

SELF-EVALUATION FORM FOR SELECTING STAFF MEMBERS TO STUDIO APARTMENTS ACCORDING TO THE GIVEN MARKING SCHEME

Eligibility criteria for application: Distance to the university (shortest distance to the nearest main town close to the permanent residence according to the Google maps) from the permanent residence should be more than 20 Km.

The staff members who fulfill the above eligibility criteria can submit the self-evaluation form according to the given marking scheme

Criteria		Marks	Marks claimed by the applicant	Marks given by the evaluators
(1.)Duration of service to UWU from the date of duty assumption to a permanent position	Per year (12 months) one mark (Calculation= duration in days/365)	No limit		
(2.)Professional seniority (Marks were allocated according to the basic salary level as at 21/Nov/2019)	Senior Professor	10		
	Professor/Librarian	09		
	Associate Professor	08		
	Senior Lecturer Gr I	07		
	Senior Lecturer Gr II/ Senior Assistant Librarian	06		
	Lecturer (Confirmed)/ Lecturer (Unconfirmed)/ Lecturer (Transitional)	05		
	Lecturer (Probationary)/ Assistant Librarian	04		

	Deputy Registrar/ Deputy Bursar/ Senior University Medical Officer	07		
	Senior Assistant Registrar/ Senior Assistant Bursar/ Director Physical Education	05		
	University Medical Officer	04		
	Assistant Registrar / Assistant Bursar / Works Engineer / Curator / CSO	04		
(3.)No. of years of service to the university without taking more than 03 months continuous leave* (in a permanent position)	Per year (12 months) one mark (Calculation= Duration in days/365) *Following will also be considered as continuous service: - Maternity leave period - Any other leave taken for 03 months or less (within a period of each 12 months)	No limit		
(4.)No. of months after receiving the application by the convener housing committee (awaiting period)	Three months - one mark Calculation= (Duration in days*4)/365	No limit		

Note:

- A staff member who serves as a Vice Chancellor (VC)/ Dean and resides in a VC/ Dean quarters gets exempted from the above marking scheme if he/ she was previously accommodating at the Studio Apartments (SA). If a room is vacant in the SA at the time a VC/ Dean leaves the quarters he or she will get the priority to receive the vacant room in the SA without considering the marking scheme. If there are no vacant rooms in the SA at the time the VC/ Dean leaves the quarters the university should provide the staff member with an outside

accommodation place for which the payment can be done from the usual accommodation allowance the staff member receives. However if a room in the studio apartment gets vacant during the time a former VC/ Dean (who was previously accommodating at SA) residing in an outside residence, the housing committee should inquire from that former VC/ Dean who resides outside whether he/ she wishes to accommodate in studio apartments and if he/ she does the vacant room should be allocated to him/ her.

- If any staff member found or informed guilty on the provided information during the application evaluation process or even after occupying an apartment, following an investigation by the Housing Committee the applicant will be disqualified from the current evaluation and for future applications for the studio apartments as well as will be asked to hand over the apartment (if already occupied after assigned under this scheme).
- All necessary proof documents (duty assumption letter to the permanent position, appointment letter for the permanent position, appointment letters to the current position, leave approval letters, duty resumption letters (will be cross-checked with the HR division), records of any no pay leave periods, documents to prove the permanent address to determine the distance to the university (Permanent address will be cross-checked with the HR division) need to be submitted to the Convener housing committee with the completed studio apartments application form and the above self-evaluation form.
- Any marks claimed always should be supported with evidences in order for the marks to be considered.

Housing Committee (2019/2020)
Uva Wellassa University of Sri Lanka