



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 06/2018

No. 20, Ward Place,
Colombo 07.

July 16, 2018

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF MANAGEMENT ASSISTANT

Your attention is invited to the Scheme of Recruitment of the post of Management Assistant given in Commission Circular No. 15/2016 of 04.10.2016.


02. The Commission at its 980th meeting having deliberated the existing Scheme of Recruitment of the post of Management Assistant, approval was granted to amend the Scheme of Recruitment of the post of Management Assistant and to create its promotional grades, as given in **Annex I** of this circular, to be effective from **01.08.2018**.

03. Further, the Commission by following the approved cadres provided with the Cadre Review Reports -2017, decided to absorb the present holders of the posts of Clerk, Computer Applicants Assistant, Stenographer and Typist to the post of Management Assistant with retrospective from 03.10.2016, as applicable, the date on which the post of Management Assistant came into force in the university system.

04. The absorption of the existing employees holding of the above posts should be made to the corresponding grade and salary step of the post of Management Assistant as the case may be, on personal to the holder basis, as shown in the Scheme of Recruitment given in Annex I. For the purpose of absorption, the required qualifications of the post to which the employee is absorbed should not be considered and there should not be any monetary impact due to the absorption.

05. The Scheme of Recruitment of the post of Management Assistant laid down in Commission Circular No. 15/2016 will be repealed with effect from 01.08.2018.

06. Please take action accordingly.


Prof. Mohan de Silva
Chairman

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4. Members of the UGC
5. Secretary/ UGC
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UGC/HR/2/3/279

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SCHEME OF RECRUITMENT FOR THE POST OF MANAGEMENT ASSISTANT

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Management Assistant Grade III</p> <p>U-MN 1(III A)</p>	<p><u>Category A (Open 70%)</u></p> <p>As per procedure approved by the Government.</p> <p>By Written Examination (75% marks) of following Subjects :</p> <ul style="list-style-type: none"> • Knowledge in Sinhala/Tamil & English Language • Intelligent quotient and General Knowledge • Computer Literacy <p>and</p> <ul style="list-style-type: none"> • Interview (25% marks) 	<p><u>Category (A)</u></p> <ol style="list-style-type: none"> 1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:- <ol style="list-style-type: none"> i. Sinhala Language / Tamil Language ii. English Language//English Literature iii. Mathematics <p align="center">&</p> 2. Should have passed in all subjects at G.C.E (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.) 3. Preference will be given to those who possess the following; <ol style="list-style-type: none"> (a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute. <p align="center">&</p> <ol style="list-style-type: none"> (b) Two years of experience in the use of computer application packages.

	<p><u>Category B (Limited 30%)</u></p> <p>Thirty percent (30%) of the vacancies in the post of Management Assistant shall be filled by the Primary Level (Skilled/Semi-skilled/Unskilled) employees on the results of the examination conducted by the UGC or any other organization as decided by the Commission, for appointment to the post of Management Assistant.</p> <p>Selection by interview from those who pass the examination</p>	<p>NOTE :- Eligibility</p> <ul style="list-style-type: none"> (a) Should be a citizen of Sri Lanka. (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications. (c) Should be of good character <p>OR</p> <p><u>Category (B)</u></p> <ol style="list-style-type: none"> 1. Should have passed the G.C.E. (O/L) Examination in not less than six (06) subjects with at least two credits passes in not more than two sittings:- & 2. Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of U-PL & be confirmed in a Primary Level (U-PL) post. & 3. Should have completed at least five (05) years of continuous satisfactory service in Primary Level (U-PL salary category) permanent appointment prior to the respective date.
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POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Management Assistant Grade II U-MN 1(II)	(i) By promotion. Selection by written examination and interview. (ii) By promotion. Selection by interview.	(i) Management Assistant Grade III who have been confirmed in their posts and have completed 06 years satisfactory service in the post of Management Assistant Grade III will be eligible to sit for a written examination conducted by the UGC for promotion to Grade II. Those reaching the requisite standard at the examination will be considered for promotion to Grade II. OR (ii) Management Assistant Grade III who have been confirmed in their posts and who have completed 10 years satisfactory service in the post of Management Assistant Grade III will be eligible for consideration for promotion to Grade II.
Management Assistant Grade I U-MN 1(I)	By promotion. Selection by interview.	Management Assistants who have completed 11 years satisfactory service of which at least 03 years in Grade II will be eligible for consideration for promotion to Grade I.
Staff Management Assistant U-MN 4(II)	By promotion. Selection by interview.	Management Assistants who have completed at least 05 years satisfactory service in Grade I will be eligible for consideration for promotion to Staff Assistant Grade.
Senior Staff Management Assistant U-MN 4(I)	By promotion. Selection by interview.	Staff Management Assistant who have completed at least 05 years satisfactory service in that grade will be eligible for consideration for promotion to Senior Staff Management Assistant Grade.

Service Conditions

The present holders of the following posts should be absorbed into the corresponding Grade and the salary step of the relevant salary scale of the post of Management Assistant on personal to the holder basis, only for this purpose, without considering their qualifications with effect from the date on which the post of Management Assistant was created in the University System, i.e. from 03.10.2016. Further, this designation change will have no any impact for a monitory advance.

- Clerk
- Computer Applications Assistant
- Stenographer
- Typist

Accordingly the absorption process will take effect as follows;

Present Grade	Relevant existing Salary Step of the Salary Code	Proposed Grade	To be absorbed to Corresponding Salary Step of the Salary Code
Clerk/CAA/ Stenographer/Typist – Grade III	U-MN 1(IIIA)	Management Assistant – Grade III	U-MN 1(III)
Clerk/CAA/ Stenographer/Typist – Grade II	U-MN 1(II)	Management Assistant – Grade II	U-MN 1(II)
Clerk/CAA/ Stenographer/Typist – Grade I	U-MN 1(I)	Management Assistant – Grade I	U-MN 1(I)
Clerk/CAA/ Stenographer/Typist – Staff Assistant	U-MN 4(II)	Staff Management Assistant	U-MN 4(II)
Clerk/CAA/ Stenographer/Typist – Senior Staff Assistant	U-MN 4(I)	Senior Staff Management Assistant	U-MN 4(I)

With the absorption of respective employees to the post of Management Assistant, the number of years of service spent in the posts of Clerk/CAA/ Stenographer/Typist should be taken into account when and where necessary for reckoning of number of years of service required to be completed for promotion to the Management Assistant Grade II, I, Staff Management Assistant and Senior Staff Management Assistant as the case may be.