

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 forms parts of the functions assigned to the chief executive officer (Director General) are assigned to the holder of post in this category.

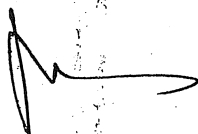
3. **Job summary** : Ensure the smooth functioning of Academic and management functions of ATI

3.1 **Job title** : **Director -2 ATI**

3.1.1 **Responsible to** : DG, DDG's

3.1.2 **Area of Responsibility** :

- i. Taking necessary steps to enroll the maximum number of students to the each academic program.
- ii. Conducting carrier guidance programs for the students with the assistance of the staff.
- iii. Coordinating with the academic staff to assure the smooth functioning of the academic program to minimize the drop out rate of students.
- iv. Identifying of grievances of students related to the academic activities and finding solutions for those with the staff and students representatives.
- v. Monitoring the pleasant and neat environment in the institute.
- vi. Implementing of student welfare programs with the assistance of the welfare officer.
- vii. Maintaining good relationship with the parents and all relevant parties to maintain the harmony among students.
- viii. Monitoring the punctuality of academic activities of all academic programs.
- ix. Motivating the students to be involved in extra curricular activities.
- x. Managing and maintaining the institute properties according to the rules and regulations imposed by the government.
- xi. Maintaining and monitoring all the activities related to the financial matters of the institute and bearing the responsibilities of maintaining those according to the prevailing financial regulations.
- xii. Assisting to the examination unit of the SLIATE and other relevant external institutes to conduct examinations smoothly.
- xiii. Rendering of any other responsibilities assigned by the Director General of SLIATE.



4. **Nature of Post** : Permanent with EPF and ETF
5. **Salary Scale** : Salary code and monthly salary scale
HM 1 -1-2006 – Rs.38530 - 15x1100-55030

6. **E.B I** : **Paper One (3 hours)**
E Code
Chapters
Subjects : I, II, IV, VII, VIII, IX, XII, XIV,
XVIII, XIX, XX, XXIV, XXVII, XXIX

Paper Two (three hours)

FR Chapter - I, IV, V, VI, XI, XIII and
procurement procedure

Paper Three (three hours)

Office system and Office Management

The officer has to pass the EB within three years from
date of appointment.

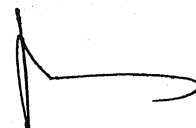
- 6.1 **All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.**

7. **Recruitment** : Recruitment will be done externally. If
suitable candidates are not available
in SLIATE

- 7.1 **Internal Recruitment** : Internal Advertisement

- 7.1.1 **Qualifications**
- 1) Master Degree in relevant disciplines with
3years experience as Senior Lecturer.
 - And
 - 2) An excellent performance record based
the performance appraisal system.

- 7.2 **External Recruitment** : Paper Advertisement



7.1.1 Qualifications

: Master Degree in the relevant disciplines with 15 years Academic/Research Post qualifying experience of which at least 2 years should be in senior managerial level in a Higher Education Institute.

7.3 Method of Selection

: Structured interview

8 Age Limit

: Below 45 years. This would not apply to those in the Public Service/Corporation Service sectors.

9 Other

Every 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.

10 Training

: All the new recruits have to undergo an Induction training for one week

They will be provided local or foreign training to upgrade their knowledge and skills

II. 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

