



## UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No.10/2009

20, Ward Place

Colombo 07

November 13, 2009

Vice Chancellors of Universities

Rectors of Campuses

Directors of Institutes

**ESTABLISHMENTS CIRCULAR LETTERS NO.05/2005 OF 29 MARCH 2005  
AND NO. 06/2005 OF 29 APRIL 2005 - RECRUITMENT OF EDUCATIONAL  
ASSISTANTS/ENGINEERING TEACHING ASSISTANTS/INSTRUCTORS IN  
ENGLISH AND INSTRUCTORS (COMPUTER TECHNOLOGY) TO POSTS OF  
LECTURER(PROBATIONARY)/SENIOR LECTURER GR.II**

Your attention is drawn to the above mentioned Establishments Circular letters No.05/2005 of 29.03.2005 and No.06/2005 of 29.04.2005 issued by the Commission on the above subject.

The University Grants Commission at its 782<sup>nd</sup> meeting held on 18.06.2009 considered the recommendation of the Sub Committee appointed by the UGC to examine provisions of the said Circular letters and decided to inform the Higher Educational Institutions that ;

1. Educational Assistants/Engineering Teaching Assistants/Instructors in English and Instructors (Computer Technology) also need to apply for appointment as Lecturers(Probationary)/Senior Lecturers, Gr.II when applications for those posts are called by open advertisement.
2. The Selection Committee is required to make a recommendation for appointment of the above staff to the posts of Lecturer(Probationary)/Senior Lecturer provided they have satisfied the requirements in the relevant Schemes of Recruitment as specified in Commission Circular No. 721 of 12.12.1997
3. They are also subject to a period of probation as provided in Section 72 of the Universities Act No.16 of 1978 as amended and as applicable for other Lecturers (Probationary)/Senior Lecturers Gr.II.
4. They need to obtain postgraduate qualifications for confirmation in the post and for promotion to next grade so far as such qualifications are applicable to them.
5. In addition to the above conditions, Instructors (Computer Technology) are also subject to requirements mentioned in the letter No. UGC/HR/2/3/224 of 10.12.2005.
6. Higher Educational Institutions need to obtain approval of the UGC for the recommendation made by the Selection Committee before such appointments are made.

It is further mentioned that;

- a) The effective date of appointment of the above staff should be a date after obtaining approval of the Commission.
- b) It is not necessarily required to have a vacancy in the approved cadre for appointment of the above mentioned staff provided they are selected to such post. They may be appointed as personal to holder basis against their substantive posts.
- c) Higher Educational Institutions concerned are required to inform the Commission the details relevant to such appointment for adjustment of cadre of the Institute concerned immediately after such appointments are made.
- d) All these appointments should be made at the initial salary step of the relevant salary scale with effect from the date of appointment or the date on which they will assume duties in the post which ever event occurs later. These appointments cannot be backdated.

Provisions of this Circular are effective from 01.12.2009 and run concurrently along with Establishments Circular letters No.05/2005 of 29.03.2005 and No.06/2005 of 29.04.2005 up to 29 March 2011 as long as they are not inconsistent with the provisions of this Circular Letter.

Please take action accordingly.

(Prof. Gamini Samaranayake)

Chairman

Copies to :

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File No. UGC/HR/09/04/01