UNIVERSITY GRANTS COMMISSION

Commission Circular No. 721

No. 20, Ward Place,
Colombo 07.

21st November 1997.

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes,

SCHEMES OF RECRUITMENT OF ACADEMIC STAFF

University Grants Commission has approved the following schemes of recruitment for the posts of Lecturer/Senior Lecturer in the University System:-

1. Lecturer (Probationary) (Medical/Dental) : B-04 By advertisement
2. Lecturer (Probationary) Non-(Medical/Dental): B-04 By advertisement
3. Lecturer (Medical/Dental)/Non-(Medical/Dental): B-04(a) Transitional
4. Senior Lecturer, Gr.II (Medical/Dental) : B-03 By advertisement
5. Senior Lecturer, Gr.II, (Medical/Dental) : B-03 By Promotion
6. Senior Lecturer, Gr.II Non-(Medical/Dental) : B-03 By advertisement
7. Senior Lecturer, Gr. II Non-(Medical/Dental) : B-03 By Promotion
8. Senior Lecturer Gr. I (Medical/Dental) : B-03(a) By advertisement
9. Senior Lecturer, Gr.I (Medical/Dental) : B-03(a) By Promotion
10. Senior Lecturer, Gr.I Non-(Medical/Dental) : B-03(a) By advertisement
11. Senior Lecturer, Gr.I Non-(Medical/Dental) : B-03(a) By Promotion

The details of the schemes of recruitment are annexed herewith.

These schemes of recruitment will come into effect from 01st December 1997 and will replace all previous schemes of recruitment approved in respect of the posts of Lecturer/Senior Lecturer.

Universities/Institutes may take action to fill vacancies in the above posts in terms of the provisions of the above schemes of recruitment. A further Circular on the schemes of recruitment for the posts of Associate Professor/Professor/Senior Professor will follow.

(Prof. S. Tilakaratna)
Chairman

SCHEMES OF RECRUITMENT OF ACADEMIC STAFF

1. Post & Salary Code

Lecturer (Probationary) (Medical/Dental)
B-04

Method of Recruitment

By open advertisement

Qualifications

(1) MBBS/BDS Degree with First or Second Class (Upper Division) Honours and at least one (01) year of experience in teaching/research/professional work/postgraduate studies. A candidate who has obtained a First or Second Class (Upper Division) in the Second or the Third MBBS/BDS Examination may also be considered where recruitment is for pre-clinical or para-clinical subjects in Medical/Dental Faculties.

OR

(2) MBBS/BDS Degree with Second Class (Lower Division) Honours and at least one (01) year of experience in teaching/research/ professional work/ postgraduate studies. A candidate who has obtained a Second Class (Lower Division) Honours in the Second or the Third MBBS/BDS Examination as the case may be, and has passed the Final MBBS/BDS Examination may also be considered where recruitment is for pre-clinical or para-clinical subjects in Medical/ Dental Faculties.

OR

(3) MBBS/BDS Degree and a postgraduate degree of at least two academic years duration in the relevant subject with a research component by way of thesis/dissertation.

OR

(4) Such academic or professional qualifications or professional experience as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.

Notes:

(a) Candidates who are included in the Medical/Dental category are those holding MBBS/BDS Degrees.

(b) The eligibility of non-(Medical/Dental) graduates for appointment to positions in the Faculties of Medicine/Dental Sciences will be determined on the basis of qualifications prescribed for non-(Medical/Dental) appointments.

(c) An applicant who is eligible under (2) & (3) above could be considered for appointment only if applicants qualified under (1) above are either not available or evaluated and considered as unsatisfactory by the Selection Committee. Such appointment would require a special justification and approval of the University Grants Commission.

(d) Where MBBS/BDS Degree is awarded with Second Class Honours without designating Division (Upper/Lower), the Selection Committee shall determine the equivalent division by scrutinizing the transcripts of candidates.

(e) An applicant recruited with MBBS qualification will be placed one (01) step above the initial of the B-04 salary scale.

(f) An applicant recruited with a MBBS/BDS Degree with First or Second Class (Upper Division) Honours and a Masters Degree of 02 academic years duration with a research component by way of thesis/dissertation may be placed two (02) steps above the initial of the B-04 salary scale in the case of a MBBS graduate and one (01) step above the initial in the case of a BDS graduate.

(g) An applicant recruited with a MBBS/BDS Degree with Second Class (Upper Division) Honours and a Doctoral Degree may be placed three (03) steps above the initial of the B-04 salary scale in the case of a MBBS graduate and two (02) steps above the initial in the case of a BDS graduate.

Special Note:

All Lecturers (Probationary) shall 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 probationary study leave and confirmation in the post. The University Grants Commission will organise this course of training twice a year ie: December/January and June/July.

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2. **Post & Salary Code**

Lecturer (Probationary) Non-(Medical/Dental)
B-04

Method of Recruitment

By open advertisement

Qualifications

(1) A Degree with specialization in the relevant subject with First or Second Class (Upper Division) Honours and at least 01 year of experience in teaching/research/professional work/ postgraduate studies;

OR

(2) A Degree with specialization in the relevant subject with Second Class (Lower Division) Honours and at least 01 year of experience in teaching/research/professional work/ postgraduate studies;

OR

(3) (a) A degree with specialization in the relevant subject without Honours or any other degree with at least Second Class Honours,

and

(b) A Postgraduate Degree of at least 02 academic years duration in the relevant subject with a research component by way of thesis/dissertation;

OR

(4) Such academic or professional qualifications or professional experience as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.

Notes:

(a) An applicant who is eligible under (2) or (3) above could be considered for appointment only if applicants qualified under (1) above are either not available or evaluated and considered as unsatisfactory by the Selection Committee. Such appointment would require a special justification and approval of the University Grants Commission.

(b) An applicant recruited with a Degree with specialization in the relevant subject and First or Second Class (Upper Division) Honours and Masters Degree of 02 academic years duration with a research component by way of thesis/dissertation may be placed one (01) step above the initial of the B-04 salary scale.

(c) An applicant recruited with a Degree with specialization in the relevant subject with First or Second Class (Upper Division) Honours and a Doctoral Degree may be placed two (02) steps above the initial of the B-04 salary scale.

Special Note:

All Lecturers (Probationary) shall 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 probationary study leave and confirmation in the post. The University Grants Commission will organise this course of training twice a year, ie: December/January and June/July.

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3. **Post & Salary Code**

Lecturer [Non-(Medical/**Dental**) and Medical/Dental)]
B-04(a)

Method of Recruitment

A Transitional Provision applicable to Lecturers (Probationary)

Qualifications

(i) A Lecturer (Probationary) who has obtained the relevant academic qualifications for promotion to Senior Lecturer, Gr. II (as specified under posts 5 or 7 in this document) and has completed 03 years but less than 05 years of satisfactory service in the University System shall be confirmed and placed on B-04(a) salary scale.

(ii) In Medical/Dental Faculties, Probationary Lecturers who have completed 03 years of satisfactory service and are awaiting Board Certification having completed MS/MD of the Postgraduate Institute of Medicine shall be confirmed and placed on B-04(a) salary scale.

Note:

A Lecturer shall remain on the B-04(a) salary scale until fulfilling all requirements for promotion to Senior Lecturer, Gr. II as specified under posts 5 or 7 in this document.

4. Post & Salary Code

Senior Lecturer, Gr. II (Medical/Dental)
B-03

Method of Recruitment

By open advertisement

Qualifications

1. Candidates shall possess the academic qualifications required for Lecturer (Probationary) (Medical/Dental) as specified under post 1 in this document.

AND

2. (i) A Masters Degree in the relevant field obtained after a full-time course of study of at least 02 academic years (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree or MD/MS and Board Certification by the Postgraduate Institute of Medicine where required or its equivalent.

OR

(ii) Such professional qualifications and experience as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.

AND

3. At least six (06) years of experience in one or more of the following:-

(i) Teaching at University level,
(ii) Professional experience,
(iii) Research in a recognized Institution,
(iv) Postgraduate Studies to acquire the qualifications stipulated at (2) above.

Notes:

(a) An applicant who qualifies only under (3) of the qualifications for Lecturer (Probationary) (Medical/Dental) as specified under post 1 in this document may be exempted from 2(i) above if he/she has a Doctoral Degree/MD/MS in the relevant field.

(b) An applicant who qualifies only under (3) of the qualifications for Lecturer (Probationary) (Medical/Dental) as specified under post 1 in this document and has a Masters Degree as specified under 2(i) above may be exempted from 2(i) if he/she has evaluated research and dissemination of knowledge for a minimum total of 15 marks. The marking scheme used for this purpose is section 2 (Research and Creative Works) and section 3.1 (Dissemination of Knowledge) of the Marking Scheme for posts of Associate Professor/Professor.

(c) An applicant recruited with MBBS qualification will be placed one (01) step above the initial of the B-03 salary scale.

(d) The Selection Committee may recommend to place an applicant at a higher step of the salary scale in consideration of exceptional merit/additional qualifications/ additional experience. Such recommendation along with justification should be submitted to the University Grants Commission for approval.

Special Note:

A Senior Lecturer, Gr. II may be confirmed in the post on completion of 03 years of satisfactory service in the permanent cadre and completion of an induction training course (which includes (Teaching/ Learning Methodologies) within a period of one year from the date of first appointment. The University Grants Commission will organise this course of training.

5. **Post & Salary Code**

Senior Lecturer, Gr. II (Medical/Dental)
B-03

Method of Recruitment

By normal promotion

Qualifications

A Lecturer may be considered for promotion if he/she possesses the qualifications as specified below:-

1. (i) A relevant postgraduate degree of two academic years duration if it is full-time or three years duration if it is part-time with a research component by way of thesis/dissertation, MD/MS and Board Certification by the Postgraduate Institute of Medicine where required or its equivalent or a Doctoral degree;

OR

(ii) Candidates recruited with a pass in MBBS/BDS and postgraduate qualifications, that is under (3) of the qualifications for Lecturer (Probationary) (See Post 1 in this document) may be considered for promotion if he/she has evaluated research completed after recruitment in conformity with current guidelines. (See note below)

OR

(iii) Such professional qualifications as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.

AND

2. At least five (05) years experience as Lecturer (Probationary) and Lecturer (including the time devoted to acquire the postgraduate qualifications specified at (1) above).

Note:

The current guideline for 1(ii) above is a minimum total of 15 marks for research, creative works and dissemination of knowledge. The Marking Scheme for this purpose is Sections 2 and 3.1 of the Marking Scheme for posts of Associate Professor/Professor.

6. **Post & Salary Code**

Senior Lecturer, Gr. II [Non-(Medical/Dental)]
B-03

Method of Recruitment

By open advertisement

Qualifications

(1) Candidates shall possess the academic qualifications required for Lecturer (Probationary) [Non-(Medical/Dental)] as specified under post 2 in this document.

AND

(2) (i) A Masters Degree in the relevant field obtained after a full-time course of study of at least two academic years (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree.

In the case of Faculties of Science/Applied Science the required qualification shall be a Masters Degree in the relevant field with full-time research of at least 02 years or a Doctoral Degree.

In the case of Faculties of Arts, Humanities, Social Sciences, Law and Management/Business Studies a Masters Degree of one year's duration in the relevant field may be accepted when combined with an evaluated research record in conformity with current guidelines. (See note below)

OR

(ii) Such professional qualifications and experience as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.

AND

(3) At least six (06) years experience in one or more of the following:-

(i) Teaching at University Level,

(ii) Professional experience,

(iii) Research in a recognized Institution,

(iv) Postgraduate Studies to acquire the qualifications stipulated at (2) above.

Notes:

(a) An applicant who qualifies only under (3) of the qualifications for Lecturer (Probationary) as specified under post 2 in this document may be exempted from (2)(i) above if he/she has a Doctoral Degree in the relevant field.

(b) An applicant who qualifies only under (3) of the qualifications for Lecturer (Probationary) as specified under post 2 in this document and has a Masters Degree as specified under (2)(i) above may be exempted from (2)(i) if he/she has evaluated research and dissemination of knowledge in conformity with current guidelines.

(c) The Selection Committee may recommend to place an applicant at a point higher than the initial of the salary scale in consideration of exceptional merit/additional qualifications/additional experience. Such recommendation along with justification should be submitted to the University Grants Commission for approval.

(d) The current guidelines in regard to evaluated research and dissemination is that a candidate should obtain a minimum total of 15 marks and the marking scheme for this purpose is Sections 2.0 and 3.1 of the Marking Scheme for posts of Associate Professor/Professor.

Special Note:

A Senior Lecturer, Gr. II may be confirmed in the post on completion of 03 years satisfactory service in the permanent cadre and completion of an induction training course which includes (Teaching/ Learning Methodologies) within a period of one year from the date of first appointment. The University Grants Commission will organise this course of training.

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7. Post & Salary Code

Senior Lecturer, Gr. II [Non-(Medical/Dental)]
B-03

Method of Recruitment

By normal promotion

Qualifications

A Lecturer may be considered for promotion, if he/she possesses the qualifications as specified below:-

(1) (i) A Master's Degree in the relevant field obtained after a full time course of study of at least two academic years (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree.

In the case of Faculties of Science/Applied Science the required qualifications shall be a Masters Degree in the relevant field with full-time research of at least 02 years or a Doctoral Degree.

In the case of Faculties of Arts, Humanities, Social Sciences, Law and Management/Business Studies, a Masters Degree of one year duration in the relevant field may be accepted when combined with an evaluated research record in conformity with current guidelines. (See note below)

OR

(ii) Candidates recruited under (3) of the qualifications for Lecturer (Probationary) (as given in Post 2 in this document) may be considered for promotion if he/she has an evaluated research record completed after recruitment in conformity with current guidelines. (See note below)

OR

(iii) Such professional qualifications and experience as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.

AND

(2) At least five (05) years experience as Lecturer (Probationary) and Lecturer (including the time devoted to acquire the qualifications specified at (1) above).

Note:

The current guidelines in regard to evaluated research is that a candidate should obtain a minimum total of 15 marks for Sections 2.0 and 3.1 in the marking scheme for the posts of Associate Professor/Professor.

8. Post & Salary Code

Senior Lecturer, Gr. I (Medical/Dental)
B-03(a)

Method of Recruitment

By open Advertisement

Qualifications

1. Candidates should possess the academic qualifications required for Lecturer (Probationary) (Medical/Dental) as stipulated under post 1 in this document.

AND

2. (i) A Masters Degree in the relevant field obtained after a full-time course of study of at least 02 academic years (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree or MD/MS and Board Certification by the Postgraduate Institute of Medicine where required or its equivalent.

OR

(ii) Such professional qualifications and experience as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.

AND

3. At least eleven (11) years of experience [of which not less than six (06) years should have been after obtaining the qualifications stipulated in 2 above] , in one or more of the following :-

(i) Teaching at University Level
(ii) Professional experience
(iii) Research in a recognized Institution
(iv) Postgraduate Studies

Notes:

(a) An applicant who is recruited under (3) of the qualifications for Lecturer (Probationary) (Medical/Dental) (given in Post 1 in this document) may be exempted from 2(i) above if he/she has a Doctoral Degree/MD/MS in the relevant field.

(b) An applicant who is recruited under (3) of the qualifications for Lecturer (Probationary) (Medical/Dental) with a Masters Degree as specified under 2(i) above may be exempted from 2(i) if he/she has evaluated research and dissemination of knowledge in conformity with current guidelines. (See note (c) below)

(c) The current guideline for evaluated research record is that a candidate should obtain a minimum total of 15 marks. The marking scheme used for this purpose is Sections 2.0 and 3.1 of the marking scheme for posts of Associate Professor/Professor.

(d) A Senior Lecturer, Gr. I may be confirmed in the post on completion of 03 years of satisfactory service in the permanent cadre which shall include satisfactory completion of a course of training in Teaching/Learning Methodologies for which facilities will be provided by the University Grants Commission.

9. Post & Salary Code

Senior Lecturer, Gr. I (Medical/Dental)
B-03(a)

Method of Recruitment

By normal promotion

Qualifications

A Senior Lecturer, Gr. II (Medical/Dental) who has completed one year on the maximum of the salary scale or five (05) years in that grade may be considered for promotion.

Procedure

The applicant must submit a self assessment setting out the contribution he/she has made since he/she became a Senior Lecturer, Gr. II in the following fields:-

Teaching, Research, Dissemination of knowledge, and other University activity

A panel appointed by the Senate shall evaluate the above self assessment and make a recommendation. The panel shall consist of the Dean of the relevant Faculty, the Head of Department concerned, and two members of the Senate, one of whom with a knowledge of the relevant discipline or from a related discipline and the other from another Faculty.

10. Post & Salary Code

Senior Lecturer, Gr. I Non-(Medical/Dental)
B-03(a)

Method of Recruitment

By open advertisement

Qualifications

1. Candidates should possess the academic qualifications required for Lecturer (Probationary) Non-(Medical/Dental) as stipulated under Post 2 in this document.

AND

2. (i) A Masters Degree in the relevant field obtained after a full-time course of study of at least two academic years (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree.

In the case of Faculties of Science/Applied Science, the required qualifications shall be a Masters Degree in the relevant field with full-time research of at least 02 years or a Doctoral Degree.

In the case of Faculties of Arts, Humanities, Social Sciences, Law and Management/Business Studies, a Masters Degree of one year duration in the relevant field may be accepted when combined with an evaluated research record in conformity with current guidelines. (See Notes)

OR

(ii) Such professional qualifications and experience as may be approved by the University Grants Commission upon the recommendation of the Higher Educational Institution concerned.

AND

3. At least twelve (12) years of experience [of which not less than six (06) years should have been after obtaining qualifications stipulated in 2 above] in one or more of the following :-

(i) Teaching at University Level
(ii) Professional experience
(iii) Research in a recognized Institution
(iv) Postgraduate Studies

Notes:

(a) An applicant who is recruited under (3) of the qualifications for Lecturer (Probationary) Non-(Medical/Dental) as given in Post 2 of this document, may be exempted from 2(i) above if he/she has a Doctoral Degree in the relevant field.

(b) An applicant who is recruited under (3) of the qualifications for Lecturer (Probationary) (Non-Medical) with a Masters Degree as specified under 2(i) above may be exempted from 2(i) if he/she has evaluated research and dissemination of knowledge in conformity with current guidelines. (See note (c) below)

(c) The current guidelines for evaluated research record is that a candidate should obtain a minimum of 15 marks. The marking scheme for this purpose is Sections 2.0 and 3.1 of the marking scheme for posts of Associate Professor/Professor.

(d) A Senior Lecturer, Gr. I may be confirmed in the post on completion of 03 years satisfactory service in the permanent cadre which shall include a satisfactory completion of a course of training in Teaching/ Learning Methodologies for which facilities will be provided by the University Grants Commission.

11.**Post & Salary Code**

Senior Lecturer, Gr. I Non-(Medical/Dental)
B-03(a)

Method of Recruitment

By normal promotion

Qualifications

A Senior Lecturer, Gr. II who has completed one year on the maximum of the salary scale or has served six (06) years in that grade may be considered for promotion.

Procedure

The applicant must submit a self assessment setting out the contribution he/she has made since he/she became a Senior Lecturer, Gr. II in the following fields:-

Teaching, Research, Dissemination of knowledge and other University activity

A panel appointed by the Senate shall evaluate the above self assessment and make a recommendation. The panel shall consist of the Dean of the relevant Faculty, the Head of the Department concerned and two members of the Senate, one of whom with a knowledge of the relevant discipline or from a related discipline and the other from another Faculty.