

## Scheme of Recruitment

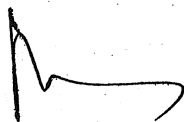
1. **Service Category** : Academic/ Research Staff
2. **Job summary** : Preparing students of Advanced Technological Institutes (ATI) and ATI sections as middle level technicians/middle level managers through conducting lectures practical works and evaluating student's performance.
- 3.1 **Job title** : **Assistant Lecturer/Lecturer in Information Technology, Agriculture, Management, Accountancy, Food Technology, Law and Financial Management, English, Engineering**
- 3.1.1 **Responsible to** : Head of Department/Director
- 3.1.2 **Area of Responsibility** :

- i Preparing lessons
- ii Conducting class room teaching
- iii Conducting practical work
- iv Evaluating assignment of students
- v Preparing students for projects and evaluating them
- vi Preparing model examination papers
- vii Evaluating answer script
- viii Assisting the management in student affairs and students disciplinary matters
- ix Contributing to curriculum development
- x Any other work assigned by DG,DDGs and Directors

**Nature of Post** : Permanent with EPF and ETF

**Salary Scale** : Salary code and monthly salary scale  
AR 1 - 2006 – Rs.24595 – 5x475-5x645-  
15x770-41,745

Grade	Initial Salary Step
II	24595
I	30965



5. E.B I : Every Assistant Lecturer has to successfully follow a certificate course on Teaching Methodology and reach the standard to qualify for the award of certificate. It will be conducted by a reputed educational institute

Subjects : (a) Teaching methodology  
(b) Educational Psychology  
(c) Academic evaluation methods

Total teaching hours of the course is 100 hours at the end of the course an examination will be conducted and the pass marks of each paper is 50

E.B II Postgraduate qualification in the relevant discipline

The officer has to pass the first EB within three years from the date of appointment and also the second EB within six years.

5.1 All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.

6 Recruitment :

6.1 External Recruitment : Paper Advertisement

#### Subjects other than Engineering

6.1.1 Qualifications : 1) Degree from in a recognized university in the relevant disciplines with 1<sup>st</sup> class or 2<sup>nd</sup> class upper division

OR

2) Degree in relevant disciplines with 2<sup>nd</sup> class lower division along with 2 years post qualifying academic experience in a Higher Education Institute or industrial experience as middle level manager in a recognized field.

And

3) Ability to conduct lectures in English

6.2 Internal Recruitment : Internal Advertisement

Four years experience as tutor at SLIATE and an excellent performance record



(b) Scheme of Promotion

Promotion of the officer, who has satisfied above prescribed qualifications for the grade I. Shall be made on the employee's request, by the appointing authority or any other person authorized by the appointing authority with effect from the date on which the qualifications have been satisfied.

**10.1.2 Officers who prove performance at an above average level**

**(a) Pre-requisites.**

- Should have been confirmed in the appointment
- \* • Should have completed 06 years service period in the post of Assistant Lecturer-AR I Grade II
- Should have proved performance at above average level during a period of six-years immediately preceding according to approved performance appraisal scheme.
- Should have earned all salary increments of 6 years during a satisfactory service period of 05 years falling within immediately preceding the date of promotion .
- Should have passed the efficiency bar examinations within the prescribed period
- Should have pass the aptitude test held for the purpose. the marks is 50.

**(b) Scheme of Promotion**

On the request of the eligible employee, promotion to grade I , shall be made by the appointing authority or any other person authorized by the appointing authority, with effect from the date on which prescribed qualifications have been satisfied.

- 11 Norm** : Assistant Lecturer -Minimum 23 Teaching hours per week  
Lecturer - Minimum 21 teaching hours per week

**12 Absorption of officers who are already in the Service:**

**AR I – Grade II**

- (a) Employees who have not completed a minimum of 10 years in a post assigned with grade II of the salary scale AR-1 by Management Services Circular No – 30.
- (b) Employees who have completed 10 years service in a post in Grade II as stated above but not fulfilled other requirements to be absorbed into grade I

will be absorbed into AR-1, Grade II

