



UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. 17 / 2017

No. 20, Ward Place
Colombo 07

15.11.2017

Vice Chancellors of Universities
Directors of Institutes
Rectors of Campuses


PUBLISHING OF ADVERTISEMENTS AND SELECTION PROCEDURE FOR THE ACADEMIC STAFF

Your attention is kindly invited to the Establishments Circular Letters No. 08/2005 dated 11.08.2005, No.16/2005 and No. 17/2005 dated 03.11.2005, and No. 03/2012 dated 18.01.2012 issued with regard to scheme of recruitment of academic staff and publishing of advertisement for the academic posts.

The Commission having noted that in certain instances the correct procedure has not been followed by the Higher Educational Institutions/Institutes in the recruitment process of academic staff, decided that every advertisement for any post should be scrutinized by the Registrar and confirmed whether it is in order with the given guidelines before publishing the advertisement, and to instruct the HEIs on the following;

- I. The provisions of Establishments Circular Letter No. 17/2005 on simultaneous advertisements to the post of Lecturer (Probationary)/Senior Lecturer Gr.II/Senior Lecturer Gr. I, and Professor/Senior Professor, should be strictly followed when such posts are advertised.
- II. Applications received for the post of Lecturer (Probationary) could be shortlisted if required, as per the provisions of Establishments Circular Letter No. 08/2005; **without** applicants being summoned for a preliminary interview.
- III. However, shortlisting of qualified candidates **cannot** be done within a particular category of qualifications of the Scheme of Recruitment applicable to the post of Lecturer (Probationary), given in Commission Circular No. 721. For example, if there are ten candidates qualified under Category (1), they cannot be shortlisted and all the ten candidates should be invited for the interview.
- IV. As per the provisions of Establishments Circular Letter No. 16/2005, in selecting suitable candidates for the post of Senior Lecturer, Gr. I/II, all the eligible candidates shall be invited together for the interview.
- V. If the Selection Committee recommends a candidate falling under Category (2) and (3) when the Category (1) candidates are found to be unsuitable at the interview or a candidate falling under Category (4) where there are no suitable candidates under the first three categories, to the post of Lecturer (Probationary); the Selection Committee itself should give valid justifications to the Council for the selection. Approval of the UGC for such appointment shall thereafter be sought along with the valid justifications of the Selection Committee/Council.
- VI. The observers **cannot** be signatories of the recommendation of the Selection Committee.

Please take action accordingly, and bring the contents of this to the notice of all concerned.


Professor Mohan de Silva
Chairman

Copies to :

1. Secretary/Ministry of Higher Education & Highways
2. Chairman's Office/UGC
3. Vice Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians /SAL/AL of the HEII
11. Deputy Registrars/Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEII
16. Secretaries of Trade Unions
17. Auditor-General

File No. UGC/HR/2/3/106