



UNIVERSITY GRANTS COMMISSION

POST OF ADDITIONAL SECRETARY (LEGAL & DOCUMENTATION), UNIVERSITY GRANTS COMMISSION

University Grants Commission invites applications from suitably qualified candidates to the Post of Additional Secretary (Legal & Documentation) at the University Grants Commission. The selected candidate will be expected to make a significant contribution to the legal administration of the University Grants Commission.

QUALIFICATIONS

- 1) An Attorney-at-Law with a Bachelor's Degree in Law and Masters' Degree of not less than one year duration in the field of Law from a recognized University/HEI with fourteen (14) years of experience after taking oaths as an Attorney-at-law, in court work, legal work and drafting legal documentations in a State or reputed private sector organization. Five (05) years of such experience should be in a post comparable to the post of Deputy Secretary/Deputy Registrar (Legal & Documentation) in the University Sector or in other State/private sector organization.

OR

- 2) An Attorney-at-Law with a Masters' Degree of not less than one year duration in the field of Law from a recognized University/HEI with sixteen (16) years of experience after taking oaths as an Attorney-at-law, in court work, legal work and drafting legal documentations in a State or reputed private sector organization. Six (06) years of such experience should be in a post comparable to the post of Deputy Secretary/Deputy Registrar (Legal & Documentation) in the University Sector or in other State/private sector organization.

SALARY & SELECTION PROCEDURE

Salary Scale

U-EX 3(1)	Rs. 99,910 – 3x2020; 11x2520- 133,690 p.m.(as at 01.01.2020)
	Rs. 71,191 – 3x1438; 11x1794 – 95,239 p.m. (as at 01.01.2017)
	Rs. 80,764 – 3x1632; 11x2036 - 108,056 p.m.(as at 01.01.2018)

The selected candidate will be placed at the appropriate salary scales in terms of the Commission Circular No. 17/2016 dated 05.12.2016 with effect from the date of assumption of duties.

In addition, the Government approved allowances applicable to the University System will be paid.

Selection Criteria

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Selection will be made in order of merit.

OTHER BENEFITS

- Assigned Vehicle

The holder of the above post is entitled for a assigned vehicle with the approved fuel allowance.

- Sabbatical Leave

The holder of the above post will be eligible for sabbatical leave of one year with full pay or two years with no-pay on completion of seven (07) years of service and also be eligible to receive air passage for himself/herself and the spouse if he/she proceeding abroad for sabbatical leave.

- Gratuity

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act No.12 of 1983.

- Provident Fund, Pension Benefits and Employees Trust Fund Benefit

Ten percentum (10%) of the salary will be credited by the employee and fifteen percentum (15%) of the salary by the employer of which eight percentum (08%) of the salary will be credited to the Universities Pension Scheme subject to the existing regulations and seven percentum (07%) to the University Provident Fund by the employer. Three percentum (03%) of the salary will be credited by the employer to the Employees Trust Fund.

GENERAL CONDITIONS

- i) Applications for the above post should be made in the prescribed form which could be downloaded from the UGC Web Site www.ugc.ac.lk or obtained from the Office of the Senior Assistant Secretary/Personnel, University Grants Commission Secretariat.

- ii) Duly completed applications should be forwarded with copies of relevant certificates to reach the **Senior Assistant Secretary/Personnel, University Grants Commission, No.20, Ward Place, Colombo 07 on or before 21st November 2017.** Applications sent in the specified form will only be accepted.
- iii) The name of the post in respect of which the application is sent, should be stated on the top left hand corner of the envelope.
- iv) The candidates in the service of the University Grants Commission and Higher Educational Institution/Institutes, Government Departments, State Corporations and Statutory Bodies should channel their applications through the Heads of the respective institutions.
- v) Applications received after the closing date/not in conformity with the above requirements and incomplete applications will be rejected.
- vi) The Commission reserve the right to short list the candidates.

SECRETARY

University Grants Commission
No. 20, Ward Place
Colombo 07

2nd November, 2017