

# Promotion to the post of Management Assistant Grade II

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# Method of Recruitment & Selection to the Academic Staff

## ▶ Step 01

- ▶ Checking & Preparation of schedule of vacancies

## ▶ Step 02

- ▶ Preparation of paper advertisement
- ▶ Publishing of Advertisement

## ▶ Step 03

- ▶ Separate Applications according to the posts

## ▶ Step 04

- ▶ Send all applications to relevant Head of the Department for short listing

# Method of Recruitment & Selection to the Academic Staff

## ▶ Step 5

- ▶ Checking of Shortlisted application again by Academic Establishment Branch according to the relevant Circulars

## ▶ Step 6

- ▶ Arrange Selection Committee

## ▶ Step 7

- ▶ Submit the Selection Committee Decision to get approval of the Council

## ▶ Step 8

- ▶ Send appointment letters to selected candidates

# Step 2- Preparation of Advertisement



## UNIVERSITY OF RUHUNA VACANCIES

Applications are invited from suitably qualified candidates for the following Academic Staff and Administrative Staff posts up to **21.02.2022.**

Further information and application form could be accessed from the university web site, [www.ruh.ac.lk](http://www.ruh.ac.lk).

### **ACADEMIC STAFF**

#### **1. LIBRARY**

##### **POST OF LIBRARIAN**

Priority will be given to candidates who are eligible under category (I) of recruitment procedures of UGC Cir. No. 921 and, if no candidates under category (I), other categories can be considered according to UGC Circular concerned.

#### **Professor (Chair) in the following Departments:**

##### **(i) Faculty of Agriculture**

- **Department of Agricultural Engineering**
- **Department of Food Science & Technology**

Area of specialization should be relevant to the Departments.

## Step 2- Preparation of Advertisement

- ▶ University of Peradeniya, the premier Sri Lankan academic institution, world renowned for excellence in teaching and research, invites suitably qualified candidates to apply and join its academic staff.



*Take pride in contributing to the National Development*

***Vacancies – Uva Wellassa University***

This is with reference to the paper advertisement published on

# Step 2- Preparation of Advertisement

## 1. FACULTY OF ENGINEERING

### (i) Department of Electrical and Information Engineering

#### a) Senior Lecturer Grade I / Grade II / Lecturer (Unconfirmed)

Preference will be given for candidates who have a doctoral degree with proven track records on research and development in one of the following areas of specialization.

Computer / Software Engineering, Electronics Engineering,

#### b) Lecturer (Probationary)

### (ii) Department of Mechanical and Manufacturing Engineering

#### a) Senior Lecturer Grade I / Grade II /Lecturer (Unconfirmed)

Preference will be given for candidates who have a doctoral degree with proven track records on research and development in one of the following areas of specialization.

Marine Propulsion and Transmission Systems, Marine Vehicle Dynamics and Stability, Naval Architecture, Marine Power and Shipboard Electrical Systems, Coastal and Offshore Structures, Thermodynamics, Energy Technology, Hybrid and Electric Vehicle Engineering, Automobile Engineering.

# Step 2- Preparation of Advertisement

## **APPLICATIONS:**

- Application are accepted only through online submission.
- Applications and copies of all relevant certificates are requested to submit through the web page at [vacancies.ruh.ac.lk](http://vacancies.ruh.ac.lk) (You will receive a reply with a Reference Number, when you submit your application successfully). The closing date of the applications is on 21.02.2022.
- Those who applied for any vacant academic staff post previously and informed/not called for an interview due to COVID 19 pandemic should apply again according to this advertisement.
- Further information is available from the university web site, [www.ruh.ac.lk](http://www.ruh.ac.lk) Up to 21.02.2022.
- **Professor (Chair) applications:**
- After online submission of your application through web page, ALL APPLICANTS should submit relevant documents (soft copies) through upload links available in the Email and in the Application Status Page. The response email contains the Application Status Link.
- LOCAL applicants should hand over/send (via registered post), the documents as mentioned in the Web to the Vice-Chancellor's Office on or before 21.02.2022.



# Step 2- Preparation of Advertisement

## Special Notes:

- Candidates who wish to apply for more than one post, should submit separate application forms for each posts through online submission.
- Please use your Reference Number, when you need to clarify any information regarding your submitted application.
- If you are an employed person, in the University System/Government Departments /Corporations/Statutory Boards, please upload the relevant approval form which should be duly filled and attested by your relevant Head of the Institution. The Head approval form is appeared as an attached document in the response email received to you from the University. (you will receive this email after successful submission of your application).
- The Candidates those who applied for more than one post, should send duly filled separate approval forms, with the attestation of the Head of the Institution for each post applied. (You will receive separate Email responses with Reference Numbers, for each submission of your application).

## Step 2- Preparation of Advertisement

- Applications received after the closing date and incomplete applications and applications not submitted in the prescribed format of the University of Ruhuna will be rejected without intimation.
- Candidates those who are applied with General Degrees (as the first Degree) cannot be accepted for the academic posts.
- Priority will be given to candidates who are eligible under category (I) of recruitment procedures of UGC Cir. No. 721 and, if no candidates under category (I), other categories can be considered.
- Only Sri Lankan Citizens are eligible to apply for the posts.
- These Posts are permanent. The appointment will be probation for a period of three (03) years.
- University reserves the right to shortlist the candidates and call for interview such Candidates only.
- Selected candidates, if presently serving in Government Departments will have to obtain their release through the Ministry of Public Administration. Government servants will not be entitled to maintain their pension rights whilst in the University Service.

# Step 2- Preparation of Advertisement

## ▶ Qualifications (Important)

- ▶
- Please download relevant circulars for recruitment for the above posts from the University Grants Commission's Web site of [www.ugc.ac.lk](http://www.ugc.ac.lk) (please go to the website and then search using circular number)

# Relevant circular/establishment circular letters

<b>Post</b>	<b>Relevant circular/establishment circular letter</b>
<b><i>Professor (Chair)</i></b>	<b><i>UGC Cir. 916, UGC Cir 04/2014</i></b> <b><i>Est. Cir. Letter 04/2010, UGC Cir.08/2021, Estb. Cir. letter No. 12/2019</i></b>
<b><i>Senior Lecturer Grade I/Grade II/ lecturer (Probationary)</i></b>	<b><i>UGC Cir. 721, 8/2016, 935,</i></b>
<b><i>Lecturer (unconfirmed</i></b>	<b><i>UGC Cir.07/2018</i></b>
<b><i>Librarian</i></b>	<b><i>UGC Cir.921</i></b>

# Relevant circular/establishment circular letters

<b>PROGRAMMER CUM SYSTEM ANALYST</b>	<b>725</b>
<b>ASSISTANT NETWORK MANAGER</b>	
<b>INSTRUCTOR IN COMPUTER TECHNOLOGY</b>	
<b>SYSTEMS ENGINEER</b>	
<b>CAREER GUIDANCE COUNSELLOR</b>	<b>1/2020</b>
<b>INSTRUCTOR IN ENGLISH</b>	<b>14/2017</b>
<b>INSTRUCTOR IN PHYSICAL EDUCATION</b>	<b>987</b>
<b>SCIENTIFIC ASSISTANT</b>	<b>484</b>
<b>ANALYTICAL CHEMIST</b>	<b>403</b>
<b>INSTRUCTOR IN SOCIAL WORK</b>	<b>767</b>

# Step 2- Preparation of Advertisement

## Remuneration and other benefits

### (i) Remuneration

<u>Post</u>	<u>Salary scale</u>
Lecturer (Prob.)	SALARY SCALE: (U-AC 3(IV)) <b>Rs.54,600 – 10x1335 – 67,950 p.m.</b>
Lecturer (Unconfirmed)	SALARY SCALE: (U-AC 3(III)) <b>Rs.69,580 – 5x1630 – 77,730 p.m.</b>
Snr. Lecturer Grade II	SALARY SCALE: (U-AC 3(II)) <b>Rs.79,360 – 11x1630 – 97,290 p.m.</b>
Snr. Lecturer Grade I	SALARY SCALE: (U-AC 3(I)) <b>Rs.91,310 – 7x2170 – 106,500 p.m.</b>
Professor	SALARY SCALE: (U-AC 5(II)) <b>Rs.117,350 – 13x2700 – 152,450 p.m.</b>
Librarian	SALARY SCALE: (U-AC 5(II)) <b>Rs.117,350 – 13x2700 – 152,450 p.m.</b>

# Step 2- Preparation of Advertisement

In addition to the above salaries, the following allowances will be paid considering the present Basic Salary.

(a) **Cost of Living Allowance, (Currently Rs.7800.00 p.m.)**

(b) **Academic Allowance,**

<b>Lecturer (Probationary)</b>	<b>- 115%</b>	<b>of the Basic Salary p.m.</b>
<b>Lecturer (Unconfirmed)</b>	<b>- 131%</b>	<b>do</b>
<b>Snr. Lecturer Gr.II</b>	<b>- 151%</b>	<b>do</b>
<b>Snr. Lecturer Gr.I</b>	<b>- 151%</b>	<b>do</b>
<b>Professor</b>	<b>- 162%</b>	<b>do</b>
<b>Librarian</b>	<b>- 162%</b>	<b>do</b>

(c) **Research Allowance - 35% of the Basic Salary p.m.**

(d) **Additional Monthly Allowance - 20% of the Basic Salary p.m.**

## **(i) Other Benefits**

- \* Entitled for Sabbatical leave, Study leave, Conference leave, Special leave as and when applicable.
- \* Loan facilities.
- \* University quarters will be provided subject to availability.
- \* Air tickets for teacher and spouse when travelling on sabbatical leave

## **Provident Fund & Pension Fund**

Permanent employees of the University are required to contribute 10% of their monthly salary to the Universities Provident Fund and the University contributes a sum equivalent to 18% of their monthly salary of which 8% will be credited to the Universities Pension Fund, 7% to the Universities Provident Fund (UPF) and 3% to the Employees' Trust Fund (ETF).

## **Remuneration details**

For remuneration details refer: UGC circular No. 17/2016 (v) (Salary) UGC Circular Letter 02/2014 (Cost of Living Allowance) UGC Circular No.1000 (Research Allowance) UGC Circular No.13/2017 (Academic Allowance) UGC Circular No.07/2014 (Additional Allowance)



# Step 2- Preparation of Advertisement

All the documents which are not received on or before the closing date will not be considered.

**Applications received after the closing date and incomplete applications and applications not submitted in the prescribed format of the University of Ruhuna will be rejected without intimation.**

- **If you face difficulty in submitting your application, please contact following person to overcome any technical difficulties in submitting applications and for any other technical support for submission of applications.**

**Registrar  
University of Ruhuna - Matara.**

## Step 2- Preparation of Advertisement

# Step 6-Members of the Selection Committees

- ▶ **THE UNIVERSITIES ACT, NO. 16 OF 1978 ORDINANCE UNDER SECTION 18(2) (C )  
PROCEDURE FOR APPOINTMENT**
  - ▶ This ordinance may be cited as the Procedure for Appointment Ordinance No of 198,

# Selection Committee - for the post of Professors/Associate Professor

- ▶ The Selection Committee shall consist of as stipulated in Selection 6(2) of Commission Circular No.166 of 06
- ▶ • The Principal Executive Officer who shall be Chairman
- ▶ • **Two nominees appointed by the Commission**
- ▶ • Two nominees of the University Council who were appointed to the Council by the Commission
- ▶ • The Dean of the relevant Faculty
- ▶ • The Head of the relevant Department
- ▶ • **Two** Senior Professors/Professors appointed by the Senate from among its members with knowledge of the subject at least at degree level

# Selection Committee- for a post of teacher, other than that of Professor or Librarian

- ▶ ( (a) the principal executive officer( Vice- Chancellor), who shall be the Chairman;
- ▶ (b) the Dean of the Faculty concerned'
- ▶ (c) the Head of the department of Study concerned;
- ▶ (d) two members appointed by the governing authority from among its members who have been appointed by the Commission;
- ▶ (e) one member with a knowledge of the subject of study concerned appointed by the Senate

# Selection Committee for the post of Senior Professor

- ▶ Selection Committee for the post of Senior Professor in Universities remains as follows ; **COMMISSION CIRCULAR NO. 06 / 2014**
- ▶ a) Vice-Chancellor of the University, who shall be the Chairman
- ▶ b) Dean of the relevant Faculty
- ▶ c) Head of the Department
- ▶ d) Two other persons of the rank of Senior Professor or professionals of equivalent status nominated by the Senate ; one of whom shall be from outside the University concerned

# The Selection Committee for the post of Librarian

- ▶ The Selection Committee for the post of Librarian- **Commission Circular 921**
- ▶ shall consist of the following members.
- ▶ • The Principal Executive Officer who shall be Chairman;
- ▶ • **Two nominees appointed by the Commission;**
- ▶ • Two nominees of the University Council who were appointed to the Council by the Commission;
- ▶ • The Dean of a Faculty nominated by the Senate;
- ▶ • Another Librarian of a University nominated by the Senate;
- ▶ • Two Senior Professors/Professors appointed by the Senate from among its members with knowledge of the subject.

# SELECTION COMMITTEE FOR THE POSTS OF ACADEMIC SUPPORT GRADES

- ▶ **Commission Circular No., 930**
- ▶ Principal Executive Officer, who shall be the Chairperson A Dean of a Faculty nominated by the Senate
- ▶ One member appointed by the governing authority from among the members appointed by the UGC
- ▶ The Registrar of the University
- ▶ The Head of the relevant Department/Unit nominated by the Principal Executive Officer



# Other important Points

## ▶ **Definition of the period of validity- Com. Cir. 699**

- ▶ For the purpose of this circular, the relevant period for considering the validity of an advertisement is the period commencing from the closing date of applications upto the date of finalisation of selections by an appropriate Selection Committee for submission to the Council/Board of Management for approval .
- ▶ The time taken by the Council/Board of Management for approving the selection is not included in the validity period as defined above. The final selection for recommendation to the Council/Board of Management shall be made within the validity period.

## ▶ **Validity period of Recruitment advertisement**

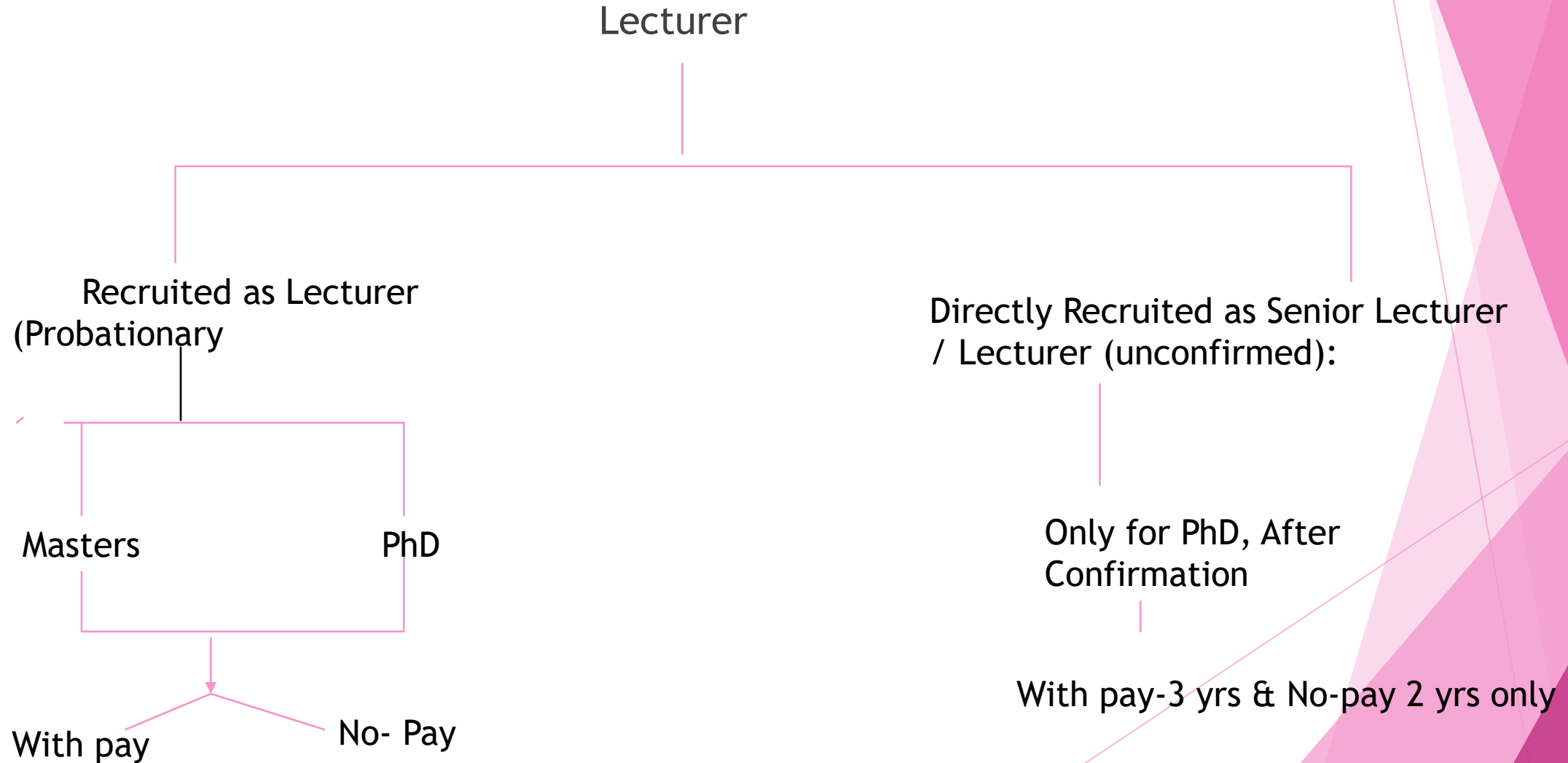
# Other important Points

- ▶ Marking scheme for every selection committee for the purpose of recruitments- **establishments circular letter no. 05 /2018**
  - ▶ Marking Schemes approved by the Governing Authority for recruitments to all posts in the university system.
- ▶ No additional Document after the Closing date-**Com. Cir. 434**
- ▶ **Universities Act, Part X, APPOINTMENTS TO THE STAFF**
- ▶ **71. (1)**
  - ▶ Subject to the provisions of subsection (2), every appointment to the staff of Appointments a Higher Educational Institution shall be made by the governing authority of to staff to be such Institution, in accordance with the schemes of recruitment and the made by the procedures for appointment prescribed by Rules. Governing authority.

# STUDY LEAVE TO TEACHERS

COMMISSION CIRCULAR NO 18/2016

# STUDY LEAVE TO TEACHERS



# STUDY LEAVE TO TEACHERS

## Probationary Lecturers

### With pay

- 24 months (2 years) to obtain a **Masters degree** with or by research
- 39 months (3 years & 3 months) to obtain a **Doctoral degree**

total study leave granted to the teacher shall not exceed the limit of 45 months (3 years & 9 months) total study leave entitlement

### No pay

- 12 months (1 year) to obtain a **Masters degree** with or by research
- (b) 48 months (4 years) to obtain a **Doctoral degree**

the total study leave granted to the teacher shall not exceed a total period of 60 months (05 years).

# STUDY LEAVE TO TEACHERS

- ▶ A teacher who has received a scholarship or other award for a postgraduate degree in a University/Institute recognized by the Commission, may be granted study leave abroad or locally to read for such degree with the approval of the Governing Authority, provided that it leads to confirmation and/or promotion to a higher grade.

# STUDY LEAVE TO TEACHERS

- ▶ A Lecturer (Probationary) shall be in continuous service for a period of at least one year from the date of his/her appointment to avail study leave.
  - ▶ However, the Council of the University shall use their discretion to grant study leave prior to completion of one year from the date of appointment of a Lecturer (Probationary), if he/she receives a scholarship/other award to read for a postgraduate degree in a university/institute recognized by the Commission.
- ▶ Each Lecturer (Probationary) shall under normal circumstances be expected to obtain an appropriate postgraduate degree sufficient at least for confirmation, within the initial three-year period of probation referred in section 72 of the Universities Act No. 16 of 1978, as amended.
- ▶ His/her services shall be terminated by the Governing Authority, if he/she fails to obtain such degree within **the maximum eight-year period of probation** permitted by the same section of the Universities Act

# STUDY LEAVE TO TEACHERS

- ▶ A teacher who has already been granted study leave abroad to read for a Masters degree and who has been confirmed and promoted to the next higher grade of Senior Lecturer Grade II, shall be granted study leave to read for a Doctoral Degree only if he/she has served For a minimum period of 4 years after his/her resumption of duties upon his/her return.
- ▶ Study leave shall not be granted to any Lecturer (Probationary) who will not be in a position to obtain the requisite postgraduate degree in the period between the date of commencement of study leave and the date of expiry of probationary period under section 72 of the Universities Act No. 16 of 1978, as amended.



- ▶ A teacher whose initial scholarship/agreement requires him/her to return immediately after completing the Masters degree may be granted leave to do a Doctoral Degree without serving the University for a specified period before going abroad again, provided that he/she does not opt for promotion to the next higher grade after the Masters degree.

- ▶ The Governing Authority shall confirm any Lecturer (Probationary) in his/her post on his/her obtaining an appropriate postgraduate degree (including who is on study leave), provided that he/she has also satisfied such other conditions as are required to his/her confirmation.
- ▶ Study leave may be granted by the Governing Authority, **one year at a time**, if satisfied such leave is essential, **based on progress reports of the supervisor and upon the recommendation of the Head of the Department of Study** and the Dean of the .Faculty concerned

- ▶ Each teacher who avails study leave shall enter into an agreement and a bond with the HEI that includes an obligatory period of service, as appropriate to his/her period of study leave, from the date of resumption of duties, or the date of award of the degree, whichever is later.
- ▶ If the teacher fails to fulfill the requirements of the agreement and the bond with the HEI, including the requirement to obtain the qualification of a postgraduate degree, that would lead to confirmation and/or promotion, he/she shall be bound to pay the BEI, the all expenses incurred in connection with such leave.

- ▶ Each teacher on study leave shall regularly send to the Principal Executive Officer, **half-yearly reports of such teacher's progress as a postgraduate student**, and such reports shall have been **issued by his supervisor or director of studies**. Such reports shall be filed in records of such teacher's personal file.
- ▶ **An additional period of six months study leave with pay** shall be granted to a teacher who goes to non-English speaking country for his/her postgraduate degree, where it is a mandatory requirement **to obtain proficiency in the language** of that country before pursuing the postgraduate studies

- ▶ Under no circumstances the study leave with or without pay shall be extended beyond the maximum permissible periods.
- ▶ Any teacher holding the **post of Associate Professor/Professor shall not be granted study leave after reaching the age of 50 years**, with effect from April 2017.
- ▶ Study leave shall **not be allowed to obtain post-doctoral qualification**.
- ▶ No period of leave without pay referred to in 2.2 and 3.3 above shall be considered for the purpose of determining the incremental credits or earned sabbatical leave entitlement.
- ▶ The above shall apply mutatis mutandis to the **Library Staff** recognized as teachers by the Universities Act No. 16 of 1978, as amended.

# Study leave to academic support staff

COMMISSION CIRCULAR NO. 11/2013 (i)

STUDY LEAVE FOR OBTAINING POSTGRADUATE DEGREE/PROFESSIONAL QUALIFICATION TO  
EXECUTIVE STAFF/**ACADEMIC SUPPORT STAFF**/ MEDICAL OFFICERS & DENTAL SURGEONS

# Study leave to academic support staff

- ▶ maximum permissible period of study leave
  - ▶ **(a) Masters Degree/Professional Qualification**  
**24 months (2years) with pay**
  - ▶ **(b) PhD/Doctoral Degree**      **36 months (3 years) with pay**
    - **12 months (1 year) without**

# Study leave to academic support staff

- ▶ total study leave entitlement for such staff member in his/her career shall not exceed the limit of 36 months' with pay and 12 months' no pay.
- ▶ that staff members in the above categories should register for such postgraduate degree/professional qualification prior to reaching the age specified below;
  - ▶ Masters Degree/Professional qualification - prior to completion of the age of 45 years
  - ▶ PhD/Doctoral Degree - prior to completion of the age of 48 years
- ▶ such staff member who obtains study leave should resume duties prior to completion of the age of 52 years.



The background features abstract, overlapping geometric shapes in various shades of pink and purple, primarily concentrated on the right side of the frame. The shapes create a dynamic, layered effect. The text 'University Teacher' is centered in the white space on the left.

University Teacher

► “Teacher” means a

- Senior Professor, Professor, Associate Professor, Senior Lecturer Grade I, Senior Lecturer Grade II, Lecturer and Lecturer (Probationary) and the holder of any post, declared by Ordinance to be a post, the holder of which, is a teacher

# Different Roles of a Lecturer

