OCEAN UNIVERSITY OF SRI LANKA
SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF "ACADEMIC/RESEARCH"

File No: OCU/1/1/HR/SOR.. . . . . .

MSD File No: DMS/1672 (SOE) . . . . . .

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 conferred upon the institution by the statutory provision under the institution is established, specificaly assigned by the appointing authority.

(b) **Posts falling within this service category:**

Instructor

(c) **Job Description**

- The Instructor has to conduct training and practical classes in relevant subjects according to the approved curriculum.
- Conduct testing and evaluation procedures as a Teacher/Assessor laid down by the Vocational Technology Division to achieve the required competency level.
- Design, curriculum and lesson plans that allow for students to learn and enhance their skills,
- Develop teaching aids to accompany hands-on work by creating visual aids, providing assignments, developing study guides, and providing lists of resources such as apps or educational websites.
- Create and administer oral, written, or performance exams that allow for evaluation of the effectiveness of the delivered lesson plans and the progress of students to determine which information needs further teaching.
- Meet with students, parents, other teachers, and higher authority to discuss students' progress, address concerns, answer questions, provide constructive feedback, and determine how students can further benefit from classes in the future.
- Prepare and maintain student records including attendance records, grades, behavioral reports, current courses, plans for their careers, and contact information

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for them and their parents.

- Advise students on career decisions, including providing guidance and suggestions regarding future coursework, possible specializations, and other career-related topics.
- Participate in practical training sessions at shore and sea.
- Maintain classrooms, workshops, and laboratories' safety and discipline and, if necessary, recommend action to higher authority regarding student behaviour, including formal student disciplinary action.
- Prepare purchasing requisitions and participate in maintaining an inventory of capital and expendable goods.
- Implement the general policy of the tertiary and vocational education sector in course design assessment and quality assurance in keeping NVQ framework.
- Responsible for following any relevant duties assigned by the Assistant/Deputy Director / Director Training/Vice Chancellor.

3. Nature of Appointment:

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

4. Salary Scale, Efficiency Bar, and Employment Structure

4.1 Salary Code and the Monthly Salary Scale of the Employee Category

w.e.f 01.01.2020

AR-1 -2016 - Rs. [53,150 - 10 x 1375–15x 1910 – 95,550]

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

Grade	Relevant Initial Salary Step	AR 1-2020
II	1st Step	Rs. 53,150
I	12th Step	Rs.95,550

In every letter of appointment salary code, salary scale and the structure of grades should be mentioined. When promotin from one grade to another within each category it is not necessary to issue a fresh letter of appointment and issuing a letter of promotion is sufficient.

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4.3 **Cadre** :

Designation/Post
Instructor

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 the employee category.

4.4 **Efficiency Bar**:

The Efficiency Bar Examination is a Written Examination. All employees in this category,

4.4.1 Should pass the 1st Efficiency Bar Test within 03 years from the date of appointment to the Grade II.

4.4.2 Should pass the 2nd Efficiency Bar Test within 05 years from the date of promotion to the Grade I.

4.4.3 Relevant syllabus is given in paragraph 7. If an officer fails to get through the efficiency bar test during the prescribed period, he/ she shall be dealt with in terms of provisions of the Establishment Code and the Manual of Procedure of the Institute.

4.4.4 Efficiency Bar Examinations will be held once a year or as and when necessary.

4.5 In addition to the above efficiency bar requirements, all employees should acquire proficiencies and competencies which will be prescribed by the Government from time to time.

5. **Recruitment to Academic/Research Category:**

Qualifications:

5.1 External Candidates: (1or or 2 or 3 or 4 below)

1. A Special Degree in Engineering/Fisheries/Technology/Aquaculture/ Seafood Technology/ Maritime Transportation and Logistics Management/ Naval Architecture/ Coastal Resource Management/Ocean Sciences/Water Sports or any other degree relevgant to the post from a university recognized by the University Grants Commission.

2. A General Degree in Engineering/Fisheries/Technology/Aquaculture/ Seafood Technology/ Maritime Transportation and Logistics Management/ Naval Architecture/ Coastal Resource Management/Ocean Sciences/Water Sports or any other degree relevant to the post from a university recognized by the University Grants Commission with a postgraduate diploma in the relevant field.

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3. Having obtained Vocational Qualification Level 7 in Engineering/ Technology/Aquaculture/ Seafood Technology/ Maritime Transportation and Logistics Management/ Naval Architecture/ Coastal Resource Management/ Scuba Diving/ Lifesaving/ Fisheries/ Marine Welding/ Water Sports, Ocean Sciences or any other field relevant to the post issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission (TVEC).

4. Having obtained a Certificate of Competency Officer of the Watch (OOW) (Unlimited) or Equivalent (acceptable to Ministry of Shipping, Sri Lanka) as Engineer Officer/ Deck Officer in a sea-going Merchant Vessel.

   AND

   At least five (05) years of sea experience.

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Internal Candidates: -

1. Having obtained the qualifications required by the external candidates

5.2 Age:

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

5.3 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.

5.4 Recruitment Procedure:

Recruitment will be done after calling applications through a public advertisement or a newspaper advertisement and on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority as determined by the Board of Governors.

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

ii. 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.

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iii. 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.

5.4.1 Written Competitive Examination

The examination is an Apptitude Test designed to test the aptitude of the candidate

Candidate should be secure at least 50% of the marks to pass the recruitemnt examination

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5.4.2 Interview

The Marking scheme for the interview is as follows

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	Criteria	Marks
1.	Educational Qualifications(over& above minimum)	30
	I Class	
	II Postgraduate(Non Research)	
	III Postgraduate (By Research)	
2	Industry Experience	10
3	*Publications, Patents & Awards	20
	I Research papers(Local / Refered)	
	II Research papers(Non-Refered)	
	III Conference Proceedings, Research Reports	
	IV Research Awards	
4	Extracurricular Activities	10
	I Sports	
	II Societies	
5	Personality	15
6	General Knowledge about the Industry	15
	Total	**100**

*50% for Co-authors

- If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.
- If selected through a structured interview- appointments will be made purely in the order of merit at the interview.

5.5 All recruitments to this category will be only to Grade II. Number of recruitments to be decided as per the number of vacancies within the category.

5.6 Qualifying date:

The applicant will be treated as qualified for application for a post only if he/ she has completed the necessary qualifications specified under 5.1, 5.2 and 5.3 before the closing date of applications.

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5.7 Confirmation

An employee who is appointed externally to the Grade II of this category will be on probation for a period of three (03) years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination, he/ she will be confirmed in the post at the end of the period of probation. Internal candidates who are already confirmed in their posts will be subjected to an acting period of one year.

5.8 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:

6.1 Promotion from Grade II to Grade I of the category:

(a) Pre-requisites

- Should have been confirmed in the post
- Should have completed a minimum of ten (10) years of service in Grade II and earned ten (10) salary increments
- Showing an average or above average performance according to the approved scheme of performance appraisal during a period of 10 years preceding the promotion.
- Should have completed 05 years of satisfactory service preceding the promotion
- Should have achieved the necessary level of proficiency in a second language.
- Successful completion of due Efficiency Bars.

(b) Mode of the Promotion:

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

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7. **Syllabus for the Efficiency Bar Examination:**

7.1 The Syllabus should be prepared relevant to each post covering the following components.

7.1.1 First Efficiency Bar Examination (to be completed within 03 years from the date of appointment to Grade II)

Candidates should sit a written examination which shall consist of the following subjects.

- Office Systems
- Accounting Systems
- Subject Knowledge

Office Systems:

A basic knowledge of the Office Systems practiced in a Government Office and the candidate's ability to apply such knowledge, as well as his ability to properly understand official documents and to present his/her views/ observations in a specific manner through clear and brief minute, and the ability to draft a letter in terms of a given order will be tested.

Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office.

Subject Knowledge relevant to the post

This test is to assess the subject knowledge of the candidate relevant to the post.

Cand Candidates should secure a minimum of 40% marks from this examination to pass the 1st Efficiency bar.

Candidates should pass this efficiency bar examination to be confirmed in the post.

7.1.2 Second Efficiency Bar Examination (to be completed within 05 years from the date of promotion to Grade I)

Candidates should sit a written examination which shall consist of the following subjects.

- Establishment Procedure
- Public Financial Management
- Subject knowledge relevant to the post

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Establishment Procedure:

This paper will be designed to test the knowledge of the employee concerned in office procedure covering subjects such as principles of office procedure, importance of office procedure, and written communication, as well as to evaluate the proficiency acquired by the employee through his/her experience in office activities and to test the knowledge of the employee concerned about the content of part 1 of the Establishment Code.

Public Financial Management

This paper will be designed to evaluate the knowledge and understanding of the employee concerned in matters such as financial control as practiced in the Government Office, custody of money, income, and payments, budgetary estimates and supplies, works and services, and the basic knowledge in Board of Survey and Storekeeping.

Subject knowledge relevant to the post

This will test the knowledge of the employee concerned about the procedural and legal amendments made in the relevant field during the period of service he/ she has been serving in relation to the subjects covered in the first efficiency bar examination and to evaluate the proficiency acquired by the candidate through his/her experience in office activities.

Candidates should secure a minimum of 40% marks from this examination to pass the 2nd Efficiency bar.

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8. Appointing Authority:

The Board of Governors of the Ocean University of Sri Lanka.

9. Definition:

9.1 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 offense committed by the officer during the period.

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

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Recommended the above Scheme of Recruitment

Prof.Wasantha Rathnayake,PhD
Vice Chancellor
Ocean University of Sri Lanka
Crow Island, Colombo 15.

Signature of the Chief Execute Officer
(Official Seal)

Date: 27/02/2024

Recommended and forwarded for approval

Signature of the Secretary of the Ministry
(Official Seal)

Wasantha Perera
Secretary
Ministry of Education
"Isurupaya"
Pelawatta, Battaramulla.

Date: 13/03/2024

Above Scheme of Recruitment is approved

Director General,
Department of Management Services

(Official Seal)

Hiransa Kaluthantri
Director General
Department of Management Services
General Treasury
Colombo - 01.

Date: 04/07/2024

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