



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 09/2013

No. 20, Ward Place,
Colombo 07.

May 31, 2013

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

GRANTING OPPORTUNITY TO HOLDERS OF THE POST OF SECURITY GUARD (LOWER GRADE) TO APPLY FOR THE POST OF SECURITY GUARD (HIGHER GRADE) ON PROMOTION

Your attention is invited to Schemes of Recruitment for the post of Security Guard (Lower Grade) and (Higher Grade) amended by Commission Circular No. 679 dated 07.05.1996 and the promotional grade of Security Guard (Supra Grade) stipulated in Commission Circular No. 521 of 20.06.1992.

02. The University Grants Commission at its 868th meeting held on 21.02.2013, in order to pave the way for the holders of the post of Security Guard (Lower Grade) to secure promotions, decided that the Security Guards (Lower Grade) who have satisfied the requirements of the Scheme of Recruitment for the post of Security Guard (Higher Grade), be allowed to apply for the same and be considered for that post on promotion.

03. Accordingly, no new recruitments should be made to the post of Security Guard (Higher Grade), hereafter. The next promotional grade of Security Guard (Supra Grade) will remain unchanged.

04. The provisions of this circular will come into effect from 03.06.2013.

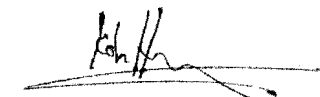
05. With regard to the present holders of the post of Security Guard (Lower Grade), the Higher Educational Institutions should take action to make necessary arrangements enabling those employees to apply for promotion to the Higher Grade. The Security Guards (Higher Grade) so promoted accordingly, should be placed at the initial/appropriate salary step of the salary scale applicable to the post of Security Guard (Higher Grade) with effect from the date of promotion as the case may be.

06. In the case of Security Guards promoted to the Higher Grade having more than 07 years of service in the Lower Grade as at the date of promotion, action should be taken to place them at the relevant salary step of the salary scale applicable to the post of Security Guard (Higher Grade) by granting the benefit of incremental value, on the basis of one increment for every two years of service spent in excess of the 07 years of

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service in the Lower Grade. For this purpose, salary adjustments from the date of promotion should be done where necessary, however without payment of arrears for the period upto the date of promotion.

07. Please take action accordingly.



Prof. Kshanika Hirimburegama
Chairperson

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