

## Scheme of Recruitment

1. **Service Category** : Senior Manager

2. **Broad definition of the nature of functions assigned to the category.**

Functions in the nature of policy formulation, direction, management and decision making in such fields that parts of the functions assigned to the chief executive of (Director General) are assigned to the holder of post in category.

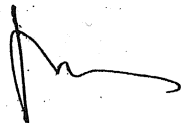
3 **Job summary** : Overall supervision of academic Activities through planning, organizing, monitoring and evaluation of academic functions. Preparation, implementation and follow up of the Corporate Plan, Activity/Sectoral Plans and Conduct of Research and Development

3.1 **Job title** : **Deputy Director General**  
(Academic Affairs, Planning & Research)

3.1.1 **Responsible to** : Director General

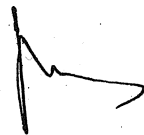
3.1.2 **Area of Responsibility** :

- i Planning, organizing and monitoring the academic activities of ATII and ATI Sections.
- ii Planning, coordinating, evaluating and analyzing and reporting of examination activities of ATIs and ATI Sections.
- iii Curriculum development of existing and new courses
- iv Assisting Director General in supervision and control of academic staff
- v Ensuring the smooth running of academic programs.
- vi Supervising students' affairs.
- vii Overall supervision of students' enrolment
- viii Recruitment of visiting academic staff.
- ix Overall supervision of Mahapola Scholarship and other welfare facilities.
- x Overall coordination of implant training and Industrial Visits
- xi. Ensure the preparation and smooth implementation of the Corporate Plan
- xii. Monitor the progress related to implementing planned activities
- xiii Provide implementation feedback to the top management and take corrective action as required
- ix Monitor closely the operation of plans by ATII & Sections and ensure that their activities contribute to satisfy stakeholder needs and achieving SLIATE objectives
- xv Provide direction and guidance to divisions and ATII & Section



- xvi Coordinate with other related agencies and ATII Section
- xvii Assisting Director General in introducing new trends of Technological Education in Sri Lanka & other countries to SLIATE in order to improve the quality of technological education
- xviii Carrying out surveys related to academic and non academic matters
- xvii Secretary to Academic Syndicate
- xx Rendering any other duties assigned by DG

4. **Nature of Post** : Permanent with EPF and ETF
5. **Salary Scale** : Salary code and monthly salary scale  
HM 2 -1 -2006 Rs.44,030-12x1310-59750
6. **Recruitment** :
- 6.1 **Internal Recruitment** : Internal Advertisement
- 6.1.1 **Qualifications & Experience** : (1) Master Degree in the relevant disciplines with 5 years experience as Director-1 at SLIATE or ATI
- And**
- (2) An excellent performance record based on the performance appraisal system
- Preference will be given those who have experience in developing plans for Academic Institutes and experience in research.
- 6.2 **External Recruitment** : Paper Advertisement
- 6.2.1 **Qualifications** : 1) Master Degree in the relevant disciplines with 18 years post qualifying Academic/Research experience of which at least 5 years should be in senior managerial level in a Higher Education Institute.
- 2) Preference will be given to those who have experience in developing plans for Academic Institutes and experience in research work.



- 6.3 **Method of Selection** : Structured interview
7. **Age Limit** : Below 45 years. This would not apply to those in the Public Service/ Corporation Service sectors
8. **Other** : The candidate should be a citizen of Sri Lanka and should be of sound physical health, excellent moral character and sound constitution for the service and further he/she is bound to serve in any part of the Island which he/she is called upon to serve.
9. **Training** : All the new recruits have to undergo an Induction training for one week
- Foreign or local training relevant to the job will be provided.
10. **General** : i. The officers selected through external recruitment will be placed in the initial step of the salary scale. The officers selected through internal recruitment will be placed in the salary scale in terms of the clause 4 of chapter VII of the establishment code of the Democratic Socialist Republic of Sri Lanka
- ii. The selected candidate will be on probation for a period of three years.
- iii. Those who are already confirmed in the Public Service will be appointed to act in the new post for a period of one year
- iv. For the purpose of recruitment, attachment to the service, disciplinary and other establishments activities, provisions of the Establishments Code/Provisions made by the Management Services Department shall be applicable
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