



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 11 /2014

No. 20, Ward Place,
Colombo 07.

September 4, 2014

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**SCHEMES OF RECRUITMENT OF POSTS CARRYING SALARY SCALES DENOTED BY
U-EX 1(IV) AND ABOVE**

Your attention is invited to Commission Circular No. 922 of 23.06.2010 issued on revision of Schemes of Recruitment of the posts carrying salary codes denoted by U-EX I(IV) and above.

The Commission at its 901st meeting held on 04.09.2014 decided to amend the Scheme of Recruitment of the post of Secretary/UGC as given in the annexed schedule **(Annex)**.

The amended scheme of recruitment is effective from 04.09.2014 and the existing scheme of recruitment is rescinded.

Please take action accordingly.

Prof. Kshanika Hirimburegama
Chairperson

Copies :

1. Secretary/ Ministry of Higher Education
2. Chairperson's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/2/3/160

Secretary/UGC
Sec/UGC

Method of Recruitment

By open advertisement, Selection by a structured interview

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

(a) Should possess a Degree with First or Second Class and a Ph.D in Administration or Management from a recognized University/HEI with not less than thirteen (13) years of administrative experience after obtaining the first Degree and of which at least three (03) years should be at a senior executive level.

OR

(b) Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Master's level in Administration or Management from a recognized University/HEI with not less than fifteen (15) years of administrative experience after obtaining the first Degree and of which at least three (03) years should be at a senior executive level.

Note :

1. "Administrative Experience" means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or

		<p><i>Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose..</i></p> <p>2. <i>“Senior Executive Level” means the experience gained in the post of Registrar/Additional Secretary in the University system or its equivalent as determine by the Commission</i></p>
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