

APPENDIX I

PROCEDURE FOR APPOINTMENT/CONFIRMATION/PROMOTION

1. Except with the prior written permission of the Commission, no appointment to a post shall be made in contravention of the scheme of recruitment specified for that post.
2. All vacancies in the Commission and Higher Educational Institutions/Institutes should be advertised except as otherwise prescribed in the Schemes of Recruitment approved by the Commission or in accordance with government policy.

Provided however that where the scheme of recruitment for a particular grade or class of post permits the promotion of an employee to such grade or class of post on completing a specified period of service on the maximum step of the salary scale of the next lower grade or class of post or on satisfying such other specified condition or conditions, an employee who has completed such period of service or satisfied such other condition or conditions, as the case may be, may be promoted to such grade or class of post without it being advertised.

3. Where the procedure for appointment to a post requires such post to be advertised internally in the first instance, such advertisement should be published simultaneously within the Secretariat of the Commission and each Higher Educational Institution/Institute.
4. Composition of Selection Committee for the Post of Senior Professor
 - 4.1 University/ University College

Subject to the provisions of Part X of the Act, every appointment or promotion to a post of Senior Professor in a University/University College shall be made by its Governing Authority of that University/University College upon the recommendation of a Selection Committee which shall consist of the following persons;

 - (i) Vice-Chancellor of the University/Director of the University College as the case may be, who shall be the Chairman
 - (ii) two nominees of the Governing Authority from among its members, who have been appointed by the Commission
 - (iii) Dean of the relevant Faculty
 - (iv) Head of the Department of Study concerned

- (v) two other persons in the rank of Senior Professor or professionals of equivalent status nominated by the Senate/Academic Syndicate as the case may be, one of whom shall be from outside the University/University College concerned

Provided that;

- (a) Where the Head of the Department of Study concerned is himself an applicant for the post, or where the Department of Study concerned has no permanent Head, the Senate or the Academic Syndicate, as the case may be, shall appoint from among its members, a person with the knowledge of the subject of study concerned, in lieu of such Head of Department of Study;
- (b) Where the Dean of the Faculty concerned himself is an applicant, the Senate/Academic Syndicate shall appoint another suitable person in the place of such Dean.
- (c) Where the Vice-Chancellor of the University or the Director of the University College is himself an applicant for the post such Vice-Chancellor/ Director of the University College shall withdraw from all relevant meetings of the Senate/Academic Syndicate and the Governing Authority shall decide on matters under their purview under a pro-tem Chairman appointed for the relevant meeting. A Chairman of the Selection Committee from outside the institution concerned shall be nominated by the Commission.

Note:

1. The provisions of sub-paragraph 4.1 above shall *mutatis mutandis* apply in relation to the appointment/promotion for the post of Senior Professor in the Open University of Sri Lanka.
2. The composition of the selection committee for the confirmation in the above post including the Open University of Sri Lanka shall be (i), (ii), (iii) and (iv) specified in 4.1 above. This provision will not be applicable for those who were promoted on merit.

4.2 Institutes

Subject to the provisions of Part X of the Act, every appointment or promotion to a post of Senior Professor in an Institute shall be made by the Council of the University to which such Institute is affiliated upon

the recommendation of a Selection Committee which shall consist of the following persons;

- (i) Vice-Chancellor of the University to which the Institute is affiliated, who shall be the Chairman
- (ii) Director of the Institute. If the Director of the Institute himself is an applicant, a member of the Board of Management shall be nominated by the Commission from among its members in place of such officer
- (iii) two nominees of the Council of the University to which the Institute is affiliated from among its members, who have been appointed by the Commission
- (iv) Dean of a relevant Faculty of the University to which the Institute is affiliated, nominated by the Senate of the University
- (v) two other persons in the rank of Senior Professor or professionals of equivalent status nominated by the Senate, one of whom shall be from outside the University to which such Institute is affiliated

Provided that;

Where the Director of the Institute who is a permanent member of the staff of such Institute and is himself an applicant for the post, such Director shall withdraw from all relevant meetings of the Authorities of the Institute and the relevant Authorities shall decide on matters under their purview under a pro-tem Chairman appointed for the relevant meeting.

Note:

The composition of the selection committee for the confirmation in the above post shall be (i), (ii), (iii) and (iv) specified in 4.2 above. This provision will not be applicable for those who were promoted on merit..

5. Composition of Selection Committee for the Post of Associate Professor/ Professor

5.1 University/ University College

Subject to the provisions of Part X of the Act, every appointment or merit promotion to a post of Associate Professor/ Professor in a University/ University College shall be made by the Governing Authority of that University/ University College upon the

recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Principal Executive Officer, who shall be the Chairman
- (ii) two persons appointed by the Commission
- (iii) two members appointed by the Governing Authority from among its members who have been appointed by the Commission
- (iv) the Dean of the relevant Faculty
- (v) the Head of the relevant Department of Study
- (vi) two Senior Professors/Professors appointed by the Senate from among its members with the knowledge of the subject at least at degree level.

In the case of a University College one such member should be nominated by the Senate of the University to which the University College is affiliated and the other member should be nominated by the Academic Syndicate.

Provided that;

- (a) Where the Head of the Department of Study concerned is himself an applicant for the post, or where the Department of Study concerned has no permanent Head, the Senate or the Academic Syndicate, as the case may be, shall appoint from among its members, a person with the knowledge of the subject of study concerned, in lieu of such Head of Department of Study;
- (b) Where the Dean of the Faculty concerned himself is an applicant, the Senate/Academic Syndicate shall appoint another suitable person in the place of such Dean.
- (c) Where the Vice-Chancellor of the University or the Director of the University College is himself an applicant for the post, such Vice-Chancellor/ Director of the University College shall withdraw from all relevant meetings of the Senate/Academic Syndicate and the Governing Authority shall decide on matters under their purview under a pro-tem Chairman appointed for the relevant meeting. A Chairman of the Selection Committee from outside the institution concerned shall be nominated by the Commission.

Note:

1. The provisions of sub-paragraph 5.1 above shall *mutatis mutandis* apply in relation to the appointment/promotion for the post of Associate Professor/ Professor in the Open University of Sri Lanka.
2. The composition of the selection committee for the confirmation in the above post including the Open University of Sri Lanka shall be (i), (iii), (iv) and (v) specified in 5.1 above. This provision will not be applicable for those who were promoted on merit.

5.2 Institutes

Subject to the provisions of Part X of the Act, every appointment or merit promotion to a post of Associate Professor/Professor in an Institute shall be made by the Governing Authority of the University to which the Institute is affiliated upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) Vice-Chancellor of the University to which the Institute is affiliated, who shall be the Chairman
- (ii) Director of the Institute. If the Director of the Institute himself is an applicant a member of the Board of Management shall be nominated by the Commission from among the members of the Board of Management in place of such officer
- (iii) two persons appointed by the Commission
- (iv) two members appointed by the Governing Authority from among its members who have been appointed by the Commission
- (v) Dean of the relevant Faculty of the University to which the Institute is affiliated nominated by the Senate
- (vi) two members with a knowledge of the subject of study concerned-appointed by the Senate from among its members

Provided that;

Where the Director of the Institute who is a permanent member of the staff of such Institute and is himself an applicant for the post, such Director shall withdraw from all relevant meetings of the Authorities of the Institute and the relevant Authorities shall decide on matters under their purview under a pro-tem Chairman appointed for the relevant meeting.

Note:

The composition of the selection committee for the confirmation in the above post shall be (i), (ii), (iv) and (v) specified in 5.2 above. This provision will not be applicable for those who were promoted on merit.

6. Composition of Selection Committee for the Post of Librarian

6.1 University/University College

Subject to the provisions of Part X of the Act, every appointment to a post of Librarian, in a University/University College shall be made by the Governing Authority of the University/University College upon the recommendation of a Selection Committee which shall consist of the following members;

- (i) the Principal Executive Officer, who shall be the Chairman
- (ii) two persons appointed by the Commission
- (iii) two members appointed by the Governing Authority from among its members who have been appointed by the Commission
- (iv) Dean of a Faculty nominated by the Senate
- (v) another Librarian of a University nominated by the Senate
- (vi) two Senior Professors/Professors appointed by the Senate or the Academic Syndicate, as the case may be, from among its members with the knowledge of the subject.

Note

1. The provisions of sub-paragraph 6.1 above shall *mutatis mutandis* apply in relation to the appointment/promotion for the post of Librarian in the Open University of Sri Lanka.
2. In the case of a University College one such member should be nominated by the Senate of the University to which the University College is affiliated and the other member should be nominated by the Academic Syndicate.
3. The composition of the selection committee for the confirmation in the above post including the Open University of Sri Lanka shall be (i), (iii) and (vi) specified in 6.1 above.

6.2 Institutes

Subject to the provisions of Part X of the Act, every appointment to a post of Librarian, in an Institute shall be made by the Council of the University to which the Institute is affiliated upon the recommendation of a Selection Committee which shall consist of the following members;

- (i) Vice-Chancellor of the University to which the Institute is affiliated, who shall be the Chairman
- (ii) Director of the Institute
- (iii) two persons appointed by the Commission
- (iv) two members appointed by the Governing Authority from among its members who have been appointed by the Commission
- (v) Librarian of the University to which the Institute is affiliated. If the University has no permanent Librarian, the Senate shall nominate a Librarian of another University
- (vi) two Members with the knowledge of the subject concerned appointed by the Senate from among its members

Note:

The composition of the selection committee for the confirmation in the above post shall be (ii), (iv) and (vi) specified in 6.2 above.

7. Composition of Selection Committee for the Post of Deputy Librarian

7.1 University/University College

Subject to the provisions of Part X of the Act, every merit promotion to a post of Deputy Librarian shall be made by the Governing Authority of the Higher Educational Institution upon the recommendation of a Selection Committee which shall consist of the following members;

- (i) the Principal Executive Officer who shall be the Chairman
- (ii) Dean of a Faculty nominated by the Senate of the University/Academic Syndicate of the University College as the case may be
- (iii) Librarian of the University/ University College as the case may be
- (iv) two other Librarians nominated by the Senate of the University/ Academic Syndicate of the University College as the case may be
- (v) two members nominated by the Governing Authority from among its members who have been appointed by the Commission
- (vi) two Professors nominated by the Commission

Note:

1. The provisions of the above sub-paragraph shall *mutatis mutandis* apply in relation to the promotion to the post of Deputy Librarian in the Open University of Sri Lanka.

7.2 Institutes

Subject to the provisions of Part X of the Act, every merit promotion to a post of Deputy Librarian shall be made by the Council of the University to which the Institute is affiliated upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Vice Chancellor of the University to which the Institute is affiliated, who shall be the Chairman
- (ii) Director of the Institute
- (iii) Librarian of the University to which the Institute is affiliated
- (iv) two other Librarians nominated by the Senate of the University to which the Institute is affiliated
- (v) two members nominated by the Governing Authority from among its members who have been appointed by the Commission
- (vi) two Professors nominated by the Commission

8. Composition of Selection Committee for the Post of Teacher, other than that of Senior Professor/ Professor/Associate Professor or Librarian/Deputy Librarian

8.1 University/University College

Subject to the provisions of Part X of the Act, every appointment/promotion to a post of teacher, other than that of Senior Professor/Professor/Associate Professor or Librarian/Deputy Librarian, in a Higher Educational Institution, shall be made by its governing authority upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Principal Executive Officer, who shall be the Chairman
- (ii) the Dean of the Faculty concerned
- (iii) the Head of the Department of study concerned

Provided that where the Head of the Department of Study concerned is himself an applicant for the post, or where the Department of Study concerned has no permanent Head, the Senate or the Academic Syndicate, as the case may be, shall appoint from among its members a member with a knowledge of the subject of study concerned, in lieu of such Head of Department

- (iv) two members appointed by the Governing Authority from among its members who have been appointed by the Commission

- (v) two members with knowledge of the subject of study concerned appointed by the Senate or the Academic Syndicate, as the case may be, from among its members

Where the post is in a University College, one such member shall be appointed by the Vice-Chancellor of the University to which such University College is affiliated from among the members of the appropriate Faculty of such University.

Note:

1. The provisions of the above sub-paragraph shall *mutatis mutandis* apply in relation to the appointment/promotion to the post of teacher, other than that of Senior Professor/Professor/Associate Professor or Librarian/Deputy Librarian in the Open University of Sri Lanka.
2. The composition of the selection committee for the confirmation in the above post including the Open University of Sri Lanka shall be (i), (ii), (iii) and (iv) specified in 8.1 above. This provision will not be applicable for normal promotions.
3. Where both confirmation and promotion are considered simultaneously, selection committee specified in 8.1 above shall be applied.

8.2 Institutes

Subject to the provisions of Part X of the Act, every appointment/promotion to a post of teacher, other than that of Senior Professor/Professor/Associate Professor or Librarian/Deputy Librarian, in an Institute, shall be made by the Council of the University to which the Institute is affiliated upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Principal Executive Officer of the Institute, who shall be the Chairman
- (ii) the Dean of an appropriate Faculty of any University in Sri Lanka appointed by the Commission
- (iii) the Head of the Department of Study concerned (only for the Institutes where Departments of Study are functioning)

Provided that where the Head of the Department of Study concerned is himself an applicant for the post, or where the Department of Study concerned has no permanent Head or where there are no Departments of Study, the Board of Study or similar authority as the case may be, shall appoint from among its members, a member with a knowledge of the subject of study concerned, in lieu of such Head of Department.

- (iv) four members of whom at least two shall be from those appointed by the Commission, nominated by the Board of Management from among its members.

Note:

1. The composition of the selection committee for the confirmation in the above post shall be (i), (ii), (iii) specified in 8.2 above and two members nominated by the Board of Management from among the members appointed by the Commission. This provision will not be applicable for normal promotions.
2. Where both confirmation and promotion are considered simultaneously, selection committee specified in 8.2 above shall be applied.

9. Composition of Selection Committee for the Post of Assistant Librarian/Senior Assistant Librarian Gr. II/I

9.1 University/University College

Subject to the provisions of Part X of the Act, every appointment/promotion to a post of Assistant Librarian/Senior Assistant Librarian Gr. II/I in the University/ University College shall be made by its governing authority upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Principal Executive Officer, who shall be the Chairman
- (ii) the Dean of a Faculty nominated by the Senate/Academic Syndicate
- (iii) the Librarian of the University/University College
when there is no permanent Librarian, the Senate or the Academic Syndicate, as the case may be, shall nominate a Librarian from another Higher Educational Institution
- (iv) two members appointed by the Governing Authority from among its members who have been appointed by the Commission

- (v) two members nominated by the Senate or the Academic Syndicate, as the case may be, from among its members;

Where the post is in a University College, one such member shall be appointed by the Vice-Chancellor of the University to which such University College is affiliated.

Note:

1. The provisions of the above sub-paragraph shall *mutatis mutandis* apply in relation to the appointment/promotion to the post of Assistant Librarian/Senior Assistant Librarian Gr. II/I in the Open University of Sri Lanka.
2. The composition of the selection committee for the confirmation in the above post shall be (i), (ii), (iii) and (iv) specified in 9.1 above. This provision will not be applicable for normal promotions.
3. Where both confirmation and promotion are considered simultaneously, selection committee specified in 9.1 above shall be applied.

9.2 Institutes

Subject to the provisions of Part X of the Act, every appointment/promotion to a post of Assistant Librarian/Senior Assistant Librarian Gr. II/I, in an Institute, shall be made by the Council of the University to which the Institute is affiliated upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Principal Executive Officer of the Institute, who shall be the Chairman
- (ii) the Dean of a Faculty of any University in Sri Lanka appointed by the Commission as appropriate
- (iii) the Librarian of the University to which the Institute is affiliated when there is no permanent Librarian, the Senate shall nominate a Librarian from another Higher Educational Institution
- (iv) four members of whom at least two shall be from those appointed by the Commission, nominated by the Board of Management from among its members.

Note:

1. The composition of the selection committee for the confirmation in the above post shall be (i), (ii), (iii) specified in 9.2 above and two members nominated by the Board of Management from among the members appointed by the Commission. This provision will not be applicable for normal promotions.
2. Where both confirmation and promotion are considered simultaneously, selection committee specified in 9.2 above shall be applied.

10. (1) Post of Secretary of the Commission

Every appointment to the post of Secretary of the Commission under Section 8(1)(a) of the Act shall be made by the Commission upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Chairman of the Commission, who shall be the Chairman of the Selection Committee
- (ii) two other members appointed by the Commission from among its members
- (iii) two senior public officers at the level of a Secretary to a Ministry nominated by the Commission

Note:

1. The composition of the selection committee for the confirmation in the above post shall be (i) and (ii) specified in 10.1 above.

(2) Other officers in the Commission

Every appointment to a post in Additional Secretary, Chief Accountant, Chief Internal Auditor, Accountant, Internal Auditor, Additional Secretary (Legal & Documentation), Deputy Secretary (Legal & Documentation), Senior Assistant Secretary (Legal & Documentation), Assistant Secretary (Legal & Documentation) and other posts in executive grades in the Commission under Section 8(1)(b) of the Act shall be made by the Commission upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Chairman of the Commission, who shall be the Chairman of the Selection Committee;
- (ii) one other member appointed by the Commission from among its members

- (iii) the Secretary of the Commission
- (iv) two persons, not being members of the Commission, appointed by the Commission one of whom shall be a person from the relevant field

Note:

The composition of the selection committee for the confirmation in the above post shall be (i), (ii) and (iii) specified in 10.2 above.

(3) Academic Support Staff in the Commission

Every appointment/promotion to a post in the Academic Support Staff in in the Commission under Section 8(1)(b) of the Act shall be made by the Commission upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) the Chairman of the Commission, who shall be the Chairman of the Selection Committee
- (ii) one other member appointed by the Commission from among its members
- (iii) the Secretary of the Commission
- (iv) two persons, not being members of the Commission, appointed by the Commission one of whom shall be an expert in the relevant subject area.

Note:

The composition of the selection committee for the confirmation in the above post shall be (i), (ii) and (iii) specified in 10.3 above.

(4) Other Employees in the Commission

Every appointment/promotion to any other post in the Commission under Section 8(1)(b) of the Act shall be made by the Commission upon the recommendation of a Selection Committee which shall consist of the following persons;

- (i) Secretary of the Commission
- (ii) two officers at executive level from among the staff of the Commission appointed by the Chairman of the Commission

Note:

The composition of the selection committee for the confirmation in the above post shall be (i) and (ii) specified in 10 (4) above.

(5) Appointment of Primary Grade Employees to the Post of Management Assistant Grade III (Limited Category)

Subject to the provisions of Part X of the Act, selection for every appointment of Primary Grade Employees to the Post of Management Assistant Grade III shall be made by the Commission upon the recommendation of a Selection Committee consisting of the following persons;

- (i) a member appointed by the Commission from among its members, who shall be the Chairman of the Selection Committee
- (ii) the Secretary of the Commission
- (iii) a member of the administrative staff of the Commission, appointed by the Chairman of the Commission

Note:

1. Letters of appointment in this regard shall be issued by the respective Higher Educational Institutions based on a merit list approved by the Commission
2. The composition of the selection committee for the confirmation in the above post shall be as specified in 10 (4) and 17 as applicable.

11. First Registrar/ First Bursar of a University

(1) Every appointment to the post of First Registrar and First Bursar of a University under Section 144(b) and Section 144(c) respectively of the Act shall be made by the Commission upon the recommendation of a selection committee which shall consist of the following persons;

- (i) the Chairman of the Commission, who shall be the Chairman of the Selection Committee
- (ii) one other member appointed by the Commission from among its members
- (iii) the Secretary of the Commission
- (iv) two persons, not being members of the Commission, appointed by the Commission.

In the case of Bursar one of the members so appointed shall be a member of the Institute of Chartered Accountants of Sri Lanka/ Institute of Cost and Management Accountants/Association of Certified and Corporate Accountants

Note:

1. The composition of the selection committee for the confirmation in the post of First Registrar shall be as specified for the Registrar in section 14 below.
2. The composition of the selection committee for the confirmation in the post of First Bursar shall be as specified for the Bursar in section 15 below.

12. Subject to the provisions of Part X of the Act, every appointment to a post of officer under Section 71(2) (i) of the Act as listed below shall be made by the Commission upon the recommendation of a Selection Committee which shall consist of the following persons;

(a) Posts:

Deputy Secretary/Deputy Registrar
 Senior Assistant Secretary/Senior Assistant Registrar
 Assistant Secretary/Assistant Registrar
 Deputy Accountant / Deputy Bursar / Deputy Treasurer/
 Deputy Internal Auditor
 Senior Assistant Accountant/Senior Assistant Bursar/
 Senior Assistant Treasurer/Senior Assistant Internal
 Auditor
 Assistant Accountant /Assistant Bursar/Assistant
 Treasurer / Assistant Internal Auditor
 Assistant Registrar (Library Services)

(b) Selection Committee:

- (i) the Chairman of the Commission, who shall be the Chairman of the Selection Committee;
- (ii) the Secretary of the Commission;
- (iii) One Vice-Chancellor appointed by the Commission;
- (iv) two members appointed by the Commission;
- (v) One Registrar/Bursar as the case may be, appointed by the Commission;
- (vi) One Public Officer senior to the referred post, nominated by the Chairman and appointed by the Commission;

Note:

The composition of the selection committee for the confirmation in the above posts shall be;

- i. the Principal Executive Officer who shall be the Chairman
 - ii. one member nominated by the Governing Authority from among the members appointed by the Commission
 - iii. the Registrar of the University or the Secretary of the University College as the case may be
 - iv. two members of the staff, one of whom shall be the Head of the relevant Department/Division, nominated by the Principal Executive Officer. (If the Head of the Division himself is the applicant or when the Head of the Department/Division is not available, the Principal Executive Officer shall nominate a suitable person to the Selection Committee)
13. Subject to the provisions of Part X of the Act, every appointment/promotion to a post in an executive grade under Section 71(2) (ii) of the Act and the posts denoted under the salary code of U-MO (other than the posts mentioned in 12 (a) above and where other provisions have been specifically made in the respective Scheme of Recruitment), shall be made by the Commission upon the recommendation of the Governing Authority of the institution concerned based on the recommendation of a Selection Committee which shall consist of the following persons;
- (i) the Principal Executive Officer who shall be the Chairman
 - (ii) two members appointed by the Commission
 - (iii) one member nominated by the Governing Authority from among the members appointed by the Commission
 - (iv) the Registrar of the University or the Secretary of the University College as the case may be
 - (v) two members of the staff, one of whom shall be the Head of the relevant Department/Division, nominated by the Principal Executive Officer. (If the Head of the Division himself is the applicant or when the Head of the Department/Division is not available, the Principal Executive Officer shall nominate a suitable person to the Selection Committee)

Note:

The composition of the selection committee for the confirmation in the above posts shall be (i), (iii), (iv) and (v) specified in 13 above.

14. Every appointment to the post of Registrar other than the first Registrar of a University, under Section 37(1) of the Act, or to the post of Secretary of a University College under Section 59(1) of the Act, shall be made by the governing authority of such University or University College, as the case may be, upon the recommendation of a Selection Committee which shall consist of the following persons;
- (i) the Principal Executive Officer, who shall be the Chairman
 - (ii) two members appointed by the Commission
 - (iii) two members appointed by the Governing Authority from among its members appointed by the Commission

Note:

1. The provisions of sub-paragraph 14 above shall *mutatis mutandis* apply in relation to the appointment to the post of Registrar in the Open University of Sri Lanka.
2. The composition of the selection committee for the confirmation in the above posts including the Open University of Sri Lanka shall be (i) and (iii) specified in 14 above.

15. Every appointment to the post of Bursar other than the first Bursar of a University under Section 38(1) of the Act, or to the post of Treasurer of a University College under Section 61(1) of the Act, shall be made by the governing authority of such University or University College, as the case may be, upon the recommendation of a Selection Committee which shall consist of the following persons;
- (i) the Principal Executive Officer, who shall be the Chairman
 - (ii) one member appointed by the Commission
 - (iii) the Registrar of the University or the Secretary of the University College, as the case may be;

In the absence of the permanent Registrar of the University or where an officer not holding the post of Registrar is acting in the post/attending to the duties of the office of Registrar, the University Grants Commission shall appoint a Registrar from another University.

- (iv) two members appointed by the governing authority, of whom one shall be from among its members appointed by the Commission and the other member, a senior public officer;

Provided that at least one of the members so appointed shall be a

member of the Institute of Chartered Accountants of Sri Lanka or of the Institute of Cost and Management Accountants or of the Association of Certified and Corporate Accountants.

Note:

1. The provisions of sub-paragraph 15 above shall *mutatis mutandis* apply in relation to the appointment to the post of Bursar in the Open University of Sri Lanka.
2. The composition of the selection committee for the confirmation in the above post including the Open University of Sri Lanka shall be (i), (iii) specified in 15 above and one member appointed by the Governing Authority from among its members appointed by the Commission.

16. Subject to the provisions of Part X of the Act, every appointment/promotion to a post in the Academic Support Staff category in a Higher Educational Institution shall be made by the respective Governing Authority upon the recommendation of a Selection Committee, which shall consist of the following persons;

- (i) Principal Executive Officer, who shall be the Chairman
- (ii) a Dean of a Faculty nominated by the Senate
- (iii) one member appointed by the Governing Authority from among the members appointed by the Commission
- (iv) the Registrar of the University/Secretary, University College as the case may be
- (v) the Head of the relevant Department/Division/Centre/Unit and when there is no Head a suitable person nominated by the Principal Executive Officer

Note:

1. The provisions of sub-paragraph 16 above shall *mutatis mutandis* apply in relation to the appointment to the posts of Academic Support Staff in the Open University of Sri Lanka.
2. In the case of an Institute (ii) and (iv) above shall be replaced with the following;
 - (ii) Dean of a Faculty of the University to which the Institute is affiliated
 - (iv) Registrar of the University to which the University is affiliated
3. The composition of the selection committee for the confirmation in the above post including the Open University of Sri Lanka shall be same as specified in 16 above

17. Every appointment/promotion to a post in the non-academic cadres in a Higher Educational Institution/Institute, other than the posts mentioned in sections 11, 12, 13, 14, 15 and 16 of this Procedure, for which no specific provisions have been made in the preceding paragraphs shall be made by its Governing Authority, or where the power to appoint persons has been delegated to the Principal Executive Officer of such Higher Educational Institution under Section 45(2)(xii) of the Act or subparagraph (xi) of paragraph 14(2) of the Open University of Sri Lanka Ordinance, No. 1 of 1990, Section 63(3) read with Section 45(2)(xii) of the Act, as the case may be, by such Principal Executive Officer upon the recommendation of a Selection Committee which shall consist of the following persons;
- (a) the Registrar of the University or the Secretary of the University College, as the case may be, who shall be the Chairman; and
 - (b) two members of the permanent staff of such Higher Educational Institution, appointed by its Principal Executive Officer.

Note:

In the case of an Institute the selection committee shall consist of the following persons;

- (a) Director of the Institute
 - (b) Two members appointed by the Governing Authority of the Institute of which one shall be from the Administrative Staff of the University to which the Institute is affiliated
18. Where in the special circumstances relating to the appointment or promotion to a post or to a grade or class of such post in the Commission/Higher Educational Institution/Institute, the Commission is satisfied that the Selection Committee cannot be constituted in the manner provided for the purpose of this Procedure, the Commission may by resolution vary the constitution of such Selection Committee.
19. The Commission may issue circular instructions related to appointments/confirmations/promotions from time to time. The Selection Committee/Appointing Authority should ensure that due procedures specified in the relevant Schemes of Recruitment and circular instructions issued by the Commission are diligently adhered to when making appointments/ confirmations/promotions.
20. Approval of the Commission/Governing Authority as the case may be for a duly designed Marking Scheme for every post shall be obtained prior to conducting the interview for that particular post and Mark Sheets based on such Marking Scheme should be used for recruitments to all posts in the University System.

21. Where in the opinion of the Selection Committee, the applicants for appointment, confirmation or promotion to a post or to a grade or class of such post in the Commission/Higher Educational Institution/Institute should possess any special knowledge, aptitude or skill, such Selection Committee may obtain the services of a suitable person/s from within such institution or outside for the purpose of evaluating the relative merits of such applicants. Such person/s invited as observer/s shall be eligible to participate in the proceedings of the Selection Committee, except when a vote is taken or when a final decision is made and should not be a signatory to the recommendation of the Selection Committee.
22. Every Selection Committee shall, wherever suitable candidates are available, recommend for appointment or promotion a number of candidates equal to the number of vacancies to be filled. In the case of an appointment, when any other suitable candidate/s is/are available, the Selection Committee may recommend one or more than one such candidate to be kept as reserve/s. The names of candidates recommended for appointment and the names of candidates to be kept in reserve shall be arranged in such order of merit based on the marks earned by each candidate.

A candidate who has not been placed as a reserve should not be considered for appointment subsequent to the above Selection Committee recommendation.

23. Applications received in response to the advertisements for the posts of Senior Professor/Professor/Associate Professor and Librarian shall be valid for one and a half years from the closing date of applications. For any other post it is one year from the closing date of applications. All Higher Educational Institutions/Institutes should finalize selections by an appropriate selection committee for submission to the Governing Authority within the period mentioned above. The time taken by the Governing Authority for approving the selection is not included in the validity period as defined above.
24. The recommendation made by a Selection Committee for appointment to a post shall be valid for a period of six months reckoned from the date on which the Governing Authority approves such recommendation.
25. Where the Selection Committee had recommended one or more than one candidate for a post to be kept in reserve for appointment to that post as provided in paragraph 22, any vacancy or vacancies occurring in that post within six months reckoned from the date on which such recommendation

was approved by the Governing Authority, may be filled by the appointment of one or more than one candidate so kept in reserve without such post being advertised again. Every such appointment shall be in accordance with such order of merit as had been determined by the Selection Committee when making such recommendation.

26. (1) Subject to the provisions of paragraph (2) below, no letter appointing or promoting a person to a post or to a grade or class of post shall be issued to such person except after such appointment or promotion has been approved by the Commission/Governing Authority of the Higher Educational Institution concerned, or where the power to appoint has been delegated to the principal executive officer of such Higher Educational Institution under Section 45(2)(xii) of the Act or subparagraph 14(2) of the Open University of Sri Lanka Ordinance, No. 1 of 1990, or Section 63(3) read with section 45(2)(xii) of the Act, except after such appointment has been approved by such principal executive officer.
- (2) Where the power to appoint persons has been delegated under the provisions of the Act or of the Ordinance referred to in the preceding subparagraph, every appointment made under such delegated power shall be reported by the principal executive officer to the Governing Authority at its meeting immediately following the date on which such appointment was made.
27. Every letter appointing or promoting a person to a grade or class of such post shall include a statement to the effect that such appointment or promotion is liable to be reviewed by the University Services Appeals Board under Section 86 of the Act.
28. Every letter appointing or promoting a person to a post or to a grade or class of such post, other than a post of teacher and holders of certain posts specific to a particular institution specified in 1.1 of Chapter IV of the Establishments Code of the University Grants Commission and the Higher Educational Institutions/Institutes shall include a statement to the effect that such person is liable to be transferred by the Commission under Section 78 of the Act.
29. When a person is appointed/ promoted to a post or to a grade or class of such post in the Commission/Higher Educational Institution/Institute, his salary shall be determined in terms of provisions specified in paragraphs 3,6,13,14,15,17,21 and 26 of Chapter VI of the Establishments Code of the University Grants Commission and the Higher Educational Institutions/ Institutes.

30. In this Ordinance –

"Act" means the Universities Act, No. 16 of 1978 as amended;

"Commission" means the University Grants Commission established under the aforesaid Act;

"Governing Authority" in relation to:

- (i) a University, means the Council of that University;
- (ii) an Open University, means the Council of that Open University; and
- (iii) a University College, means the Board of Management of that University College

In relation to Centre for Higher Learning/Institute the Governing Authority shall be as provided in the Ordinance under which such Centre for Higher Learning/Institute is established.

Higher Educational Institution means a University, Campus, Open University, University College or Centre for Higher Learning established or deemed to be established under the Universities Act;

"Higher Educational Institute" means an institute for higher learning established or deemed to be established under Section 24A or 24B of the Universities Act.

"Principal Executive Officer" in relation to:

- (i) a University, means the Vice-Chancellor of that University
- (ii) an Open University, means the Vice-Chancellor of that Open University; and
- (iii) a University College, means the Director of that University College.
- (iv) a Centre for Higher Learning/Institute means the Director of that Centre for Higher Learning/Institute

"Teacher" means a Senior Professor, Professor, Associate Professor, Senior Lecturer Grade I, Senior Lecturer Grade II, Lecturer, Lecturer (unconfirmed) and Lecturer (Probationary) and the holder of any post declared by Ordinance to be a post, the holder of which is a teacher. For the purpose of appointment teacher shall be deemed to include Librarian/Deputy Librarian/Senior Assistant Librarian and Assistant Librarian in terms of Section 79 of the Universities Act.

"Administrative Post" means the posts mentioned below;

Secretary of the UGC

Registrar of a University/ Additional Secretary of the UGC

Secretary of the University College

Deputy Secretary/Deputy Registrar
 Senior Assistant Secretary/Senior Assistant Registrar
 Assistant Secretary/Assistant Registrar
 Chief Accountant/ Chief Internal Auditor of the UGC
 Accountant of the UGC/Bursar of a University/Treasurer of a University
 College
 Deputy Accountant / Deputy Bursar / Deputy Treasurer/ Deputy Internal
 Auditor
 Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant
 Treasurer/Senior Assistant Internal Auditor
 Assistant Accountant /Assistant Bursar/Assistant Treasurer / Assistant
 Internal Auditor
 Additional Secretary of the UGC (Legal & Documentation)
 Deputy Secretary/Deputy Registrar (Legal & Documentation)
 Senior Assistant Secretary/Senior Assistant Registrar (Legal &
 Documentation)
 Assistant Secretary/Assistant Registrar (Legal & Documentation)
 Deputy Registrar (Library Services)
 Senior Assistant Registrar (Library Services)
 Assistant Registrar (Library Services)

Based on the nature of duties performed, responsibilities and accountability entrusted to different positions and the specific entry requirements, the above posts have been identified as "Administrative Posts"