

## APPENDIX II (D)

My No. :

Date :

.....  
 .....

Thro' .....

Dear .....

**SPECIMEN LETTER OF APPOINTMENT TO  
 A POST IN THE EXECUTIVE (ADMINISTRATIVE) GRADE**

1. I have pleasure in informing you that the University Grants Commission, acting in pursuance of the powers vested in it by paragraph (ii) of Section 71(2) of the Universities Act No.16 of 1978 as amended, has appointed you to the post of ..... in the service of the Commission and of the Higher Educational Institutions/Institutes with effect from ..... This appointment may be reviewed by the University Services Appeals Board under Section 86 of the aforesaid Act.
2. You are until further notice, attached to the ..... and are liable to be transferred under Section 78 of the aforesaid Act as amended. You are bound to serve either in the University Grants Commission or any Higher Educational Institution or Institute that has been set up under the aforesaid Act or any such Higher Educational Institution that will be set up in the future.
3. The post is permanent. Unless your appointment is terminated earlier, you will be on probation for a period of **three years/one year (as applicable)** reckoned from the date of assumption of duties and until such time as you receive a letter confirming you in your appointment. Your service can be terminated at any time during the period of probation without assigning any reason whatsoever after having given you one month's notice or one month's salary in lieu of such notice. Under such a termination of service you will not be entitled to any compensation.
4. You should acquire a working knowledge in one of the official languages (i.e. either Sinhala or Tamil) during the period of probation and your confirmation in the appointment will depend, inter alia, on the passing of the prescribed proficiency tests either in Sinhala or Tamil.

5. You are required to pass, a confirmation test relating to the following areas during the period of probation;
  - (a) Legislation pertaining to University Education and Labour Laws:
  - (b) Ordinances, By-Laws, Regulations and Rules pertaining to Higher Educational Institutions:
  - (c) Administrative, Disciplinary and Financial Procedures of Higher Educational Institutions.
6. If your services are unsatisfactory while you are on probation and/or you fail to reach the requisite standard of proficiency either in Sinhala or Tamil, you are liable to be discontinued from service at any time during such period of probation or at the end of it.
7. You should complete an induction training programme conducted by the Human Resource Development Unit (HRDU) of the UGC successfully, within a period of one year from the date of appointment. This is a compulsory requirement for confirmation in the post.
8. If your services during the period of probation have been satisfactory, and if you have reached the requisite standard of proficiency and if you have satisfied other conditions stipulated in the letter of appointment, you will be confirmed in your appointment at the end of the period of probation.
9. If you fail to fulfill the pre-requisites for confirmation in the post that will result in your probationary period being extended and your increments being suspended. If during the first six months of such extended period you are unable to fulfill the said requirements the suspension of the increment will be converted to a stoppage/deferment of the increment.
10. This post carries the salary scale of U-EX ..... Rs. .... per month. You will be placed at the initial salary point of this salary scale with effect from the date of assumption of duties.
11. You are required to complete the Efficiency Bar requirements before completion of 04 years of service in that post having earned three increments. The Efficiency Bar requirements are given below;
  - (i) (a) Pass in an English Language Paper conducted by the University Grants Commission.

**OR**

- (b) Obtain a Diploma in English equivalent to SLQF level 3 or higher from a recognized Higher Educational Institution/Institute.

**Note:** Those who have obtained a pass in English as a subject at the G. C. E. (Advanced Level) Examination are exempted.

**AND**

- (ii) After completion of above requirement under (i) above and having completed three (03) years of service and earned three increments, he should pass a written test of the following areas;

- (a) Legislation pertaining to University Education and Labour Laws.
- (b) Ordinances, Regulations and Rules pertaining to Higher Educational Institutions/Institutes.
- (c) Administrative and Disciplinary Procedures of Higher Educational Institutions.
- (d) Financial Procedures of Higher Educational Institutions.

[Candidates are required to possess a detailed knowledge of (ii) (a) (b) and (c) and a satisfactory level of competence of (ii) (d).

**AND**

- (iii) Pass a Viva-Voce examination (Structured interview).

12. You are bound by the provisions of the Universities Act. No.16 of 1978, as amended and by any Ordinances, Regulations and Rules etc., made thereunder by the University Grants Commission/Higher Educational Institutions/Institutes or by any Orders or Laws that will be promulgated by the Democratic Socialist Republic of Sri Lanka, in so far as they are applicable to you.

13. You are required to subscribe to the conditions that you will conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other Laws, Regulations or Rules that may be made from time to time to give effect to the Language Policy of the Government.

14. You should submit a certificate of physical and medical fitness from a University Medical Officer on the prescribed form before completion of one

month of service. If you are not certified as physically fit to serve in any part of the Island, your appointment will be terminated. The expenses incurred in this connection will not be reimbursed by the institution to which you are attached.

15. In terms of Section XII of the aforesaid Universities Act, you will be required to contribute to the Universities Provident Fund by means of monthly deduction from your salary an amount equal to ten per centum (10%) of your earnings and the institution to which you are attached will in addition, out of its funds, contribute at the same time a sum equal to fifteen per centum (15%) of your earnings. Out of the above 15% of the earnings contributed by the Institution from its own funds, 8% of the earnings will be credited to the Pension Fund and 7% of the earnings will be credited to the Provident Fund.
16. The employees who will not be able to serve twenty years or more in the University System from the date of appointment to the compulsory age of retirement will not be contributed to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.
17. Three per centum (3%) of your total earnings will be contributed by the institution to which you are attached to the Employees Trust Fund in terms of the provisions of the Employees Trust Fund Act No.46 of 1980.
18. You are required to enter into an Agreement with the Commission/Higher Educational Institution/Institute before assuming duties. A copy of the Agreement form will be made available to you by the Head of your institution.
19. This appointment may be terminated by giving one month's notice by either side or on payment of one month's salary in lieu of such notice.
20. You are required to take the Oath or Affirmation of Allegiance in terms of Section 165 of the Constitution of the Democratic Socialist Republic of Sri Lanka immediately after you assume duties. You are also required to take and subscribe or make and subscribe the Affirmation or Oath as provided for in the Seventh Schedule in Section 5 of the Sixth Amendment to the Constitution.
21. You should submit originals of your birth and educational certificates, to the Head of your institution for reference and return, before assuming duties. If it is proved that there are any discrepancies in the birth or educational certificates submitted by you, your services will be terminated without any notice or compensation.

22. Please acknowledge the receipt of this letter and confirm that you accept the appointment on terms and conditions set out above by signing the letter of acceptance given at the end of the second copy of this letter.

Yours faithfully

Chairman

Cc:

- 1. Vice Chancellor
- 2. Registrar
- 3. Accountant/ UGC
- 4. Bursar
- 5. University Medical Officer
- 6. Auditor General

-----

**LETTER OF ACCEPTANCE**

The Chairman  
University Grants Commission

Thro' Vice Chancellor/ Rector/ Director

.....

I accept the appointment on the terms and conditions specified above.

.....  
Signature

.....  
Date

- This page should not be detached from the letter of appointment when returning the second copy.