



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 09/2016

No. 20, Ward Place  
Colombo 07

June 21, 2016

Vice Chancellors of Universities,  
Rectors of Campus,  
Directors of Institutes,

### FILLING OF VACANCIES IN THE POSTS OF NON-ACADEMIC STAFF IN THE UNIVERSITY SYSTEM

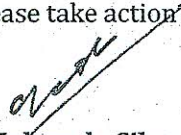
Your reference is drawn to the letter no. UGC/HR/5/1 dated 11.03.2015 on the above subject.

02. The Department of Management Services has given approval to consider the transfer requests of employees holding the posts of Computer Applications Assistant, Clerk, Typist and Stenographer to the vacant cadre positions of Management Assistant due to the fact that at present the Department of Management Services only approves posts of Management Assistant instead of clerical & allied grades posts for the University System.

03. Accordingly, the University Grants Commission at its 941<sup>st</sup> meeting held on 26.05.2016 decided that transfer requests made by the employees in clerical and allied grades could be considered for the vacancies in the post of Management Assistant, only if the Higher Educational Institutions /Institutes concerned are willing to accept such applicants for the same.

04. Provisions of the letter dated 11.03.2015 will remain unchanged.

05. Please take action accordingly.

  
**Prof. Mohan de Silva**  
Chairman

Cc:

1. Secretary/Ministry of Higher Education and 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/ Senior. Asst. Registrars/ Asst. Registrars of Campuses/ Institutes
12. Deputy Bursars/ Senior. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
13. Chief internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Senior, Asst. Int. Auditors/ Asst. Int. auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

File No. UGC/HR/5/1