

## Scheme of Recruitment

1. **Service Category** : Senior Manager

### **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 holders of posts in this category.

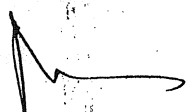
**Job summary** : Ensure the smooth functioning of Academic and management functions of ATI

**Job title** : **Director -1 ATI**

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

**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. Maintaining a the pleasant and neat environment in the institute.
- vi. Implementing of student welfare programs with the assistance of the Assistant Registrar (Student Affairs).
- 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 -3-2006 – Rs.41745 – 15x1100-58245

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 **External Recruitment** : Paper Advertisement

- 7.1.1 **Qualifications** : Master Degree in the relevant disciplines with  
years Academic/Research Post qualifying course  
of which at least 3 years should be in senior  
managerial level in a Higher Education Institute

- 7.2 **Internal Recruitment** : Internal Advertisement

- 7.2.1 **Qualifications and Experience** : 1) Master Degree in relevant disciplines with  
5years experience as Senior Lecturer.  
**And**  
2) An excellent performance record based  
on the performance appraisal system

**OR**

- 1) Master Degree in the relevant  
disciplines with 2years experience  
as Director-2

**And**



- i. An excellent performance record based on the performance evaluation system

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.

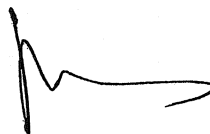
10 **Training**

: 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

11. **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



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

The present Directors of ATI will be absorbed to the salary scale of HM 1-3 effect from 01-07-2008 in terms of the clauses 4, of chapter VII of the E-code. However the date of annual salary increment will remain as it was before absorption. In converting salary the officer will not be placed at the next higher step on the ground that his/her current step is corresponding to a step in the new salary scale.

