

Scholarship and Recruitment Guideline for Technical Assistants

Generally, various colleges in the academic field who are working in the school, institute, shall working with a variety of positions in the preparation and experience of technical assistant shall be employed in this field in the future: **Promotion based on work experience shall apply in accordance with Article 55 of the University Senate Legislation.**

2.2 The Types of Technical Assistant Levels and Levels of Promotion

In accordance with Article ----- of the University Senate Act, technical assistants are assigned three sub-levels, three of which are:

1. Technical Assistant: I, II, III
2. Senior Technical Assistant -I, II, III
3. Chief Technical Assistant -I, II, III

1. Technical Assistants

Technical Assistant -I (TA-I)

He/she has been graduated from a reputable institution; College or University in 10 +3 or similar

Technical Assistant -II (TA-II)

He/she should be graduated from a reputable institution; College or University 12+3.

Advanced Diploma or two years from university

Completed one year as a technical assistant

Assistant Technical-III (TA-III)

Completed two years as an Assistant Technician II (2)

2. Senior Technical Assistants

Senior Assistant Technician-I (STA-I)

He/she has a Bachelor's degree from a recognized institution or university

He/she has worked at least three years as an Assistant Technician III

Senior Technical Assistant -II (STA-II)

He/ she has served as a senior assistant technician for two years

Senior Assistant Technical-III (STA-III)

He/she has Served two years as a Senior Technical Assistant II

3. Chief Technical Assistants

Chief Technical Assistant -I (CTA-I)

He/she has a master's degree from a recognized university;

Chief Technical Assistant -II (CTA-II)

He/she has worked for two years as Chief Assistant Technician I

He/she is Served as Senior Assistant Technician III for three years

Chief Technical Assistant -III (CTA-III)

He/she should work for two years as Chief Technical Assistant II

Has worked as a Senior Technician for three years

2.3 Qualifications and Standards for Competitive Education

2.3.1 For undergraduate education

- 1) Application letter and CV
- 2) Diploma and Academic Performance (CGPA) (35%)
- 3) Work Performance Assessment Outcome Three Semester (25%)
- 4) Internal work experience two years (15%), three years and above (20%)
- 5) Recommendation from Department (5%)
- 6) Affirmative Action (5%); If more than one (10%)
- 7) Participation paper (5%)

2.3.2 Master's Degree

- 1) Application letter and CV
- 2) Degree Academic Performance (CGPA) (30%)
- 3) Performance Assessment Outcome / Three Semester (20%)
- 4) Internal work experience two years (15%), three years and above (20%)
- 5) Recommendation from Dept. (5%)
- 6) Affirmative Action (5%); If more than one (10%)
- 7) Participation paper (5%)
- 8) Prepared by the laboratory manual (reviewed by the class) (10%)

4. Technical Assistant Education Opportunity Process

The Technical Assistant who has been granted the opportunity to study must enter into a contract with the University. If he or she shall get permission to study at the University or at another University.

4.1 The Scholarship recipients if they are allowed to attend the undergraduate and graduate programs at the university or in another institution; after completion the program they shall give at least three years of professional service for the university.

4.2 A degree program in (both continuing and regular) an individual beneficiary completed the education program, but if he /she wants to terminate his/ her contract of service for three years in the university, he/ she shall be paid the total expense of the university; which is set previously on the agreement paper.

4.3 In a degree program an individual beneficiary completed the education program, however, if the candidate does not fulfill his or her obligations to serve in the University for three years or wants to terminate the contract,

the total cost of the contract or the calculated years of service will not be given the Original Degree or Temporary Degree.

4.4 An Individual beneficiary if he/she is allowed to educated or she/he goes from the university to another institution and completed the Master's Degree Program either in the regular or continuing education program, he /she shall be required to give professionally service for the university for two or four years.

4.5 If the beneficiary of the Master's Degree Program is allowed to attend the university, either on a regular or regular basis, and if he / she wishes to abandon his / her two- or four-year contract, he / she must pay the full cost of his / her contract while attending school.

4.6 Accredited and completed a master's degree program; If he/she does not complete his / her contract for two years or four years or if he /she wants to terminate his / her contract, he/she will not be given the Original Degree or Temporary Degree without paying the total cost of the contract or the calculated years of professional service for Werabe University.

4.7 An Individuals who are qualified in a degree or master's degree may not apply for a scholarship before completing their year of service at the University after graduation.

5. Learning environment and institution

5.1 Individual beneficiaries may be allowed to go to another university or institution to study only if they are not found the field of specialized laboratory education or at the institution's educational programs. However, if the field of study is provided by the institution, it will be taught in the institution.

5.2. Individuals who are eligible for scholarships are allowed to pursue a degree or master's degree program through continuing education

programs, but if they do not have a continuing education program they will be enrolled in a regular program.

5.3 Individuals who are authorized to pursue a degree or master's degree in a regular program must work professionally in their own course of the study.

5.4 The candidate who are permitted to study undergraduate and post graduate programs shall be required only to provide professional services in their assigned classroom throughout the working day.

5.5 Regarding Technical Assistance the Guidelines delivered by the Ministry of Education shall be in accordance with this Regulation. However, the guide lines from the Ministry of Education will be considered in advance.

6. Other capacity building trainings

6.1 For Technical Assistant Various trainings will be provided at the institute and at another institution to develop their skills and competencies as well as professional ethics.

7. Improving the guide

Werabe University has the authority to amend this policy when it deems it necessary.