

UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 21/2017

No. 20, Ward Place Colombo 07

October 23, 2017

Vice Chancellors of Universities Rectors of Campuses Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF BOOK-KEEPER, GRADE II SEG. "B"

Your kind attention is drawn to the Scheme of Recruitment of the post of Book-Keeper, Grade II Segment "B" laid down in Commission Circular No. 629 of 05.05.1995.

- 2. The Commission at its 971st meeting held on 07.09.2017 decided to substitute the subject "Business Studies" for the subject "Commerce & Finance" which is specified in sub paragraph 2(b) under the qualifications of the Scheme of Recruitment of the post of Book Keeper, Grade II Segment "B".
- 3. Please take action accordingly.

Professor Mohan de Silva Chairman

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. Snr. Asst. Int. Auditors of HEIs
- 16. Secretaries of Trade Unions
- 17. Auditor General

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