



**UNIVERSITY OF JAFFNA, SRI LANKA**  
**ACADEMIC ESTABLISHMENTS**

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YA/02/S

Establishments Circular No.04/2017

28.03.2017

Deans of Faculties

Heads of Departments of Studies/Units of Studies

**Appointment of Temporary Staff and Extension of Services**

Kindly request your attention to the appointment of the Temporary staff and the extension of services.

It has been observed that the request for the extension of the service of the temporary staff received by our office after date of expiry of the temporary staff and it caused inconveniences to manage the appointment/ extension of the temporary staff.

The request for extension of temporary staff should reach the office of the Vice-Chancellor two weeks before the date of expiry of the given appointment/ extension of the particular temporary staff. Accordingly, letter of the cessation of the service to the temporary staff will be issued one week prior to the date of expiry of the given appointment/extension.

Prof.(Ms.)V.Arasaratnam  
Vice Chancellor

**VICE CHANCELLOR**

University of Jaffna  
Jaffna, Sri Lanka