service requirements as stated above,
- c. Employees who have been assigned with the salary steps applicable to MA 2-1 Grade I under the MSD Circular No.30

will be absorbed into MA 2-1 – Grade I.

08. Syllabus for the Efficiency Bar Examination :

8.1 The Syllabus should be prepared relevant to each post covering the following components.

8.1.1 First Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade III)

Candidates should sit a written examination which shall consist of the following subjects.

1. Office Administration & Establishment Procedures
2. Financial Regulations

The above two papers will be designed to test the knowledge of the employee concerned about the general office administration, establishment procedures and financial regulations relevant to his/her service.

Candidates should secure a minimum of 40% marks from this examination to pass the 1st Efficiency bar.

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

8.1.2 Second Efficiency Bar Examination (to be completed within 03 years from the date of promotion to Grade II)

Candidates should sit a written examination which shall consist of the following subjects.

1. Office Administration & Establishment Procedures
2. Financial Regulations
3. Technological Subject

- a. The 1st and 2nd paper will be designed to test the knowledge of the employee concerned about the procedural and legal innovations made 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 to evaluate the proficiency acquired by the candidate through his/her experience in office activities.
- b. The 3rd paper will be designed to evaluate whether the employee concerned has acquired the required capabilities on technological activities relevant to his/her post up to his/her seniority.

Candidates should secure a minimum of 40% marks from this examination to pass the 2nd Efficiency bar.

8.1.3 Third Efficiency Bar Examination (to be completed within 05 years from the date of appointment to Grade II)

The components under 8.1.2. above to be applied as appropriate.

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

09. Syllabus for the promotion test under exceptional performance.

(a) Aptitude Test

This is a written aptitude test to check whether the employee concerned has acquired the knowledge, skills and attitudes required to perform all duties assigned to the employee concerned in an efficient manner above the average level of performance.

- (b) At least 50% marks should be scored for a pass.
- (c) The test will be conducted annually for the employees who achieve above average level of performance.

10. Appointing authority will be the Board of Directors of the Western Province, Provincial Road Passenger Transport Authority

11. Definition:

11.1 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.

11.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date:

Signature of the Chief Executive Officer
(Official Seal)

Recommended and forwarded for the approval

Date:

Signature of the Secretary of the Ministry
(Official Seal)

Above Scheme of Recruitment is approved

Date:

Director General,
Department of Management Services

Western Province Provincial Road Passenger Transport Authority

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF “MANAGEMENT ASSISTANT – NON-TECHNOLOGICAL”

File No :- TA/05/01/24

MSD File No :-

01. **Employee Category:**

Management Assistant - Non-Technological

02. (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 Appointing Authority / 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:-**

Management Assistant

Stand OIC

Senior Stand OIC

Road Inspector

Senior Road Inspector

Driving Instructor

(c) **Job Description –**

Management Assistant

1. Perform cashiering work related to the assigned cashiering duties. (Ex: Collecting of Cash, Cash Banking)
2. Perform clerical work related to the assigned duties.
3. Maintain the relevant subject files.
4. Provide information requested by the superior
5. Liaise with other management Assistants.
6. Protect the confidentiality of the files
7. Bring administrative issues to the notice of the head
8. Attend to the letter typing and data entry work related to his/her own duties
9. Attend to any other duties assigned by the Management.

Senior OIC Stand/ OIC Stand

1. Administration function in Bus Stands/Terminal

- i. Maintaining daily attendance register
 - ii. Checking and ensuring that the staff including time keepers report for duty.
 - iii. Ensuring that the staff remain at their place of work during period of duty.
 - iv. Ensuring that yourself and your staff when the proper uniform during period of duty.
 - v. Maintaining log book to enable recording special information etc.
 - vi. Maintaining a register for receiving leave application for employees and forwarding such application to regional office
 - vii. Maintaining a register for recording the items and equipment officially entrusted to you by the Transport Authority
2. Supervision of activities at the bus staff and provision of a regular and affective bus service

Senior Road Inspector/ Road Inspector

1. Checking all road transport passenger transport buses driven an routes with in the area of Authority against the daily running schedules
2. Checking all road transport passenger transport buses that violate rules and regulation issued by provincial council from time to time.
3. Supervision of the employees in bus terminals
4. Checking regularly the buses with in the area of authority and reporting short comings to the regional's office.
5. Checking regularly the condition of passenger bus services school bus services, bus services during the night and rush hours and reporting to regional Office.

Driving Instructor

1. Working as instructor for light vehicles and heavy vehicles driving
2. Conducting instruction classes for driver and conductor
3. Representing as student coordinator for practical training examination in driving

03. Nature of Appointment:

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

04. Salary Scale, Efficiency Bar and Employment Structure

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

w.e.f. - 01.01.2006

MA 1-1 - 2006 - Rs. [13320 – 10 x 120 – 7 x 140 – 4 x 210 – 20 x 290 – 22140]

w.e.f. - 01.01.2009

MA 1-1 - 2006 A - Rs. [13450 - 10 x 145 - 7 x 170 - 4 x 240 - 20 x 320 - 23450]

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

Relevant Initial Salary Step			
Grade	Salary Step	MA 1-1 - 2006	MA 1 - 1 - 2006 A
III	1 st Step	13320	13450
II	12 th Step	14660	15070
I	23 rd Step	16630	17370

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 I sufficient.

4.3 Cadre:

Management Assistant	103
OIC – Stand	63
Senior OIC – Stand	14
Road Inspector	52
Senior Road Inspector	07
Driving instructor	04

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 8. 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.

05. **Recruitment to Management Assistant – Non-Technological Category:**

5.1 **Qualifications (General):**

5.1.1 Management Assistant/OIC-Stand/Road Inspector/Driving Instructor

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. Maths
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal Candidates :-

Employees of the categories of Primary Level - Skilled and Primary Level - Unskilled who possess the following qualifications are eligible to apply.

Educational:

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including

- i. Sinhala / Tamil
- ii. English language
- iii. Maths

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.

5.1.2 Senior OIC-Stand/ Senior Road Inspector

There is no recruitment for the post of Senior OIC – Stand and Senior Road Inspectors Selection will be made purely in the basis of the seniority and merit.

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,

- iv. Should be a citizen of Sri Lanka and applicant should be resided in the Western Province minimum period of Three (03) years.
- v. Should be physically and mentally fit to discharge the duties of the post well and to serve within western province
- vi. Should be of excellent moral character

5.4 **Recruitment Procedure:**

As determined by the Board of Directors 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 / General Knowledge
- Computer 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 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 |
| | ===== |

- 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 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.

5.8 **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 provision in Chapter VII of the Establishment Code.

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 employer, 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.

6.1.2 **Extra Ordinary Performer:**

(a) **Pre-requisites**

- Should have been confirmed in the post
- Should have completed 06 years of continuous service in grade III from the date of recruitment and should have earned all salary increments during the period.
- Employee should have displayed extra ordinary / above average performance throughout the six years of service, immediately preceding the date of promotion.
- Should have completed 05 years of satisfactory service immediately preceding the promotion.
- Successful completion of Efficiency Bars within the due dates.
- Should achieve necessary level of proficiency in second language.

(b) **Mode of Promotion:**

Those who complete 05 years of service with other pre-requisites can apply for promotion. The appointing authority will promote to Grade II only those who pass the written Aptitude Test held for the purpose with effect from the date they complete 06 years in Grade III.

The employees, who have displayed exceptional performance during the continuous period of 05 years immediately succeeding the date of appointment to Grade III, will qualify to sit for the Aptitude Test for promotion under exceptional performance with effect from the date of completion of 05 years of service. The employees are allowed only one opportunity to sit for this examination.

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 employer, 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.

6.2.2 **Extra Ordinary Performer:**

(a) **Pre-requisites**

- Should have completed 09 years of continuous service in grade II and earned all salary increments during the period.
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Employee should have displayed extra ordinary / above average performance throughout the preceding nine (09) years of service.
- Successful completion of all Efficiency Bars within the due dates.

(b) **Mode of Promotion:**

Through the application forms introduced by the employer a request should be made by the employee. Action will be taken by the appointing authority after verification of qualifications, to promote the qualified employees to Gr. I. The effective date of the promotion will be the date they have completed 09 years in Grade II.

7. **Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)**

7.1 All employees who are in the cadre of Western Province Provincial Road Passenger Transport Authority in the employee category of Management Assistant on the date on which this Scheme of Recruitment comes into effect and placed in the salary coded MA-1-1 under MSD Circular No. 30, will be absorbed into the Management Assistant category and the Salary scale coded MA-1-1, in terms of the provisions in clause 4 of Chapter VII of the Government Establishment Code.

7.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Likewise, on the grounds that the salary step of the respective employee is drawing currently is similar to the new salary step, he/she should not be placed on the next higher salary step in terms of the Clause 4.4 Chapter VII of the Government Establishment Code.

7.3 The period of service will have to be counted with effect from the date of appointment to the respective category.

(i) **MA 1-1 – Grade III**

- a. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps applicable to Grade III of the MA 1-1 salary scale under MSD Circular No.30 have been assigned,
- b. Employees who have completed a minimum of 10 years of service in a grade/post stated above, but not satisfied the conditions to be absorbed into Grade II,

will be absorbed into MA 1-1 – Grade III.

(ii) **MA 1-1 – Grade II**

- a. Employees who have completed a minimum of 10 years of service but less than 20 years of service in a grade or a post in Grade III stated above and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect
- b. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps under Grade II of the MA 1-1 Salary Scale as stated above have been assigned,

- c. Employees who have completed a minimum of 10 years of service in a post or a grade relevant to Grade II, but not satisfied the necessary requirements as per the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
will be absorbed into MA 1-1 – Grade II.

(iii) **MA 1-1– Grade I**

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to MA 1-1 - Grade III as stated above, and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have completed a minimum of 10 years of service in a post or a grade applicable to Grade II as stated above and have satisfied all service requirements as stated above,
- c. Employees who have been assigned with the salary steps applicable to MA 1-1 Grade I under the MSD Circular No.30
will be absorbed into MA 1-1 - Grade I.

8. Syllabus for the Efficiency Bar Test:

8.1. The Syllabus should be prepared relevant to each post covering the following components.

8.1.1 First Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade III)

Candidates should sit a written examination which shall consist of the following subjects.

- Office Systems
- Accounting Systems
- Subject Knowledge

Office Systems:

A basic knowledge of the Office Systems practiced in the organization and the candidate's ability to apply such knowledge, as well as his ability to properly understand official documents and to present his/her views/observations in a specific manner through clear and brief minute, and the ability to draft a letter in terms of a given order will be tested.

Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office.

Subject Knowledge

This paper is to test the knowledge of the candidate on matters relating to the subjects assigned to him/her.

Candidates should secure a minimum of 40% marks from this examination to pass the 1st Efficiency bar.

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

8.1.2 Second Efficiency Bar Examination (to be completed within 03 years from the date of promotion to Grade II)

Candidates should sit a written examination which shall consist of the following subjects.

- Establishment Procedure
- Subject knowledge
- General Paper

Establishment Procedure:

This paper will be designed to test the knowledge of the provisions of the Establishment Code and the Manual of Procedure of the Institute.

Subject knowledge:

This will test the knowledge of the employee concerned about the procedural and legal amendments made 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 to evaluate the proficiency acquired by the candidate through his/her experience discharging the official duties.

General paper:

This paper will consist of two parts:

- i. Reading and understanding a statement or a report of discussion and preparing an article or a report.
- ii. Assessment of the candidate's ability in understanding and analyzing events in contemporary society.

Candidates should secure a minimum of 40% marks from this examination to pass the 2nd Efficiency bar.

8.1.3 Third Efficiency Bar Examination (to be completed within 05 years from the date of promotion to Grade I)

Candidates should sit a written examination which shall consist of the following subjects.

- Subject Knowledge
- Problems relative to the Office Procedures (MCQ)

Subject Knowledge

The above papers will be designed to test the knowledge of the employee concerned about the procedural and legal amendments made in the relevant field during the period of service he/she has been serving in relation to the subjects covered in the first and second efficiency bar examinations and the skills of the employee for innovations relevant to the appointment.

Problems relative to the Office Procedures (MCQ)

Candidate should sit for a multiple choice questions paper on action to be taken with regard to problems relating to office procedures. Candidates should secure a minimum of 40% marks from this examination to pass the 3rd Efficiency bar.

09. Syllabus for the promotion test under exceptional performance.

(a) Aptitude Test

This is a written aptitude test to check whether the employee concerned has acquired the knowledge, skills and attitudes required to perform all duties assigned to the employee concerned in an efficient manner above the average level of performance.

- (b) At least 50% marks should be scored for a pass.
- (c) The test will be conducted annually for the employees who achieve above average level of performance.

10. **Appointing authority will be the Board of Directors of the Western Province, Provincial Road Passenger Transport Authority**

11. **Definition:**

11.1 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.

11.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date:

Signature of the Chief Executive Officer
(Official Seal)

Recommended and forwarded for the approval

Date:

Signature of the Secretary of the Ministry
(Official Seal)

Above Scheme of Recruitment is approved

Date:

Director General,
Department of Management Services

Western Province Provincial Road Passenger Transport Authority

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF “PRIMARY LEVEL” – SKILLED

File No :- TA/05/01/24

MSD File No :-

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 :-**

Driver Cum Office Aide

Welder

(c) **Job Description :-**

Driver cum Office Aid

1. The vehicle assigning to the driver should be driven for official purpose with approval of authorized officer.
2. Every day before use the vehicle drive should check air pressure of tires, water level, oil level and breaks of the vehicle.
3. Driver must not use any liquor or illegal drugs in the duty time period.
4. Observance of speed limits and traffic rules on highways laid down by local authorities and police, the provisions of the motor traffic act, No 14 of 1951, and the regulations made there under should be strictly adhered to
5. Any damage to the vehicle by accident or otherwise and any repair necessary should be promptly reported to the officer In charge.

6. The consumption of petrol and engine oil drawn should be checked up with mileage performed, and any appreciable difference brought to the notice of the officer in charge
7. The daily running chart should be maintained under the prescribed headings. A separate entry should be made for each journey. The folio when duly filled in by the driver should be handed over to the officer in charge of the vehicle.
8. While not in the duty period of driving should work as a office assistant under all duties or responsibilities of office assistant.

Welder

1. Do welding work as assigned.
2. Maintain equipment used.
3. Attend to any other activity as assigned.

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

w.e.f. 01.01.2006

PL 3 - 2006 - Rs. [12,550 – 10x110 – 10x120 - 10x130 - 12x140 – 17,830]

w.e.f. 01.01.2009

PL 3 - 2006A - Rs. [12,670 - 10x130 - 10x145 - 10x160 - 12x170 - 19,060]

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

Grade	Relevant Initial Salary Step	PL 3 - 2006	PL 3 - 2006A
III	1st Step	12 550	12 670
II	12th Step	13 770	14 115
I	22nd Step	14 980	15 580

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 Cadre: -

Driver Cum Office Aide	14
Welder	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 Trade Test and a structured interview conducted by a panel.

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 8. 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 Institution.

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 Skilled Category:**

5.1 **Qualifications:**

5.1.1. Driver

Educational:-

Persons who have sat for the G.C.E.(O/L) Examination and passed minimum of 02 subjects.

AND

Vocational :-

A valid License to drive heavy vehicles and minimum of three years experience in driving heavy vehicles at a reputed establishment

Internal Candidates :

Employees of the Primary Level - Unskilled / Primary Level who have sat for the G.C.E. (O/L) Examinations and passed a minimum of 02 subjects and have acquired a valid License to drive heavy vehicles with 3 years practical experience in driving.

5.1.2. Welder.

Educational:-

Persons who have sat for the G.C.E.(O/L) Examination and passed a minimum of 02 subjects.

AND

Vocational:-

Successful completion of a Certificate course not below National Vocational Qualification (NVQ) Level 4 in the relevant field conducted by a recognized organization

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,

- vii. Should be a citizen of Sri Lanka and applicant should be resigned in the Western Province minimum period of Three (03) years.
- viii. Should be physically and mentally fit to discharge the duties of the post well and to serve within western province
- ix. Should be of excellent moral character

5.3 **Recruitment Procedure:**

By calling for applications through a public advertisement or a Newspaper advertisement, followed by a Trade Test and a structured interview.

- 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 **Interview:**

Marking Scheme for structured interview:

- Relevant additional educational/vocational qualifications - 20 Marks
 - Relevant additional 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 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 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 an acting 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 provision in Chapter VII of the Establishment Code.

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 date of 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 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.

6.1.2 **Extra Ordinary Performer :**

(a) **Pre-requisites**

- Should have been confirmed in the post
- Should have completed 06 years of continuous service in grade III and earned all salary increments during the period.
- Employee should have displayed extra ordinary / above average performance throughout the six years of service, immediately preceding the date of promotion
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Successful completion⁴ of Efficiency Bars within the due dates.
- Should achieve necessary level of proficiency in second language.

(b) **Mode of Promotion:**

Those who complete 05 years of service and satisfy other pre-requisites can apply for promotion. The appointing authority will promote to Grade II only those who pass the written aptitude test held for the purpose, with effect from the date they complete 06 years in Grade III.

The employees who have displayed extra ordinary / above average performance during the continuous period of 05 years immediately succeeding the date of appointment to Grade III, will qualify to sit for the Aptitude Test for promotion under extra ordinary performance with effect from the date of completion of 05 years of service. Employees can have only one opportunity to sit for this examination.

6.2 Grade II to grade I

6.2.1 Average Performer

(a) **Pre-requisites**

- Should have completed a minimum of 09 years of service in Grade II and earned nine (09) 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 09 years preceding the promotion.
- 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.

6.2.2 Extra Ordinary Performer:

(a) **Pre-requisites**

- Should have completed 08 years of continuous service in grade II and earned all salary increments during the period.
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Employee should have displayed extra ordinary / above average performance throughout the preceding eight (08) years of service.
- Successful completion of all Efficiency Bars within the due dates.

(b) **Mode of Promotion:**

Through the application forms introduced by the employer a request should be made by the employee. Action will be taken by the appointing authority, after verification of qualifications, to promote the qualified employees to Grade I, with effect from the date they complete 8 years of service in Grade II.

7. **Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)**

7.1 All employees who are in the cadre of Western Province Provincial Road Passenger Transport Authority (1) in the employee category of Primary Level - Skilled on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded PL 3 under MSD Circular No. 30 will be absorbed in to the respective grade of the employee category of Primary Level - Skilled in the manner set out below based on the grade in which the employees have been placed on the date on which this Scheme of Recruitment comes into effect in the salary scale coded PL 3, in terms of the provisions in Clause 4 of Chapter VII of the Government Establishment Code.

7.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Similarly, on the grounds that the salary step the respective employee is drawing currently is similar to the new salary step, he / she should not be placed on the next higher salary step in terms of Clause 4.4 of Chapter VII of the Government Establishment Code.

7.3 The period of service will have to be counted with effect from the date of appointment to the respective grade.

(i) **PL 3 – Grade III**

a. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps applicable to Grade III of the PL 3 salary scale under MSD Circular No.30 have been assigned,

b. Employees who have completed a minimum of 10 years of service in a grade/post stated above, but not satisfied the conditions to be absorbed into Grade II,

will be absorbed into PL 3 – Grade III.

(ii) PL 3 – Grade II

- a. Employees who have completed a minimum of 10 years of service but less than 20 years of service in a grade or a post in Grade III stated above and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have not completed a minimum of 09 years of service in a grade or a post, to which the salary steps under Grade II of the PL 3 Salary Scale as stated above have been assigned,
- c. Employees who have completed a minimum of 09 years of service in a post or a grade relevant to Grade II, but not satisfied the necessary requirements for promotion, as per the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,

will be absorbed into PL 3 – Grade II.

(iii) PL 3 – Grade I

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to PL 3 - Grade III as stated above, and have satisfied the necessary requirements for promotion in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have completed a minimum of 09 years of service in a post or a grade applicable to Grade II as stated above and have satisfied all service requirements as stated above,
- c. Employees who have been assigned with the salary steps applicable to PL 3 – Grade I under the MSD Circular No.30

Will be absorbed into PL 3 – Grade I.

8. Syllabus for the Efficiency Bar Test:

8.1 The Syllabus should be prepared relevant to each post covering the following components.

8.1.1 First Efficiency Bar Examination (to be completed within 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 of 02 Executive Officers from the institute including 01 officer from the Administration Division and one officer from the relevant Department/Section.

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

8.1.2 Second Efficiency Bar Test (To be completed within 03 years from the date of promotion 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 of 02 Executive Officers from the institute including one officer from the Administration Division and one officer from the relevant Department/Section.

8.1.3 Third Efficiency Bar Test (To be completed within 05 years from the date of promotion to Grade I)

The components under 8.1.2. 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 of 02 Executive Officers from the institute including one officer from the Administration Division and one officer from the relevant Department/Section.

09. Syllabus for the promotion test under extra ordinary performance.

(a) Aptitude Test

This is a written aptitude test to check whether the employee concerned has acquired the knowledge, skills and attitudes required to perform all duties assigned to the employee concerned, in an efficient manner above the average level of performance.

(b) At least 50% marks should be scored for a pass.

(c) The test will be conducted annually for the employees who achieve extra ordinary / above average level of performance.

10. **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, seniority, experience and merit.

11. **Appointing authority will be the Board of Directors of the Western Province, Provincial Road Passenger Transport Authority**

12. **Definition:**

12.1 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.

12.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date:

Signature of the Chief Executive Officer
(Official Seal)

Recommended and forwarded for the approval

Date:

Signature of the Secretary of the Ministry
(Official Seal)

Above Scheme of Recruitment is approved

Date:

Director General,
Department of Management Services

Western Province Provincial Road Passenger Transport Authority

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF “PRIMARY LEVEL” – UNSKILLED

File No :- TA/05/01/24

MSD File No :-

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 by establishments. 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:

Office Aide
Labourer
Time Keeper
Senior Time Keeper
Record Keeper
Security Guard

(c) Job Description -

Office Aide / Labourer / Security Guard

1. Assist the officers of the division in carrying out operational activities as per instructions of the Head of Division
2. Carry out miscellaneous functions entrusted by the officers of the division
3. Clean the offices assigned to him

Record Keeper

1. Keep Office files and records safety and methodically
2. Take safety measures to secure office records files
3. Any records which are in the record room should not be issued to unauthorized personal and without permission.

Senior Time Keeper/Time Keeper

1. Supervision of activities at the Bus Stand and provision of regular and effective bus services
2. Bus Service controlling according to the time tables issued per route and activity chart daily recording the relevant running details as per Time Table
3. Recording the time of arrival and departure in the monthly running chart issued for the busses handling over to the regional office.
4. Maintaining the log book
5. Examine whether busses in his place of duty have the following valid documents, route permit, monthly running chart, log sheet and ticket.

03. Nature of Appointment:

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

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. 01.01.2006

PL 1 - 2006 Rs. [11,930 – 10x100 – 10x110 - 7x120 - 15x130 – 16,820]

w.e.f. 01.0.2009

PL 1 - 2006A Rs. [11,930 - 10x120 - 10x130 - 7x145 - 15x160 - 17,845]

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

Grade	Relevant Initial Salary Step	PL 1 - 2006	PL 1 - 2006A
III	1st Step	11 930	11 930
II	12th Step	13 040	13 260
I	22nd Step	14 150	14 575

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 designation/post in respect of the persons recruited to this category is stated purely for the purpose of assigning functions occasionally. The Appointing Authority /Head of the Organization may assign any designation given in the schedule of posts under the category to any person holding posts under this category. 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, seniority, experience and merit.

4.4 Cadre :

Office Aide	40
Labourer	10
Time Keeper	380
Senior Time Keeper	50
Record Keeper	01
Security Guard	22

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:**

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 1st Efficiency Bar Test within 03 years from the date of appointment to the Grade III.
- 4.5.2. Should pass the 2nd Efficiency Bar Test within 03 years from the date of promotion to the Grade II.
- 4.5.3. Should pass the 3rd Efficiency Bar Test within 05 years from the date of promotion to the Grade I.
- 4.5.4. Relevant syllabus is given in the paragraph 8. 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.
- 4.5.5. 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:**

5.1.1 Office Aids / Labourer / Security Guard

Persons who have sat for the G.C.E.(O/L) Examination and passed a minimum of 02 subjects.

5.1.2 Time Keeper/Record Keeper

Persons who have sat for the G.C.E.(O/L) Examination and passed a minimum of four(4) subjects with mathematics and language.

5.1.3 Senior Time Keeper

There is a no direct recruitment for the post of Senior time keeper. The selection will be made purely in the order of seniority and merits.

5.2 Age:

Age should be not less than 18 years and not more than 45 years

5.3 Other:

Every applicant,

- x. Should be a citizen of Sri Lanka and applicant should be resigned in the Western Province minimum period of Three (03) years.
- xi. Should be physically and mentally fit to discharge the duties of the post well and to serve within western province
- xii. Should be of excellent moral character

5.4 Recruitment Procedure:

By calling applications through a public advertisement or a Newspaper advertisement, followed by a structured interview.

- 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.

Interview:

Marking Scheme for structured interview:

- Relevant additional educational qualifications - 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

5.5 All recruitments to unskilled category will be only to 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 for application.

5.7 **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 1st Efficiency Bar Test he/she will be confirmed in the post at the end of the period of probation.

5.8 **Salary at Recruitment :**

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

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 continuously completed 05 years of satisfactory service immediately preceding the date of 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 employer, a request should be made by the qualified employees. The appointing authority after verification of qualifications, will take action for promotion of qualified employees to grade II with effect from the date of qualifying.

6.1.2 **Extra Ordinary Performer:**

(a) **Pre-requisites**

- Should have been confirmed in the post
- Should have completed 06 years of continuous service in grade III and earned all salary increments during the period.
- Employee should have displayed extra ordinary / above average performance throughout the six years of service, immediately preceding the date of promotion.
- Should have completed 05 years of continuous satisfactory service immediately preceding the promotion
- Successful completion of Efficiency Bars within the due dates.
- Should achieve necessary level of proficiency in second language.

(b) **Mode of Promotion:**

Those who complete 05 years of service and satisfy all other pre-requisites can apply for promotion. The appointing authority will promote to Grade II only those who pass the written aptitude Test held for the purpose with effect from the date they complete 06 years in Grade III.

The employees, who have displayed exceptional performance during the continuous period of 05 years immediately succeeding the date of appointment to Grade III, will qualify to sit for the Aptitude Test for promotion under extra ordinary performance with effect from the date of completion of 05 years of service. Employees will have only one opportunity to sit for this examination.

6.2 Grade II to grade I

6.2.1 Average Performer

(a) **Pre-requisites**

- Should have completed a minimum of 09 years of service in Grade II and earned nine (09) 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 09 years preceding the promotion.
- 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 for promotion of qualified employees to grade I with effect from the date of qualifying.

6.2.2 **Extra Ordinary Performer:**

(a) **Pre-requisites**

- Should have completed 08 years of continuous service in grade II and earned all salary increments during the period.
- Should have completed 05 years of satisfactory service immediately preceding the promotion
- Employee should have displayed extra ordinary / above average performance throughout the preceding eight (08) years of service.
- Successful completion of all Efficiency Bars within the due dates.

(b) **Mode of Promotion:**

Through the application forms introduced by the employer a request should be made by the employee. The appointing authority after verification of qualifications, will take action for promotion of qualified employees to grade I with effect from the date of qualifying. The effective date of the promotion will be the date on which the employee has completed 08 years in Grade II.

7. **Absorption of Incumbent Employees: (Applicable only to employees who are in service by the date on which this Scheme of Recruitment comes into effect.)**

7.1 All employees who are in the cadre of Western Province Provincial Road Passenger Transport Authority in the employee category of Primary Level - Unskilled on the date on which this Scheme of Recruitment comes into effect and placed in the salary scale coded PL I under MSD Circular No. 30 will be absorbed in to the respective grade of the employee category of Primary Level - Unskilled in the manner set out below based on the grade in which the employees have been placed on the date on which this Scheme of Recruitment comes into effect in the salary scale coded PL I in terms of the provisions in Clause 4 of Chapter VII of the Government Establishment Code.

7.2 However, the date of increment applicable to the respective employee will remain as it was before the absorption. Similarly, on the grounds that the salary step the respective employee is drawing currently is similar to the new salary step, he / she should not be placed on the next higher salary step in terms of Clause 4.4 of Chapter VII of the Government Establishment Code.

7.3 The period of service will have to be counted with effect from the date of appointment to the respective grade.

(i) **PL 1 – Grade III**

- a. Employees who have not completed a minimum of 10 years of service in a grade or a post, to which the salary steps applicable to Grade III of the PL 1 salary scale under MSD Circular No.30 have been assigned,
- b. Employees who have completed a minimum of 10 years of service in a grade / post stated above, but not satisfied the conditions to be absorbed into Grade II,

will be absorbed into PL 1 – Grade III.

(ii) **PL 1 – Grade II**

- a. Employees who have completed a minimum of 10 years of service but less than 20 years of service in a grade or a post in Grade III stated above and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have not completed a minimum of 09 years of service in a grade or a post, to which the salary steps under Grade II of the PL 1 Salary Scale as stated above have been assigned,

- c. Employees who have completed a minimum of 09 years of service in a post or a grade relevant to Grade II, but not satisfied the necessary requirements for promotion as per the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,

will be absorbed into PL 1 – Grade II.

(iii) PL 1 – Grade I

- a. Employees who have completed a minimum of 20 years of service in a post or a grade relevant to PL 1 - Grade III as stated above, and have satisfied the necessary requirements in terms of the Scheme of Recruitment effective before the date on which the new Scheme of Recruitment came into effect,
- b. Employees who have completed a minimum of 09 years of service in a post or a grade applicable to Grade II as stated above and have satisfied all service requirements as stated above,
- c. Employees who have been assigned with the salary steps applicable to PL 1 – Grade I under the MSD Circular No.30

will be absorbed into PL 1 – Grade I.

8. Syllabus for the Efficiency Bar Test :

8.1 The Syllabus should be prepared relevant to each post covering the following components.

8.1.1 First Efficiency Bar Test (to be completed within 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 organization.
- 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 as relevant to the post.

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

The Interview panel should consist of 02 Executive Officers from the institute including 01 officer from the Administration Division and one officer from the relevant Department/Section.

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

8.1.2 Second Efficiency Bar Test (to be completed within 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 2nd Efficiency bar.

The Interview panel should consist of 02 Executive Officers from the institute including one officer from the Administration Division and one officer from the relevant Department/Section.

8.1.3 Third Efficiency Bar Test (to be completed within 05 years from the date of promotion to Grade I)

The components under 8.1.2. 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 of 02 Executive Officers from the institute including one officer from the Administration Division and one officer from the relevant Department/Section.

09. Syllabus for the promotion test under extra ordinary performance.

(a) Aptitude Test

This is a written aptitude test to check whether the employee concerned has acquired the knowledge, skills and attitudes required to perform all duties assigned to the employee concerned in an efficient manner above the average level of performance.

(b) At least 50% marks should be scored for a pass.

(c) The test will be conducted annually for the employees who achieve extra ordinary / above average level of performance.

10. **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, seniority, experience and merit.

11. **Appointing authority will be the Board of Directors of the Western Province, Provincial Road Passenger Transport Authority**

12. **Definition:**

12.1 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.

12.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date: **Signature of the Chief Executive Officer**
(Official Seal)

Recommended and forwarded for the approval

Date: **Signature of the Secretary of the Ministry**
(Official Seal)

Above Scheme of Recruitment is approved

Date: **Director General,**
Department of Management Services