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Telephone Nos.

උප අගමැති
உ.ப. அகத்தி
Vice-Chancellor

2651259
2650188
2650301
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2651671



මොරටුව විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව
மொறட்டுவைப் பல்கலைக்கழகம், இலங்கை
UNIVERSITY OF MORATUWA, SRI LANKA

මගේ අංකය
எனது இல
My No. } UM/AE3/TH/ME/1765PF

ඔබේ අංකය
உமது இல
Your No. }

මොරටුව
மொறட்டுவை
Moratuwa

දිනය
திகதி
Date } 16-08-2024

Mr. TVRH Vithanage
357/2, Wackwella Road,
Galle.

Dear Mr. Vithanage,

POST OF TEMPORARY INSTRUCTOR


I am pleased to inform you that you have been appointed to a Post of **Temporary Instructor** in the Department of **Mechanical Engineering** of the University of Moratuwa.

- You will be paid fixed basic salary of Rs. 13,955/- p.m. and other allowances applicable as per UGC Circulars.
- Your appointment is effective from 16.07.2024 to 15.01.2025 and will be terminated on 16.01.2025. You must clearly understand that this appointment is made purely on a temporary basis and that it will not be a right or a privilege to be recruited to a permanent position in the University Service.
- You are bound to carry out relevant instructions given by the Vice-Chancellor, the Dean or the Head of the Department. The timetable indicating your duties and other necessary instruction will be made available to you by the Head of the Department.
- You will be required to contribute to the Universities Provident Fund by means of equal monthly deductions from your salary in amount equal to the ten percentum (10%) of your earnings and the University will in addition out of its funds, contribute at the same time a sum equal to fifteen percentum (15%) of your earnings.
- Three percentum (3%) of your total earnings will be contributed by the University to the Employees Trust Fund in terms of the provisions of the Employees Trust Fund Act No. 46 of 1980.
- You will be bound by the provisions of the Universities Act No. 16 of 1978 and subsequent amendments and any Ordinances, By-Laws, Regulations, Rules etc. made thereunder or to any orders of laws that will be given or enacted by the Democratic Socialist Republic of Sri Lanka or the University Grants Commission, is so far as they are applicable to you.
- Your services can be terminated either by you or by the University giving one month's notice or one month's salary in lieu of such notice.

ID No: 991746986V

9. It will also be your duty to submit all relevant documents related to your Universities Provident Fund and Employees' Trust Fund within two weeks from the date of resignation/ termination of your service at the University of Moratuwa.
10. Please acknowledge receipt of this letter and confirm that you accept the Post on the terms and conditions stated herein by returning the second copy of same to the Senior Assistant Registrar/ Establishments through your Head of the Department and the Dean of the Faculty along with the attached form "Written Consent to deduct the dues to the University" duly perfected to enable the Senior Assistant Registrar/Establishments to advise the Accounts Division to process the payment of salary due to you.
11. Please take action to perfect the attached form in the presence of your Head of the Department at the time of cessation of your temporary appointment and submit the same to the Senior Assistant Registrar/Establishments for purpose of release of your provident fund. The non submission of this document result undue delays in releasing your Provident Fund for which the University would not undertake any responsibility.

Yours sincerely,



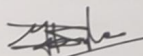
Dr. D.P. Chandrasekera
Deputy Vice-Chancellor

- CC : 1. Dean/Faculty of Engineering
2. Librarian
3. Bursar
4. Head/Department of Mechanical Engineering
5. Deputy Registrar/Examinations & Registration
6. Chief Medical Officer
7. Auditor-General

LETTER OF ACCEPTANCE

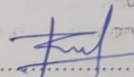
Senior Assistant Registrar/Establishments
University of Moratuwa

Through : Dean/Faculty of Engineering
Head/Department of Mechanical Engineering



I hereby acknowledge the receipt of this letter and inform you that I accept the appointment as a Temporary Instructor in the Department of Mechanical Engineering with effect from 16/07/2024 on the terms and conditions specified above.

Date : 27/08/2024



Signature

Name : TVRH Vithanage

Post : Temporary Instructor

Department : Mechanical Engineering