

APPENDIX III

My No. :

Date :

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Thro'

Dear

**SPECIMEN LETTER OF APPOINTMENT ON PROMOTION TO
A POST IN THE EXECUTIVE GRADE**

1. I have pleasure in informing you that the University Grants Commission, acting in pursuance of the powers vested in it by paragraph (ii) of Section 71(2) of the Universities Act No.16 of 1978 as amended, has appointed you on promotion to the post of in the service of the Commission and of the Higher Educational Institutions/Institutes with effect from This appointment may be reviewed by the University Services Appeals Board under Section 86 of the aforesaid Act as amended.
2. You will until further notice, be attached to the and are liable to be transferred under Section 78 of the aforesaid Act as amended. You are bound to serve either in the University Grants Commission or any Higher Educational Institution or Institute that has been set up under the aforesaid Act or any such Higher Educational Institution that will be set up in the future.
3. The post is permanent. Unless your appointment is terminated earlier, you will be on probation for a period of one year reckoned from the date of assumption of duties and until such time as you receive a letter confirming you in your appointment.
4. 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.

5. If your services are unsatisfactory while you are on probation, you are liable to be discontinued from service at any time during such period of probation or at the end of it.
6. If your services during the period of probation have been satisfactory 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.
7. 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.
8. You will be placed at the appropriate salary step of the applicable salary scale (U-EX.....) with effect from the date of assumption of duties. Accordingly you will be placed at the appropriate salary step in the said salary scale by the institution to which you are attached. In addition you will be paid the cost of living allowance and other approved allowances applicable to the post.
9. 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.
10. 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.
11. 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.

12. 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.
13. Three per centum (3%) of your total earnings will be contributed by the Commission/Higher Educational Institution/Institute to the Employees Trust Fund in terms of the provisions of the Employees Trust Fund Act No. 46 of 1980.
14. You will be required to enter into an Agreement with the Commission/Higher Educational Institution/Institute before assuming duties. A copy of the Agreement form will be made available to you by the Head of your institution.
15. 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.
16. 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.
17. 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.

(In addition, conditions applicable to other Posts shall have to be incorporated in the Letter of Promotion, as appropriate to that particular Post).

Yours faithfully

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Chairman

- Cc. 1. Vice-Chancellor/Rector/Director of the HEI to which he has been posted (if applicable)
2. Registrars of both institutions (if applicable)
3. Accountant/ UGC
4. Bursars of both institutions (if applicable)
5. Auditor General
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LETTER OF ACCEPTANCE

The Chairman
University Grants Commission

Thro' Vice-Chancellor/Rector/Director

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

.....

Signature

Date

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