

Date:

Our Reference No.:

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Dear,

LETTER OF APPOINTMENT TO A POST OF TEACHER OTHER THAN LECTURER (PROBATIONARY)

1. I am glad to inform you that the Council of the University of, Sri Lanka has been pleased to appoint you to the Post of in the Department of, University of, Sri Lanka. Your appointment will take effect from the date on which you assume duties.
2. The post is permanent and unless your appointment is terminated earlier, you will be on probation for a period of three years or more in case it is considered expedient to extend the period of probation, from the date of assumption of duties by you until you receive a letter confirming you in your appointment.
3. 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.
4. Please intimate to me through the Head of your Department with a copy to the Bursar the date on which you assumed duties.
5. You will be required to enter into an Agreement with the University (copy attached) before assuming duties.
6. You are required to give three (3) months' notice of resignation. In the event of your resigning or leaving the services of the University without giving the required notice before the expiration of three (3) months from the date on which you should have given notice, you are liable to pay the University a

sum of money equal to the full amount which you may have received as salary for the three months preceding the date of cessation of service.

7. 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 Higher Educational Institution 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 University/Institute 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.
8. Three percent (3%) of your salary will be contributed by the University to the Employees Trust Fund in terms of the provision of the Employees Trust Fund Act, No. 46 of 1980.
9. 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.
10. 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.
11. You will be placed on the initial point of the salary scale applicable to the Post of which is [U-AC ...]: Rs. per month. In addition you will be paid the academic allowance, cost of living allowance and other approved allowances applicable to the Post.
12. You should pass the prescribed proficiency test in **Sinhala/Tamil** within a period of one year from the date of your appointment or obtain exemption from sitting the test by teaching in **Sinhala/Tamil** during the first year of appointment. Failure to pass the proficiency test or to gain exemption from the test would result in the termination of your appointment without compensation.

13. You are required to complete an Induction Training Course (which includes Teaching/ Learning Methodologies) within a period of one year from the date of first appointment. This is a pre-requisite for confirmation in the Post.
14. If your services are unsatisfactory while you are on probation or you fail to reach the requisite standard of proficiency in **Sinhala/Tamil** you are liable to be discontinued from service at any time during the period of probation or at the end of it.
15. If your services during the period of probation have been satisfactory, pass or obtain an exemption from the prescribed proficiency test in **Sinhala/Tamil** and reach the requisite standard proficiency, you will be confirmed in your appointment at the end thereof.
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 should submit a certificate of physical and medical fitness from the University Medical Officer on the prescribed form before completion of one month of service. If you are not certified as physically and medically 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.
18. You will be required to comply with any rules already made or that may hereafter be made for giving effect to the language policy of the Government and in particular, for implementing the provisions of the official Languages Act No. 33 of 1956.
19. Your appointment is a full-time appointment and you should not accept any other paid employment without the prior permission of the Vice-Chancellor.
20. You will be a member of the Department of at the University of, Sri Lanka. It will be your duty under the general direction of the Head of the Department of the Study to conduct such classes, deliver such lectures and perform such other teaching duties as may be necessary in **Sinhala/Tamil** as well as in **English**, assist in the conduct of examinations

(e.g. setting, marking, supervising and invigilating), assist in the supervision and inspection of work of special or postgraduate students and do all in your power to promote research and otherwise, the advancement of your subject. It is also a requirement that you should attend all meetings of Statutory Bodies or other Boards and Committees of which you are a member.

- 21. It will also be your duty to extend all assistance to the University authorities to maintain and promote student welfare services and discipline.
- 22. 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.
- 23. 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.
- 24. 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. Your reply should be forwarded through the Head, Department of And the Dean, Faculty of

Yours sincerely,
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Vice-Chancellor

Copies to:

- 1. Dean, Faculty of
- 2. Librarian
- 3. Bursar
- 4. Head/Department of
- 5. Chief Medical Officer
- 6. Head /Academic and Publications Division
- 7. Auditor General
- 8. Personal File

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LETTER OF ACCEPTANCE

The Vice-Chancellor
University of

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

Date

Signature

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