



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 09/2015 (i)

No. 20, Ward Place,
Colombo 07.

April 26, 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

WRITTEN EXAMINATION FOR PROMOTION TO GRADE II OF THE POSTS OF CLERK/STORE KEEPER/SHROFF/COMPUTER APPLICATIONS ASSISTANT

Your attention is invited to Commission Circular No.09/2015 of 25.08.2015 under the above caption.

2. The Commission at its 937th meeting held on 24.03.2016 decided to amend the number of questions required to be answered from each part of Paper II of the said written examination, mentioned in para 4 of Commission Circular No. 09/2015, as follows;

***Paper II-* Accounts, Financial & Stores Procedures, Arithmetic, Commercial Arithmetic, Mathematics and Computing**

Candidates are required to answer five (05) questions from the three parts of A, B and C in the following manner ;

a minimum of two (02) questions from Part A

Part A - [Four (04) questions]

Areas to be covered - Arithmetic, Commercial Arithmetic, Mathematics

and

a minimum of two (02) questions from part B and/or Part C


Part B - [Three (03) questions]

Areas to be covered - Accounts, Financial & Stores Procedures

Part C - [Three (03) questions]

Areas to be covered - Computing Skills including Internet, E-mail, Basic Computer Security, Word processing and Spreadsheets

3. Please comply with the above provisions and bring the same to the notice of all categories of staff concerned.


Prof. Mohan de Silva
Chairman

Cont'd/.....2

Copies :

1. Secretary/ Ministry of Higher Education & Highways
2. Chairman'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. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/2/3/199

T/-