

1. Proposed detailed Marking Scheme for Selection of Management Assistants

External candidates				
Main heading	Criterion of assessment	Rate	Maximum marks for the criterion of assessment	Maximum marks under the main heading
Relevant experience	Number of years of employment as an Administrative/Management Assistant	3 Marks per year	15	30
	Competencies acquired through work experience (Depending on the nature of duties and responsibilities of the previous positions, knowledge and skills acquired through work will be assessed by interview questions. The competencies may have been acquired by the candidates through use of advanced features of common office software suites including data bases, use of accounting software packages, book keeping, following the cyber security measures, time management, vehicle fleet management, assets maintenance, handling sensitive and confidential data, customer relation management, following office procedures requiring attention to detail and accuracy, problem-solving in day-to-day office setting etc.)	(See rating scale below)	15	



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Relevant additional educational qualifications	Degree from a recognized university		20	30
	Other academic/vocational qualifications in any of the relevant fields from a recognized university, government training institute, recognized professional body or other training institute registered with the Tertiary and Vocational Education Commission		10	
	Higher National Diploma (NVQ 6/SLQF 4)	10 Marks per certificate		
	Diploma (NVQ 5/SLQF 3)	5 Marks per certificate		
	Certificate (NVQ 4/SLQF 2)	2 Marks per certificate		
Relevant fields - Computer Science, Information Technology, English Language, The Other Official Language, Secretarial practice, Accountancy*, Public Procurement, Contract Management, Supplies and Logistics Management, Customer Relation Management and Event Management (* Membership of the Association of Accounting Technicians or equivalent qualification will be considered as an alternative qualification carrying the same marks)				


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Other achievement (Only the highest achievement under each sub-criterion will carry marks) * See Note below	Achievements in sports	National/International Level achievements in sports – 10 Marks Provincial Level achievements in sports – 08 Marks Other achievements in sports – 05 Marks	10	15
	National Level achievements in competitions in Languages, Mathematics, Computer Science/Information Technology conducted by a Ministry, recognized university, any other Government institute, or recognized academic/professional body		10	
	Recognitions of activities in uniformed youth organizations (Scouts, Girl Guides, Cadet Corps, St John's Ambulance Service etc.)		10	
	Recognition of activities in Environment leadership programmes		05	
	Performance at the interview	(See rating scale below)	05	25
	Communication skills		05	
	Self-confidence		05	
	Active listening and engagement		05	
	Job role awareness		05	
	Preparedness, punctuality and presentation		05	


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Rating scale	
Descriptor	Rating
Outstanding demonstration	7
Strong demonstration	6
Good demonstration	5
Acceptable demonstration	4
Moderate demonstration	3
Minimal demonstration	2
Not demonstrated	1
Calculation of marks	
If maximum marks for the assessment criterion is X and rating is n ; Marks = $(X/7) \times n$	

* **Note:** The highest performance level (1st place, gold medal etc.) will carry the maximum marks. The interview panel will appropriately rank other levels of achievements for award of marks.

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