

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 7. If an employee fails to get through the efficiency bar test during the prescribed period, he/she shall be dealt with in terms of the provisions of the Establishment Code and the Manual of Procedure (MOP) of the Institute.
 - 4.4.5. Efficiency Bar Examinations will be held once a year or as and when necessary.
- 45 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 Management Assistant– Non–Technological Category:

Management Assistant

5.1 Qualifications:

External Candidates

- a) Should have passed G.C.E. (O/L) examination in six (6) subjects at one sitting with credit for four (4) subject including: -
 - i. Sinhala / Tamil
 - ii. English
 - iii. Mathematics

And

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

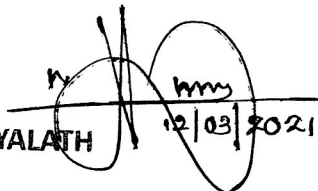
ROSHAN. K. JAYALATH

Director

Department of Management Services

General Treasury

Colombo - 01


12/03/2021

Salary Scale, Efficiency Bar and Employment Structure

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

w.e.f. 01.01.2016

U-MN 1-2016 A: Rs.[30,725 - 10 x 300 - 11 x 355 - 10 x 495 - 10 x 660 - 49,180].p.m

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

Grade	Relevant Initial Salary Step	UMN 1
III	1 st Step	30,725
II	12 th Step	34,080
I	23 rd Step	38,125

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:

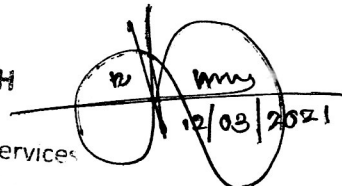
Management Assistant
Book Keeper
Audit Assistant
Library Information Assistant
Shroff

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. Accordingly, the total cadre under the category to be stated here.

4.4 Efficiency Bar:

The Efficiency Bar Examination is a Written Examination.

ROSHAN. K. JAYALATH
Director
Department of Management Services
General Treasury
Colombo - 01

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