



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 22/2017

No. 20, Ward Place,
Colombo 07.

November 29, 2017

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**SCHEMES OF RECRUITMENT FOR THE POSTS OF SENIOR ASSISTANT
SECRETARY/SENIOR ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION) AND
ADDITIONAL SECRETARY (LEGAL & DOCUMENTATION)**


Your attention is invited to the Scheme of Recruitment of the post of Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation) specified in Commission Circular No. 948 of 10.03.2011.

02. The Commission at its 972nd meeting held on 20.07.2017 having reviewed the scheme of recruitment of the post of Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation), decided to amend the same as given in **Annex I**. Accordingly, the Efficiency Bar requirements applicable to the post of Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation) specified in Commission Circular No. 922 of 23.06.2010, are reproduced in **Annex II** for the easy reference.

03. It was further considered the necessity of having a higher management position in the Legal & Documentation Division of the UGC Secretariat and approved the scheme of recruitment for the post of Additional Secretary (Legal & Documentation) given in **Annex III**.

04. The provisions of this circular come into force with effect from 02.10.2017.

05. Please take action accordingly.


Professor Mohan de Silva
Chairman

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1. Secretary/ Ministry of Higher Education & Highways
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/ UGC
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7. Registrars of Universities
8. Accountant/UGC
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11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
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16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/2/3/160

| Post | Method of Recruitment | Existing Qualifications |
|--|---|--|
| <p>Senior Assistant Secretary / Senior Assistant Registrar (Legal & Documentation)</p> <p>U-EX 2(II)</p> <p>EB- U-EX 2(I)-After completion of seven (07) years of service from the date of appointment as Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation) and having earned all the increments.</p> | <p>I. By promotion</p> <p>II. If no suitable candidates are available in (I) above, by internal advertisement within the University System.</p> <p>III. If no suitable candidates are available in (I) & (II) above, by open advertisement</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p> <p>Promotions/appointments should be made only if there is a vacancy in the post of Senior Assistant Registrar (L&D) in the approved cadre of the UGC/HEI concerned. Action should be taken to create a post of Senior Assistant Secretary/Senior Assistant Registrar well in advance.</p> | <p><u>INTERNAL CATEGORY</u></p> <p>1. A holder of the post of Assistant Secretary /Assistant Registrar (Legal & Documentation) of the Commission/ Higher Educational Institution / Institute with a minimum of five (05) years of experience and confirmed in that post with a Bachelor's Degree in Law/Legal studies from a recognized University/HEI.</p> <p>OR</p> <p>2. A holder of the post of Assistant Secretary/Assistant Registrar (Legal & Documentation) of the Commission/ Higher Educational Institution /Institute and confirmed in that post with a minimum of six (06) years of experience.</p> <p><u>EXTERNAL CATEGORY</u></p> <p>1. An Attorney-at-Law with a Bachelor's Degree in Law from a Recognized University /HEI with a minimum of five (05) years of post qualifying experience in court work, legal work and drafting legal documentations in a state or reputed private sector organization.</p> <p>OR</p> <p>2. An Attorney-at-Law with a minimum of ten (10) years of post-qualifying experience in Court Work, legal work and drafting legal documentations in a state or reputed private sector organization.</p> <p><u>Note:</u></p> <p>'Experience' means the experience gained in handling court works/Legal work and drafting legal documents in the executive capacity in a State or Reputed Private Sector Organization.</p> |

EFFICIENCY BAR REQUIREMENTS FOR
SENIOR ASSISTANT SECRETARY/SENIOR ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)

A Senior Assistant Secretary/A Senior Assistant Registrar (Legal & Documentation) should satisfy the following Efficiency Bar requirements in order to be placed on the U-EX 2 (I) grade by the time he/she completes seven (07) years of service from the date of appointment to the post of Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation) having earned all the increments.

- (i) Obtain a Postgraduate Degree in Law/ Postgraduate Diploma in Law with not less than one year duration from a recognized University/Higher Educational Institution.

OR

AND

- (ii) Pass a written examination on the following subjects :-

- (a) Legislation pertaining to University Education and Labour Laws
- (b) Ordinances, Statutes, Regulations and Rules pertaining to Higher Educational Institutions
- (c) Administrative and Disciplinary Procedures pertaining to Higher Educational Institutions
- (d) Financial Procedures of Higher Educational Institutions.
- (e) English Language.

[Candidates are required to possess a detailed knowledge of (ii) (a) (b) and (c) and a satisfactory level of competence of (ii) (d) (e). However, candidates who have achieved the required competency level at the Efficiency Bar in the post of Assistant Secretary/Assistant Registrar (Legal & Documentation), are exempted from the English Language paper]

AND

- (iii) Pass a Viva-Voce Examination (Structured Interview).

Post: Additional Secretary (Legal & Documentation)
University Grants Commission

| Post & Salary Code | Method of Recruitment | Existing Qualifications |
|--|---|---|
| Additional Secretary (Legal & Documentation) U-EX 3(I) | <p>By open advertisement.</p> <p>Selection by a Structured Interview.</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p> | <p>1) An Attorney-at-Law with a Bachelor's Degree In Law and Masters' Degree of not less than one year duration in the field of Law from a recognized University/Higher Educational Institution with fourteen (14) years of experience after taking oaths as an Attorney-at-law, in court work, legal work and drafting legal documentations in a state or reputed private sector organization. Five (05) years of such experience should be in a post comparable to the post of Deputy Secretary/Deputy Registrar (Legal & Documentation) in the University Sector or in other state/private sector organization.</p> <p>OR</p> <p>2) An Attorney-at-Law with a Masters' Degree of not less than one year duration in the field of Law from a recognized University/Higher Educational Institution with sixteen (16) years of experience after taking oaths as an Attorney-at-law, in court work, legal work and drafting legal documentations in a state or reputed private sector organization. Six (06) years of such experience should be in a post comparable to the post of Deputy Secretary/Deputy Registrar (Legal & Documentation) in the University Sector or in other state/private sector organization</p> |