

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

ESTABLISHMENT AND OPERATION OF CARRER GUIDANCE UNITS IN UNIVERSITIES

The University Grants Commission at its 625th meeting held on 09.01.2003 has decided that Career Guidance Units (CGUs) must be further developed and become an integral part of the university system. The Vice-chancellors are therefore requested to take the necessary steps to implement this proposal according to the following guidelines.

2. Taking into consideration also the document "Recommendations for the Development and Institutionalization of Career Guidance Services in the Universities" (Annex 1) initiated by the Standing Committee on Career Guidance each CGU will :

- 2.1** undertake work in the relevant areas of Career Counselling, Information Services, Networking, Work Experience, Graduate Placement and Integration within the Curricular.
- 2.2** ensure stakeholder participation as appropriate including via mechanisms such as a university **"Career Guidance Advisory Committee"**.
- 2.3** as part of information services maintain databases on student profiles and on employment opportunities and also provide support for self-employment and entrepreneurship initiatives.

3. Each University will also ensure that

- 3.1** the service operates as an academic service directly under the Vice-Chancellor/Deputy Vice-chancellor.
- 3.2** an '**action plan**' in Career Guidance appropriate to the needs of the university is in place and that targets are published which will be used in reviewing the work both at university and at national levels.
- 3.3** the service be listed as a separate project item in the annual programme budget of each university (*for instance as Programme 03 (Academic Services) Project 03 (Careeer Guidance Unit)).*
- 3.4** the necessary resources are made available.
- 3.5** the Director of the CGU be invited as an observer to the University Senate.
- 3.6** the academic rights and privileges of a university academic staff member selected for the post of Director shall be preserved.

4. The cadre provisions for career guidance work will be available, in the first instance, as follows:-

4.1 For the UGC

Director	01 up to Rs. 40,000 /- pm (all inclusive)
Graduate Career Guidance Services - UGC	

4.2 Director - CGU

01 (a) on release full-time from within the university. (Under exceptional circumstances this may be part-time)

(b) on contract full-time from within the university System or outside

Career Guidance Counsellor	01 BS-02
Academic Counsellor (for Career Guidance)	(see note 'd')

Computer Applications Assistant	01 A-08
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Labour	01 A-15
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Note: (a) A copy of the scheme of recruitment is attached herewith as Annex-2.

Note: (b) Post of Director may be filled by the appointment of a suitably qualified person using one of the two options (a and b) noted.

(A copy of the scheme of recruitment is attached herewith as Annex - 3).

Note: (c) One post of Computer Applications Assistant will be available. The post of Career Guidance Counsellor will be available where student numbers are in excess of 1000. A second post may be requested for by the University provided student numbers are in excess of 1000, and the unit has reached a good level of sustained activity.

(A copy each of the schemes of recruitment are attached herewith respectively as Annex - 4 and Annex - 5.)

Note: (d) The number of Academic Counsellors (part-time) working in the Faculties in liaison with each CGU will be determined by the Governing Authority of each university in consultation with the respective Deans and the Director of CGU. They will be appointed from the internal Academic staff and shall be paid an allowance Rs. 750/- (fixed) from faculty funds.

The Director, Career Services - UGC, will liaise with the CGUs at the universities and will undertake and support activities related to expanding employment opportunities (local & foreign) for graduates.

Please take action accordingly.

(Prof. B.R.R.N Mendis- Chairman)

Cc:

- Chairman/UGC
- Vice-Chairman/UGC
- Members of the UGC
- Secretary/UGC
- Deans of Faculties
- Registrars of Universities
- Financial Controller/UGC
- Bursars of Universities
- Librarians/SAL/AL of the Higher Educational Institutions/Institutes ;
- Snr. Asst.Registrars/Asst.Registrars of HEIs/Campuses
- Snr. Asst.Bursars/Asst.Bursars of HEIs/Campuses
- Chief Internal Auditor/UGC
- Govt. Audit Superintendents of Universities
- Snr. Asst.Int. Auditors/Asst.Int.Auditors of HEIs
- Secretaries of Trade Unions
- Auditor-General

SCHEME OF RECRUITMENT FOR THE POST OF DIRECTOR, GRADUATE CAREER GUIDANCE SERVICES – UGC

SALARY CODE	SCHEME OF RECRUITMENT	QUALIFICATION
Director, Graduate Career Guidance Services – UGC Salary : Rs. 40,000/- p.m. (All inclusive)	By open advertisement Selection by interview	(1) A degree from a recognized university with a First or Second class Honours. OR (2) A Postgraduate degree with relevant experience in the field of Human Resource Development and/or Career guidance and counseling AND (3) At least ten (10 years work experience after graduation. NOTE Director, Graduate Career Services – UGC is appointed full-time on the basis of Secondment /Release/Contract.

THE SCHEME OF RECRUITMENT FOR THE POST OF DIRECTOR/CAREER GUIDANCE UNIT (UGC)

SALARY CODE	SCHEME OF RECRUITMENT	QUALIFICATION
Director/UGC	<u>Option “a” – on release</u> By internal advertisement and selection by interview. When an internal academic staff member is released for this work such person will draw the salary of one's substantive post. Depending on whether the person is involved in this work full-time or part-time, and on the stage of development of the work and progress thereof, the University Council is authorized to grant to such person an allowance of up to Rs. 4,000/- p.m. Transport will be provided for official purposes. (see also note below) <u>Option “b” – on contract full- time</u> From within the University system or outside by open advertisement and selection by interview up to Rs. 40,000/- p.m. all inclusive (at the discretion of the University Council) . Transport will be provided for official purposes. <u>Note for option “a” :</u>	A Degree from a recognized University with a First or Second Class Honours. OR A postgraduate degree with relevant experience in the field of Human Resource development and/or Career Guidance and counselling. AND At least ten (10) years work experience after Graduation. NOTE Director is appointed full-time on the basis of Secondment/Release/Contract

In the case of Directors in position already, depending on whether the person has been involved in this work full-time, and on the basis of the contribution made to the development of the work and progress thereof, the University Council is authorized to grant a similar allowance with retrospective effect.

SCHEME OF RECRUITMENT FOR THE POST OF CAREER GUIDANCE COUNSELLOR

Post and salary Code

Career Guidance Counsellor
BS-02

Salary Scale

Rs. 10800 – 3x300 – 11700 (EB)
12900- 13x375 – 17775 p.m.

Qualifications

Graduate of a recognized university with four years experience in the field of Student affairs. (Application with postgraduate qualifications in the area of Counselling and/or experience in career Guidance activities will be given preference).

Efficiency Bar

The following requirements should be fulfilled for the efficiency bar on completion of four years of service from the date of date of appointment and having earned all three annual increments.

- Obtain a postgraduate qualification in an area related to counselling.
- Obtain good record on service during the four year peiod.

Provident Fund & Pension Benefits

10% and 7% of the salary by the employee and employer respectively will be credited to the University Provident Fund. 8% of the salary will be credited to the University Pension fund by the employer.

Employees Trust Fund Benefits

03 % of the salary by the employer.

SCHEME OF RECRUITMENT FOR THE POST OF COMPUTER APPLICATIONS ASSISTANT

SALARY CODE	SCHEME OF RECRUITMENT	QUALIFICATION
Computer Application Assistant A - 08	By open advertisement Selection by aptitude test And	(i) G.C.E. (O/L) Examination in six subjects at not more than two sittings with credit passes in five subjects including English and Mathematics.

interview

AND

- (ii) (a) Two years experience in the use of Computer Application packages.
- (b) Suitable qualification in Computer Applications and at least 06 months on the job training preferably in the University Systems.

NOTE :

If suitable applications are not available for recruitment under (ii) 9a), applicants under (ii)(b) but without experience may be recruited as Trainee Computer Applications Assistants and placed on a fixed allowance of Rs. 5525/- p.m. On Completion of one year, could be place on the salary scale of A-08.

- (iii) Age not more than 45 years.