

## APPENDIX II (C)

My No. :

Date :

Mr. / Ms.

Dear

**SPECIMEN LETTER OF APPOINTMENT TO THE POST OF  
.....(non academic staff).....**

1. I am pleased to inform you that you have been appointed to the Post of ..... with effect from ..... in the .....
2. The Post is permanent. Unless your appointment is terminated earlier you will be on probation for a period of three years reckoned from the date of assumption of duties and until such time you receive a letter confirming you in your appointment. Your appointment will take effect from the date you assume duties in the Post.
3. During the period of probation or at the extended period of probation, the University reserves the right to terminate your services at any time without giving any reason whatsoever, by giving one month's notice or on payment of one month's salary in lieu of such notice. Under such termination of services you have no right for any compensation.
4. 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.
5. You should submit a certificate of physical fitness obtained from the 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.

6. You will be required to enter into an Agreement with the University before assuming duties.
7. The appointment may be terminated by giving one month's notice on either side or on payment of one month's salary in lieu of such notice.
8. This Post carries the salary scale of Rs. .... p.m. You will be placed at the initial point of this salary scale. In addition you will be paid a monthly cost of living allowance and other allowances approved by the government and the University Grants Commission.
9. 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.
10. Three percent (3%) of your salary will be contributed by the institution to which you are attached to the Employees Trust Fund in terms of the provision of the Employees Trust Fund Act, No. 46 of 1980.
11. The employees who will not be able to serve twenty years or more in the University System from the date of appointment up to the compulsory age of retirement, will not be subscribed to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.
12. You are required to submit a letter of consent to recover dues if any to the University from the UPF lying to your credit at the time of your retirement or resignation from the Post or in the event of cessation of employment at the University.
13. You should acquire a working knowledge in one of the official languages (either Sinhala or Tamil) during the period of probation and your confirmation in the appointment will depend, inter alia, on passing the prescribed proficiency tests either Sinhala or Tamil.

14. If your services are unsatisfactory while you are on probation and/ or if you fail to reach the requisite standard of proficiency 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.
15. 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 the other conditions stipulated in the letter of appointment you will be confirmed in your appointment at the end of the period of probation.
16. 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.
17. You will be required to subscribe to the conditions that you will conform to the provisions of 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.
18. 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.
19. This appointment is liable to be reviewed by the University Services Appeals Board under Section 86 of the Universities Act No. 16 of 1978 as amended.
20. This appointment is transferable within the UGC and Higher Educational Institutions/Institutes under Section 78 of the Universities Act No. 16 of 1978 as amended.
21. You should submit the originals of your birth and educational certificates for reference and return when you are assuming duties to the Non-Academic Establishments Division. If it is proved that there are any discrepancies in the birth and educational certificates submitted by you, your services will be terminated without any notice or compensation.

22. Please acknowledge receipt of this letter and state whether you accept the Post on the terms and conditions stated herein, by signing the letter of acceptance, given at the end of the second copy of this letter.

**(In addition, conditions applicable to certain posts shall have to be incorporated in the Letter of Appointment as appropriate to that particular post)**

Yours Sincerely

Registrar

Copies to:

1. Bursar
2. Librarian
3. Head of relevant Department/Division/Centre/Unit
4. Chief Medical Officer
5. Auditor General
6. Officer in charge of Leave
7. Personal File

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**LETTER OF ACCEPTANCE**

The Registrar,  
University of .....

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

Date: .....

.....

Signature