

OCEAN UNIVERSITY OF SRI LANKA

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF ACADEMIC AND RESEARCH

File No:

MSD File No:

1. Employee Category: Academic Research

2. (a) Broad definition of the nature of functions assigned to the employees of the category:

Scientific, Research and Academic Affairs pertaining to the role confirmed upon the university by the statutory provision under Ocean University Act, No. 31 of 2014 which the university is established, specifically assigned by the appointing authority.

(b) Post falling within this category:

Designation:

1. Lecturer (Probationary)
2. Lecturer
3. Senior Lecturer Grade II
4. Senior Lecturer Grade I

(c) Job Description:

Lecturer (Probationary)/ Lecturer/ Senior Lecturer Grade II & I

- (i) Assist the Dean of the Faculty and Head of Department in conducting scheduled lectures of the academic programme in the relevant subject area.
- (ii) Assist the Dean of the Faculty and Head of Department in conducting scheduled practical, examinations and assessments of the academic programme in the relevant subject area.
- (iii) Actively engage in research, development and extension activities.
- (iv) Assist the Dean of the Faculty and Head of Department in preparing and developing curricula in the relevant subject area.
- (v) Assist the Dean of the Faculty and Head of the Department in developing short courses in the relevant subject area.
- (vi) Assist the Dean of the Faculty and Head of Department in managing and administering laboratories in the relevant subject area.

B.M.D.N. Balasooriya
 08/11/17

B.M.D.N. Balasooriya
 Director
 Department of Management Services
 General Treasury
 Colombo-01.

- (vii) Assist the University Administration in maintaining student discipline.
- (viii) Any other duties assigned by the Dean of the Faculty, Head of Department or the Vice Chancellor.

(d). **Nature or Appointment.**

Permanent with entitlement to Employees Provident Fund and Employees, Trust Fund.

03. Salary Scale, Cadre, Efficiency Bar and Employment Structure

3.1 Salary code and the Monthly salary scale of the employee category

U-AC 3(IV) for Lecturer (Probationary) Non- (Medical/Dental) B-04

Rs. 37,959 – 10 x 883 – 46,789 p.m. (as at 01.01.2017)

Rs. 53,235 – 10 x 1,240 – 65,635 p.m. (as at 01.01.2020)

U-AC 3(II) : Senior Lecturer Grade II: [Non- (Medical/Dental)] B-03

Rs. 54,363 – 11x 1,082 – 66,265 p.m. (as at 01.01.2017)

Rs. 76,275 – 11 x 1,520 – 92,995 p.m. (as at 01.01.2020)

U-AC 3(I) : Senior Lecturer Grade I: Non- (Medical/Dental) B-03(a)

Rs. 62,293 – 7 x 1,438 – 72,359 p.m. (as at 01.01.2017)

Rs. 87,415 - 7 x 2,020 – 101,555 p.m. (as at 01.01.2020)

3.2 Structure of grades and the initial salary step applicable to each grades:

Grade	Relevant Initial Salary step		U-AC3 2016 A
IV	1 st Step	Lecturer (Probationary)	37,959
III	12 th Step	Lecturer	43,257
II	18 th Step	Senior Lecturer Grade II	54,363
I	25 th Step	Senior Lecturer Grade I	62,293

[Handwritten Signature]
D6/12/17

B.M.D.N. Balasooriya
Director,
Department of Management Services
General Treasury
Colombo-01.

Cadre:

Designation/post	Approved Cadre
Lecturer (Probationary)	31
Lecturer	
Senior Lecturer Grade II	
Senior Lecturer Grade I	

For the purpose of promotion from grade to grade within the employee category, all grades will be considered to be within a combined cadre. The cadre here means the approved total cadre for all grades under employee category.

Recruitment to Academic & Research Category:

4. Qualifications:

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

(1) A Degree with specialization in the relevant subject with First or second Class (Upper Division) Honours.

OR

(2) A Degree with specialization in the relevant subject with Second Class (Lower Division) Honours

OR

(3) A Doctoral Degree in the relevant field

OR

(4) A Degree with specialization in the relevant subject-without Honours or any other degree with at least Second Class Honours, and a Masters Degree in the relevant field obtained after a full time course of study of at least 24 months (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree.

OR

(5) A full time Masters Degree in the relevant field of a minimum duration of 18 months duration with a at least 60 credits which not less than 15 credits* of research by way of thesis/ dissertation.

[*One credits considered per course unit/module should be in accordance with the Sri Lanka Qualifications Framework (SLQF)]

In the case of Faculties of Science /Applied Science/Engineering/Agriculture:

(i) A Doctoral Degree in the relevant field

[Handwritten signature]
06/12/17

B.M.D.N. Balasooriya
Director
Department of Management Services
General Treasury
Colombo-01.

OR

- (ii) A Masters Degree in the relevant field with full time research of at least 24 months duration

OR

(6) Such academic or professional qualifications or professional experience as may be approved by the Board of Governors upon the recommendation of the Admission, Accreditation and Quality Assurance Council of the University.

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 Admission Accreditation and Quality Assurance Council.
- (b) An applicant recruited with a Degree with specialization in the relevant subject and First or Second Class (Upper Division) Honours and a Masters Degree in the relevant field obtained after a full time course of study of at least 24 months (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree. **OR** A full time Masters Degree in the relevant field of a minimum duration of 18 months duration with a at least 60 credits which not less than 15 credits of research 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:

- (a) All candidates as specific in the scheme of recruitment i.e. **Category(1) first** and then **Category (2)** and so on, be summoned for the interview and that they are required to make a presentation before the selection committee in order to prove their teaching ability as lecturers (probationary).
- (b) 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 admission, Accreditation and quality Assurance Council will organize this course of training twice a year ie: December/January and June/July.


06/12/17

B.M.D.N. Balasooriya
Director
Department of Management Services
General Treasury
Colombo-01.

4.2. Lecturer: Non-(Medical /Dental B-04(a))

Method of Recruitment: External

Qualifications

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

OR

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

AND

- (i) A Degree with specialization in the relevant subject-without Honours or any other degree with at least Second Class Honours, and a Masters Degree in the relevant field obtained after a full time course of study of at least 24 months (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree. **OR** A full time Masters Degree in the relevant field of a minimum duration of 18 months duration with a at least 60 credits which not less than 15 credits of research by way of thesis/ dissertation may be placed one (01) step above the initial of the B-04 salary scale.

In the case of Faculties of Science /Applied Science/Engineering/Agriculture:

- (i) A Doctoral Degree in the relevant field

OR

- (ii) A Masters Degree in the relevant field with full time research of at least 24 months duration

[Handwritten signature]
06/12/17

B.M.D.N. Balasooriya
Director
Department of Management Services
General Treasury
Colombo-01.

OR

(4) Such academic or professional qualifications or professional experience as may be approved by the Board of Governors upon the recommendation of the Admission, Accreditation and Quality Assurance Council of the University.

Internal

Method of recruitment

A Transitional Provision applicable to lecturers (Probationary)

Qualifications

- (i) A Lecturer (Probationary) who have has obtained the relevant academic qualifications for promotion to Senior Lecturer, Gr. II (as specified under posts 1 or 3 in this documents) and has completed 03 years but less than 05 years of satisfactory service in the University System shall be confirmed and placed 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 3 in this document.

4.3. Senior Lecturer Grade II Non-(Medical /Dental B-03(a))

Method of Recruitment: External

By open advertisement

Qualifications

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

AND

- (2) (i) A Degree with specialization in the relevant subject-without Honours or any other degree with at least Second Class Honours, and a Masters Degree in the relevant field obtained after a full time course of study of at least 24 months (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree. **OR** A full time Masters Degree in the relevant field of a minimum duration of 18 months duration with a at least 60 credits which not less than 15 credits of research by way of thesis/ dissertation may be placed one (01) step above the initial of the B-04 salary scale.

In the case of Faculties of Science /Applied Science/Engineering/Agriculture:


Handwritten signature and date: 06/12/17

B.M.D.N. Balasooriya
Director
Department of Management Services
General Treasury
Colombo-01.

- (i) A Doctoral Degree in the relevant field

OR

- (ii) A Masters Degree in the relevant field with full time research of at least 24 months duration

OR

- (3) Such academic or professional qualifications or professional experience as may be approved by the Board of Governors upon the recommendation of the Admission, Accreditation and Quality Assurance Council of the University.

AND

- (4) 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 (2) of the qualifications for Lecturer (Probationary) as specified under post 1 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 (2) of the qualifications for Lecturer (Probationary) 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 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 Admission, Accreditation and Quality Assurance Council 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 section 2.0 and 3.1 of the marking scheme for post of association professor/professor.(Commission Circular No:723)

Special Note:

A senior lecturer, Gr. II may be confirmed in the post on completion of 3 years satisfactory service in the permanent cadre and completion of an induction training course (which includes teaching/ learning

B.M.D.N. Balasooriya
06/12/17

B.M.D.N. Balasooriya
Director
Department of Management Services
General Treasury
Colombo-01.

methodologies) within a period of one year from date of first appointment. The Admission Accreditation and Quality Assurance Council will organize this course of training.

Method of Recruitment: Internal

By normal promotion

Qualifications

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

(i) A Masters Degree in the relevant field obtained after a full time course of study of at least 24 months (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree. **OR** A full time Masters Degree in the relevant field of a minimum duration of 18 months duration with a at least 60 credits which not less than 15 credits of research by way of thesis/ dissertation may be placed one (01) step above the initial of the 04 salary scale.

In the case of Faculties of Science /Applied Science/Engineering/Agriculture:

A Doctoral Degree in the relevant field

OR

A Masters Degree in the relevant field with full time research of at least 24 months duration the field/discipline or a Doctoral Degree.

OR

(iii) Candidates recruited under (3) of the qualifications for Lecture (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; a Lecturer (Probationary) and Lecturer (including the time devoted to acquiring 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 post of Associate Professor/Professor.


06/12/17

B.M.D.N. Balasooriya
Director
Department of Management Services
General Treasury
Colombo-01.

4.4 Senior Lecturer Grade 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) as specified in the post number one (01) of this document.

And

- (2) (i) A Masters Degree in the relevant field obtained after a full time course of study of at least 24 months (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree. **OR** A full time Masters Degree in the relevant field of a minimum duration of 18 months duration with a at least 60 credits which not less than 15 credits of research by way of thesis/ dissertation may be placed one (01) step above the initial of the B-04 salary scale.

In the case of Faculties of Science /Applied Science/Engineering/Agriculture:

A Doctoral Degree in the relevant field

OR

A Masters Degree in the relevant field with full time research of at least 24 months duration the field/discipline or a Doctoral Degree.

OR

- (ii) Such academic or professional qualifications or professional experience as may be approved by the Board of Governors upon the recommendation of the Admission, Accreditation and Quality Assurance Council of the University.

AND

At least twelve (12) years' experience (out of which not less than six (06) years should have been after obtaining qualifications stipulated in (02) above) in one or more of the following.

- (i) Teaching at University Level
- (ii) Professional experience in a recognized mercantile establishment
- (iii) Research relevant to his/her field of specialization in a recognized Institution
- (iv) Postgraduate Studies.


06/12/17

B.M.D.N. Balasooriya
Director
Department of Management Services
General Treasury
Colombo-01

Notes

- (a) An applicant who qualifies only under (1) of the qualifications for Lecturer (Probationary) as specified under post 1 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 (1) of the qualifications for Lecturer (Probationary) 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 in conformity with current guidelines.
- (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 Section 2.0 and 3.1 of the marking scheme for posts of Associate Professor/Professor (commission Circular No: 723)
- (d) 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 Admission, Accreditation and Quality Assurance Qualification Council for approval.
- (e) 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 Admission Accreditation and Quality Assurance Council.

Internal

Method of Recruitment

By normal promotion

A senior lecturer, Grade II who has completed one year on the maximum of the salary scale or completed six(06) years of service in that grade may be considered for promotion.

OR

A senior Lecturer, Grade II who has completed 11 years of service from the date of appointment to the post of Lecturer (probationary) Non-(Medical Dental) 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 ,Grade II in the following fields;

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

B.M.D.N. Balasooriya
06/12/17

B.M.D.N. Balasooriya
Director
Department of Management Services
General Treasury
Colombo-01.

(7)

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

Special Note:

- (i) A senior lecturer, Gr II may be confirmed in the post on completion of 3 years satisfactory service in the permanent cadre which shall include a satisfactory completion of an induction training course (which includes teaching/ learning methodologies) within a period of one year from date of first appointment. Admission, Accreditation and Quality assurance Council will organize this course of training.
- (ii) "Degree" "Master's Degree" "Doctoral Degree" means Degree/Master's Degree/Doctoral Degree offered by a University or a Higher Educational Institution established by an Act of Parliament of Sri Lanka or Recognized by the University Grant Commission of Sri Lanka.
- (iii) Degree in the relevant field means a degree relevant to the degree programmes conducted by the Ocean University of Sri Lanka.
- (iv) A full -time Masters Degree of at least one year duration in the relevant field shall be an adequate qualification only for confirmation and placement of Lecturer (Probationary) on U-AC 3(III) salary scale, in all faculties. However, prior to registration for such a Masters degree, the relevancy of degree shall be approved by the Head of the Department, Dean of the Faculty concerned and the Vice-Chancellor. The approval of the Board of Governors along with the course details, Shall be sent to the UGC for approval.

Age:

Age should be not less than twenty two (22) years and not more than sixty five (65) years unless otherwise mentioned.

Other:

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii Should be of excellent moral character.

Recruitment Procedure:

- (a) Recruitment will be done by calling for applications through a public advertisement or a Newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

B.M.D.N.
06/12/17

B.M.D.N. Balasooriva
Director
Department of Management Services
General Treasury
Colombo-01

- (b) If the Selection Committee is satisfied with the performance of the candidate/ candidates interviewed they be appointed as Lecturers (probationary) depending on the availability of cadre vacancies. If the selection committee is not satisfied with the performance of candidate/candidates, but otherwise well qualified, such candidate/candidates be appointed as Temporary Lecturer/Lecturers for a period of one year And at the end of such period they may be appointed as Lecturer (probationary) having subjected them for another interview and presentation.
- (c) Recruitments to this category should be only to the post of Lecturer (Probationary). If sufficient suitable applications neither are nor received for the post of Senior Lecturer Grade II applications may be called externally for this post.

Marking Scheme for the Structured Interview

	Criteria	Marks
1	Educational Qualifications (over & above minimum)	30
	I Class	
	II Presentation	15
	III Postgraduate (By research)	
2	Research Experience	10
3	*Publication, Patents & Awards	20
	I Research papers (International/Referred)	
	II Research papers (Local/referred)	
	III Research papers (Non referred)	
	IV Conference proceeding, Research Reports	
	V Research Awards	
4	Extracurricular activities	10
	I Sports	
	II Societies	
5	Personality	10
6	General Knowledge about industry	5
	Total	100

*50% for co-authors

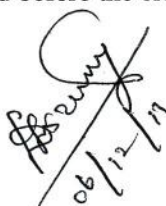
All recruitments to this category and the promotions within the category should be strictly in compliance with the provision of this Scheme of Recruitment.

The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.

The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

5.5 Qualifying Date

The applicant will be treated as qualified for a post only if he/she has completed the necessary qualifications specified under 4.1,4.2,4.3,and 4.4 and before the closing date of applications.


06/12/17

B.M.D.N. Balasooriya
Directo.
Department of Management Services
General Treasury
Colombo-01.

Confirmation:

An employee who is appointed externally to this category will be on probation for a period of three years from the date of assumption of duties. If his/her performance and conduct is satisfactory during the period of probation, and on acquisition of required academic qualifications he/she will be confirmed in the post at the end of the period of probation. Internal candidates who are already confirmed in a post will be subjected to an acting period of one year.

5.7 Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code

6. Promotions:

The promotional procedure, based on performance, shall be as follows:

Promotion from Grade IV to Grade III of the category:

Pre-requisites

Lecturer (probationary) who has acquired the post graduate qualifications and completed minimum of three (03) years of satisfactory service at the University will be eligible to apply for the post of Lecturer.

Mode of Promotion

Through the application forms introduced by the University, a request should be made by the qualified employees. Action will be taken by the appointing authority to promote the qualified persons to Grade III after verification of qualifications, with effect from the date of qualifying.

Promotion from Grade III to Grade II of the category:

Pre-requisites:

Lecturer who has acquired the required post graduate qualifications and completed five (05) years satisfactory service at the University will be eligible apply for the post of the Senior Lecturer Grade II.

Mode of Promotion:

Through the application forms introduced by the University, a request should be made by the qualified employees. Action will be taken by the appointing authority to promote the qualified persons to grades II after verification of qualifications, with effect from the date of qualifying.

Promotion from Grade II to Grade I of the category:

Senior Lecturer, Grade 1 Non medical /Dental U-AC 3(I)

Pre- requisites

[Handwritten signature]
06/12/17

B.M.D.N. Balasooriya 13
Director
Department of Management Services
General Treasury
Colombo-01

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

OR

A Senior Lecturer Grade II who has completed 11 years of service from the date of absorption to the post of Lecturer (probationary) Non Medical dental may be considered for promotion.

Mode of Promotion

The applicant must submit a self- assessment setting out the contribution he/she has made since he/she became a Senior Lecturer, Grade II I the following;

Teaching, Research, Dissemination of knowledge and other University activity

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

07. Appointing Authority:

Board of Governors of the Ocean University of Sri Lanka.

08. Definition:

8.1 For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.

8.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment

Date: 17/11/2017.....

Signature of the Chief Executive Officer



Thilak Dharmaratne

(Official Seal) B.Sc. in Oceanography (SL) M.Sc. in Oceanography (UK)

Dip.in Mgt. MIGSL

Vice Chancellor

Ocean University of Sri Lanka


Crow Island, Colombo 15,

Sri Lanka.

Recommended and forwarded for the approval

Date: 17/11/2017.....

Signature of the Secretary of the Ministry for



(Official Seal)

D. Anuradha L. Heaperuma
Additional Secretary (Admin)

Ministry of Skills Development and Vocational Training
"Nipunatha Piyasa"

No. 354/2, Elvitigala Mawatha,
Narabennipitiya, Colombo - 05.

Above Scheme of Recruitment is approved

Date 6/12/17



Director General,
Department of Management

H. G. Sumanasinghe
Director General
Department of Management Services
General Treasury
Colombo-01.