



## UNIVERSITY GRANTS COMMISSION

Commission Circular No. 874

No. 20, Ward Place,  
Colombo 07.

15<sup>th</sup> March, 2006.

Vice-Chancellors of Universities,  
Rectors of Campuses,  
Directors of Institutes,

### **SCHEMES OF RECRUITMENT FOR THE POSTS OF SENIOR STAFF MATRON (A-03) STAFF MATRON (A-04) AND MATRON - HIGHER GRADE (A-04(D))**

Your kind attention is invited to the existing scheme of recruitment of the post of Matron (Special Grade) stipulated in Commission Circular No.424 dated 21<sup>st</sup> January, 1990 as amended by the letters No.UGC/HR/2/3/182 of 12<sup>th</sup> February, 1998 & 03<sup>rd</sup> July, 1998.

The University Grants Commission at its meetings held on 08<sup>th</sup> January, 2004, 19<sup>th</sup> March, 2004, 09<sup>th</sup> December, 2004 and 06<sup>th</sup> October, 2005 has granted approval to implement the following provisions for the Nursing staff attached to the Health Centres in the University System.

- (i) **Creation of the post of Matron - Higher Grade assigning A-04(d) salary scale and granting of incremental benefits in terms of Commission Circular No. 828 as amended by Commission Circular No. 835 with effect from 01.01.2003.**
- (ii) **Change of the exiting designation of the post of Matron (Special Grade) as Staff Matron with effect from 01.01.2004.**
- (iii) **Creation of a post of Senior Staff Matron for the Nursing Staff attached to the Health Centres assigning A-03 salary scale with effect from 01.01.2004**

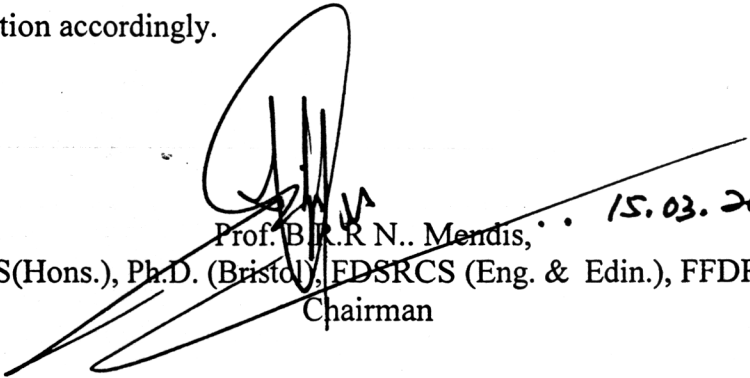
3. The schemes of recruitment for the posts of Matron - Higher Grade and Senior Staff Matron are stipulated in the annexed schedule.

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4. The procedure to be followed by the Higher Educational Institutions for the purpose of granting incremental benefits to Matrons who are promoted to the post of Matron (Higher Grade) is given below:

One increment be granted for each year of service completed in excess of 05 years in A-05 grade, due to non-availability of a promotional grade, up to a maximum of 05 increments, from the date of their promotion and that they be placed at the relevant salary point in the A-04(d) salary scale. The arrears if any can be made with effect from 01.01.2003.

5. Please take action accordingly.

  
Prof. B.R.R.N. Mendis, 15.03.2006  
BDS(Hons.), Ph.D. (Bristol), FDSRCS (Eng. & Edin.), FFDRCS (I)  
Chairman

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- File No. UGC/HR2/3/78

**SCHEMES OF RECRUITMENT - POSTS OF MATRON (HIGHER GRADE) AND SENIOR STAFF MATRON**

Post & Salary Code	Method of Recruitment	Qualifications
Matron (Higher Grade) A-04 (d)	By Promotion. Selection by Structured interview.	A Matron who has completed 05 years satisfactory service in that grade may be considered for promotion
Senior Staff Matron A-03	By promotion. Selection by an interview.  <u>Note</u>  The number of posts of Senior Staff Matron to be filled by promotion shall be determined by the UGC from time to time on the recommendation of the Higher Educational Institution concerned.	<p>(a) A Staff Matron (A-04) (ie the post of Matron special grade before the change of designation) with 05 years service in that grade who possesses the Certificate of Competence as a Nurse recognized by the Sri Lanka Medical Council;</p> <p>OR</p> <p>(b) A Matron or above with 12 years satisfactory service in those grades of which 03 years in the post of Staff Matron (A-04) with proven efficiency and competence in her duties, may be considered for promotion.</p> <p>AND</p> <p>(c) In addition to the qualifications given at either (a) or (b) above, the candidate should have satisfied the following requirements.</p> <p>(i) conditions laid down in the marking scheme.</p> <p>(ii) Significant contributions made to the development of the teaching and/or research activities relevant to the Faculty/Department/Health Centre.</p>

MARKING SCHEME TO BE COMPLETED FOR THE POST OF SENIOR STAFF MATRON

Part I

1. Special contributions to the development of activities of the/Department/Faculty/ Health Centre concerned. -20
2. Designing and assembling of special apparatus/equipment/ Materials in support of teaching activities in the Department /Faculty/Health Centre - 10
3. Innovations and/or changes that you have Introduced in the relevant field. - 10
4. Additional responsibilities undertaken by you during the year.
  - (a) Duties of officers of comparable or higher grades -10
  - (b) Out side the organization -10
5. Extra curricular activities during the last 05 years Immediately before the application for promotion. (Sports, Leadership, Social Work and creative activities) -10
6. Meritorious Awards/Prizes received. -05
7. Development of skills/special skills
  - (a) Training programmes/workshops/courses of study that you attended and the benefits derived from them -10
  - (b) Communication skills,
8. Your future plans for your own career and Institutional development -05

**Part II**

9. Knowledge on supervisory/administrative functions.

-05

10. Past performance of the last 03 years immediately before the application should be evaluated as indicated below:-

Excellent	-05 per year
Very good	-03 per year
Good	-02 per year
Satisfactory	-01 per year

05 (Maximum)

11. General performance at the interview

10

**Evaluation of applications for promotion**

The Governing Authority will appoint an evaluation committee to evaluate the PART I of the marking scheme. The Committee should include Registrar of the University (as the Chairman), Chief Medical Officer/Head of the Department and one member appointed by the Council from experts in the relevant subject outside the University.

**Selection Committee**

The Selection Committee should consist of -

- Vice-Chancellor
- Registrar
- Dean of the/a Faculty
- Head of the Department/Chief Medical Officer
- 02 members appointed by the University Grants Commission
- 01 member nominated by the Council from among the members appointed by the University Grants Commission.

**Note :** A self assessment of the candidate applying for promotion should be submitted to the Head of the Institution along with the application. The candidate should indicate the marks he/she is entitled to under PART I of the marking scheme with a justification for each area specified therein.

A candidate should obtain not less than a total marks of 50% in parts I and II of the marking scheme to be eligible for promotion.