

## **Scheme of Recruitment for the Management Assistant – Supra Grade – of the Ministry of Science, Technology & Research.**

### **01. Institutions involved**

- 1.1 Department: not applicable
- 1.2 Ministry: Ministry of Science, Technology & Research      Ref no: TR/2/11/STO/F.R/71/      date: 14/12/2017
- 1.3 Posts approved by the Director      Ref no: DMS/0019      date: 14/11/2014  
General of Management Services
- 1.4 Recommendation of the Director General of      Ref no: EST-2/04/REC/8034      date: 30/12/2016  
Establishment
- 1.5 Approval by the National Salaries & Cadre Commission      Ref no: NSCC/07/14/SR      date: 31/10/2016
- 1.6 Approval by the Public Service Commission      Ref no: PSC/EST/03-01-07/01/2017      date: 04/01/2018

### **02. Appointing Authority: Public Service Commission.**

### **03. Details of Service Category**

- 3.1 Service Category: Supra Grade Management Assistant
- 3.2 Grade: Special Grade
- 3.3 General definitions of the tasks assigned

An officer category, to which recruitments will be made through internal recruitment process being limited to the number of the approved posts and one which will be assigned administration/management and financial management tasks with a supplementary/feasible/supporting role in the tasks of senior executive officers or executive officers, subject to the supervision by such officers.

- 3.4 Assignment of tasks; No tasks will be assigned according to grades, while the Head of Department may assign any task, out of tasks assigned to this service category, to an officer of any grade, based on the seniority and competency and on the exigencies of service.

### **04. Nature of the Post/Posts: Permanent and Pensionable**

(Subject to Policy decisions taken in the future by the government with regard to Pension Scheme.)

## 05. Salaries.

5.1 Salary Code: MN7 – 2016

5.2 Salary Scale: 41,580 – 11 x 755 – 18 x 1,030 – 68,425

5.3 Initial Salary Step as relevant to Grade

Grade	Initial Salary Step	Initial Salary Point (Rs.)
Special	05	44,600/=

**Note:** Payment of Salaries from 2016 to 2020 and other matters should be carried out in accordance with the provisions of Public Administration Circular no: 03/2016

## 06. Post/Posts falling under the Service category.

6.1 Designations approved, number of positions approved and tasks assigned.

Designations Approved	Grade of approved posts	No of approved posts	Tasks
District Vidatha Officers	Special	25	<ul style="list-style-type: none"><li>• Supervision of all Vidatha Resource Centers within the district and supervision of the discharge of duties by Science and Technology officers and supervision and management of the Human Resources employed at Vidatha Centers.</li><li>• Submission of Proposals to identify projects aimed at rural economic development utilizing modern technology and their coordination.</li><li>• Assisting in the coordination among institutions for the grant of technical aid to existing enterprises and self-employments.</li><li>• Identification of intuitive skills and interests of youths and directing them to suitable training courses.</li></ul>

			<ul style="list-style-type: none"> <li>• Providing guidance for market access.</li> <li>• Setting up of Science and Technology Associations.</li> <li>• Maintaining good relations with the Public and Private institutions necessary for the transfer of technology to the village.</li> <li>• Collection of details pertaining to the traditional Scientific and technological methods practiced in the past and delivery of such details to government institutions, responsible for handling the relevant subject.</li> <li>• Performance of all official duties assigned to by the Ministry, through the Divisional Secretary, as well as submission of relevant reports, programmes before the due date.</li> <li>• Drawing the attention of the Divisional Secretary and the Ministry to any other activity if any, which could contribute towards the development of the S&amp;T sector in the country which have not been mentioned above and taking action as per their instructions.</li> </ul>
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6.2. Number of combined officers: 25

07. Method of Recruitment: Recruitment will be made based on the results of the written test.

7.1. Percentage of recruitments.

Stream	Percentage
Open	Not applicable
Limited	100%
Merit	Not applicable

7.2. Recruitment through open stream: not applicable

7.3. Recruitment through limited stream

7.3.1. Recruitment Grade: Special Grade

7.3.2. Qualifications:

7.3.2.1. Educational Qualifications: Degree in Science/Mathematics accepted by the University Grants commission, obtained either from a University recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as a degree awarding institution,

7.3.2.2. Professional Qualifications: not applicable

7.3.2.3. Experience: Should have completed an active and a satisfactory service period of 15 years, in the post of Science and Technology Officers.

7.3.2.4. Physical eligibility: Every applicant should be physically and mentally fit to serve in any area within Sri Lanka and to discharge the duties of the post.

7.3.2.5. Other:

- (I) applicants should be of excellent moral character
- (II) Should have completed 5 years of satisfactory service period immediately prior to the date of promotion.
- (III) All qualifications necessary for the recruitment to the post, should have been fulfilled in all aspects as of the date mentioned in the notification calling for applications.

7.3.3. Age: Not applicable

7.3.4. Method of Recruitment: Recruitments will be made based on the results of a limited competitive examination.

7.3.4.1. Written Examination

Question Paper	Maximum marks awarded	Passing marks
Establishment code, financial Regulations	100	40
New technological methodologies and the technology transfer process	100	40

(Syllabus and the time given for each question paper is given in annexure 01)

7.3.4.2 Professional test: not applicable

7.3.4.3 General interview: Marks will not be awarded

7.3.4.4 Objective envisaged: to inspect the qualifications of applicants

7.3.4.5. Appointing authority of the general interview panel: Public Service Commission

7.3.4.6. Interview for evaluating eligibility: Not applicable



7.3.5. Method of calling for applications: "Applications will be called through the publication of a notice in the government gazette or an advertising in newspapers or through an internal notice or a post in the website"

08. Efficiency Bar: not applicable

09. Language Proficiency: Not Applicable

10. Promotions to Grades: Not Applicable

11. Appointment to Posts: Not Applicable

12. Conditions outside of the general conditions stipulated by the procedural regulations of the public service commission: Not Applicable

13. Definitions outside of the definitions given in the procedural regulations of the Public service Commission "Active Service Period" means the service period during which an officer has been drawing the salary relevant to his/her respective post, without the inclusion of periods of no pay leave, but including periods of no pay leave specially indicated to be considered as an active service period, by the cabinet of Ministers as a policy.

14. Absorption into Grade System: Not applicable

15. All appointments will be governed by the conditions stipulated by the procedural regulations of the public service commission published in the Gazette Extraordinary no: 1589/30 dated 20/02/2009, and by the provisions of the establishment Code.

16. In respect of any matter which has not been provided for under this scheme of Recruitment if any, will be made by the Public service Commission.

Prepared by :-.....  
(Junior staff officer in charge of the subject)

Name :- .....

Post :- .....

Date :- .....

Checked by :- .....  
(Senior staff officer in charge of the subject)

Name :- .....

Post :- .....

Date :- .....

Recommended and Submitted

Signature : - .....

(Head of Department)

Name : - .....

Post : - .....

Official Stamp : - .....

Date : - .....

Ref no: TR/2/STO/FR/71

This Scheme of Recruitment proposed for the post of District Vidatha Officer of the Ministry of Science, Technology & Research is recommended for approval.

Signature : - .....

Name : - .....

Secretary

Ministry of Science,

Official Stamp : - Technology & Research .....

Date: - .....

The Scheme of Recruitment for the Management Assistant supra Grade of the Ministry of Science, Technology & Research was approved by the public service commission on 04/01/2018

Signature : - .....

Name : - .....

Secretary of

Public Service Commission

Date: - .....

Official Stamp : - .....

**Particulars of Examination/ Professional Tests**

01. Name of the Examination : Limited Competitive Examination for Recruitment to the Post of District Vidatha Officer of the Ministry of Science Technology & Research.

02. Particulars of the examination: Institution decided by the appointing authority.

Question Paper	Duration	Total marks	Passing Marks
1. Establishment code, Financial Regulations Management and office procedures	02 hrs	100	40
2. New technological methodologies and Technology Transfer Process.	02 hrs	100	40

03. Authority Conducting the examination : Commissioner General of Examination or any other suitable

04. Frequency of conducting the examination: will be decided according to the existing vacancies.

05. Syllabus for the examination:

Name of the Question Paper	Syllabus
01. Establishment code, Financial Regulations, Management and office system.	Annual Estimates and the responsibilities of an Accounting officer, Financial control, delegation of financial responsibility, receipt of money, accounting and acceptance, payment, custody of public money, impress and bank accounts, supplies and services, tender procedures, Verification of stores, audit queries, ledgers used in government officers, summaries of income and expenditure, bank reconciliation and books used in financial management, the general knowledge of circulars and regulation hither to issued will be on the use of public funds tested.
02. New technological methodologies and the technology transfer process.	Basic concepts and requirement of the technology transfer process, the new technological findings and developments of the research institutes under the preview of the ministry, the objectives of establishing the institutions under the purview Ministry and their functions, the existing science, Technology and Innovation policy of Sri Lanka, macroeconomic indicators for measuring a country's development, issues and drawbacks being encountered in the technology transfer process.

Prepared by:

Checked by:

Signature

(Head of the Department)

Name:

Post:

Date:

Official Stamp: