



UNIVERSITY GRANTS COMMISSION

VACANCY

The University Grants Commission being the apex body of the University System will entertain applications from suitably qualified persons for the post of Graduate Translator (Tamil/English) Grade III at the University Grants Commission.

POST OF GRADUATE TRANSLATOR GRADE III (TAMIL/ENGLISH)

Qualifications:

(i) A degree of a recognized University with Tamil as a subject ;

AND

(ii) A credit pass in English Language or Literature at the G.C.E. (Ordinary Level) Examination or should have passed the G.C.E. (Advanced Level) or higher examination in the English medium.

Note: Preference will be given to graduates who have offered English as a subject for the degree and/or who are proficient in all three languages.

Salary Scale: U-MN 3 (II) as at 01.01.2020 - Rs. 42,885 – 18 x 660 – 54,765 p.m.

As per Commission Circular 17/2016 above salary scale will be implemented in five stages from 2016 to 2020. Full salary scale will be operative from 2020.

Accordingly Initial salary step for 2019 is Rs. 38,717/- (in addition to this Salary Government approved other allowances will be paid.)

Age: Not more than 45 years.

(Age limit will not be applicable to those who are in the service of the University Grants Commission and the Higher Educational Institutions)

Selection Criteria: Selection will be made by test and interview.

Other benefits applicable to the posts

(i). **Provident Fund and Contributory Pensions Scheme**

10% and 7% of the salary by the employee and employer respectively, will be credited to the Universities Provident Fund. 8% of the salary will be credited to the Pensions Fund by the employer.

(ii). **Employees Trust Fund**

3% of the salary by the employer.

(iii). **Gratuity**

Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.

Application Procedure:

- (i). Duly filled specimen application form should be sent to **Senior Assistant Secretary/Personnel, University Grants Commission, No: 20, Ward Place, Colombo 07** under registered cover along with copies of relevant certificates to reach on or before **14th September 2019**. (Specimen application form is available on the UGC website, i.e. www.ugc.ac.lk). **Applications sent in the specified form will only be accepted.**
- (ii). The name of the post in respect of which the applications are sent, should be stated on the top left hand corner of the envelope.
- (iii). Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- (iv). Applications received after the closing date and incomplete applications will not be entertained.
- (v). University Grants Commission **reserves the right to shortlist the candidates by following a suitable method.**

Secretary
University Grants Commission
No: 20, Ward Place
Colombo - 07