

## APPENDIX II (F)

My No. :

Date :

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Dear .....

**SPECIMEN LETTER OF APPOINTMENT TO  
 THE POST OF REGISTRAR**

1. I have pleasure in informing you that the Council of the University, acting in pursuance of the powers vested in it by Section 37 of the Universities Act No.16 of 1978 as amended, has appointed you to the post of Registrar at the .....(University)..... with effect from ..... You will become an employee of the University once you assume duties in the said post. This appointment may be reviewed by the University Services Appeals Board under Section 86 of the aforesaid Act.
2. The post is permanent. Unless your appointment is terminated earlier, you will be on probation for a period of **three years/ one year (as applicable)** reckoned from the date of assumption of duties and until such time as you receive a letter confirming you in your appointment.
3. Your services can be terminated at any time during the period of probation without assigning any reason whatsoever after having given you one month's notice or one month's salary in lieu of such notice. Under such a termination of service you will not be entitled to any compensation.
4. You should acquire a working knowledge in one of the official languages (i.e., either Sinhala or Tamil) during the period of probation and your confirmation in the appointment will depend, inter alia, on the passing of the prescribed proficiency tests either in Sinhala or Tamil.
5. You will be evaluated in the following areas at an interview to be held at the end of your probation period for confirmation in the post;

- (a) Legislation pertaining to University Education and Labour Laws:
  - (b) Ordinances, By-Laws, Regulations and Rules pertaining to Higher Educational Institutions:
  - (c) Administrative, Disciplinary and Financial Procedures of Higher Educational Institutions.
6. If your services are unsatisfactory while you are on probation and/or you fail to reach the requisite standard of proficiency either 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.
  7. If your services during the period of probation have been satisfactory, and if you have reached the requisite standard of proficiency and 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.
  8. 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.
  9. The post carries the salary scale of U-EX 3 (I) - Rs. .... p.m. You will be placed at the **initial salary point/ appropriate salary point (where applicable)** of this salary scale with effect from the date of assumption of duties. In addition you will be paid the Cost of Living Allowance and other approved allowances applicable to the post.
  10. 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.
  11. You will be required to subscribe to the conditions that you will conform to the provisions of the 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.
  12. You should submit a certificate of physical and medical fitness from a University Medical Officer on the prescribed form before completion of one

month of service. If you are not certified as physically fit, your appointment will be terminated. The expenses incurred in this connection will not be reimbursed by the institution to which you are attached.

13. 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 University 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 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.
14. Three per centum (3%) of your total earnings will be contributed by the University to the Employees Trust Fund in terms of the provisions of the Employees Trust Fund Act No.46 of 1980.
15. You will be required to enter into an Agreement with the University before assuming duties. A copy of the Agreement form will be made available to you by the University.
16. This appointment may be terminated by giving one month's notice by either side or on payment of one month's salary in lieu of such notice.
17. 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.
18. You should, before assuming duties, submit to the Head of Establishments Division of the University, the originals of your birth and educational certificates for reference and return. 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.
19. Please acknowledge receipt of this letter and confirm that you accept the appointment on terms and conditions set out above by signing the letter of acceptance given at the end of the second copy of this letter.

Yours faithfully

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Vice Chancellor

- Cc. 1. Secretary/UGC  
2. Registrar (if served in another university earlier)  
3. All Deans of Faculties  
4. Accountant/UGC  
5. Bursar  
6. Librarian  
7. University Medical Officer  
8. Auditor General  
9. Personal File

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*LETTER OF ACCEPTANCE*

The Vice-Chancellor

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I accept the post of Registrar on the terms and conditions stipulated in the above letter of appointment.

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Signature

Date .....

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