



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 14/ 2017

No. 20, Ward Place,  
Colombo 07.

June 15, 2017

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **RECRUITMENT OF INSTRUCTORS IN ENGLISH TO THE HIGHER EDUCATIONAL INSTITUTIONS/ INSTITUTES**

Your kind attention is drawn to Schemes of Recruitment of the post of Instructor in English, Grade III, Grade II, Grade I and Senior Instructor in English given in Commission Circulars No. 403 of 08.09.1989 and No. 437 of 20.04.1990 as amended by Commission Circulars No. 481 of 03.08.1991, No. 497 of 29.10.1991, No. 526 of 03.07.1992 and No. 637 of 24.07.1995, and to Item 05 of paragraph (2) of Establishments Circular Letter No. 05/2005 of 29.03.2005 regarding recruitment prospects of three posts coming under the Academic Support Staff including the post of Instructor in English.

2. The Commission at its 957<sup>th</sup> meeting held on 19.01.2017 having considered the exigencies of service in the Higher Educational Institutions/Institutes, decided to make recruitments to the post of Instructor in English, as early as possible.
3. The Scheme of Recruitment to be followed in making new recruitments to the post of Instructor in English Grade III, along with the promotional grades of Instructor in English Grade II, Grade I and Senior Instructor in English, is given in **Annex I**.
4. Accordingly, the previous and the existing Schemes of Recruitment and Promotion of the post of Instructor in English, and Commission Circulars No. 437, No. 481, No. 526 and No. 637, are hereby rescinded subject to the condition that provisions of the Commission Circulars No. 437 and 526, if necessary, could be made applicable only for the present holders of the post of Instructor in English who were recruited in 2004 or prior to that, if any.
5. The provisions of this circular will come into operation from July 3, 2017.
6. Please take action accordingly.

  
**Professor Mohan de Silva**  
Chairman

Copies :

1. Secretary/ Ministry of Higher Education & Highways
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/ UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC

Contd/2....

9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/2/3/73

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**SCHEME OF RECRUITMENT FOR THE POST OF INSTRUCTOR IN ENGLISH**

Post	Method of Recruitment	Qualifications
Instructor in English Gr.III U-AS 1(II)	By open advertisement. Selection by test and interview.	<p>1. (i) A Special Degree in English <b>OR</b></p> <p>(ii) A General Degree with English Language as a subject. <b>OR</b></p> <p>(iii) A Special/General Degree with a Diploma in English of not less than 18 months duration obtained from a University or UGC recognized other Higher Educational Institution. <b>OR</b></p> <p>(iv) The Postgraduate Diploma/Masters in Teaching of English as a Second Language from the University of Colombo/Open University of Sri Lanka or an equivalent qualification of not less than one year duration obtained from a University or UGC recognized other Higher Educational Institution. <b>OR</b></p> <p>(v) The Trained Teachers' Certificate in English with at least 03 years experience after training. <b>OR</b></p> <p>(vi) The specialist English Trained Teachers' Certificate with at least 03 years experience after training. <b>OR</b></p> <p>(vii) National Diploma in Teaching English as a Second Language offered by the College of Education with at least 03 years post qualifying experience in teaching English. <b>OR</b></p> <p>(viii) Higher National Diploma in English of not less than 2 years duration offered by the Sri Lanka Institute of Advanced Technological Education (SLIATE) with at least 03 years post qualifying experience in teaching English.</p>

Department of Human Resources  
University Grants Commission  
No. 20, Woreda Place  
Colombo 7.



Post	Method of Recruitment	Qualifications
		<p style="text-align: center;"><b>AND</b></p> <p>2. A good command of English and Sinhala/Tamil</p>
Instructor in English Gr. II U-AS 1(I)	By promotion Selection by interview.	An Instructor in English Gr. III confirmed in that post with 05 years of satisfactory service in that post.
Instructor in English Gr. I U-AS 2(II)	By promotion Selection by interview.	<p>(i) Instructor in English, Gr. II who has obtained a Postgraduate Degree in Teaching of English as a Second Language or in English/Linguistics from a University or UGC recognized other Higher Educational Institution with 5 years of satisfactory service in that post.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Instructor in English, Gr. II who has obtained a Postgraduate Diploma in Teaching of English as a Second Language or in English/Linguistics from a University or UGC recognized other Higher Educational Institution with 6 years of satisfactory service in that post.</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Instructor in English, Gr. II who has served 08 years of satisfactory service in that post.</p>
Senior Instructor in English U-AS 2(I)	By promotion Selection by interview.	<p>(i) Instructor in English, Grade I with the Postgraduate Degree in Teaching of English as a Second Language or in English/Linguistics from a University or UGC recognized other Higher Educational Institution with 5 years of satisfactory service in that post.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Instructor in English, Gr. I with the Postgraduate Diploma in Teaching of English as a Second Language or in English/Linguistics from a University or UGC recognized other Higher Educational Institution with 6 years of satisfactory service in that post.</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Instructor in English, Gr. I who has served 08 years of satisfactory service in that post.</p>

Department of Human Resources  
 University Grants Commission  
 10, 25, 30th Floor,  
 Colombo 1.