



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 10 /2019

No. 20, Ward Place
Colombo 07

October 18, 2019

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

APPOINTMENT OF PRIMARY GRADES EMPLOYEES TO THE POST OF MANAGEMENT ASSISTANT GRADE III

Your attention is invited to the Commission Circular Nos. 50, 742, 15/2016, 06/2018 of 27.11.1979, 15.09.1998, 04.10.2016 and 16.07.2018 respectively and approved Schemes of Recruitment of the posts of Clerk Grade III and Management Assistant Grade III.

2. With the introduction of the Commission Circular No. 06/2018 which came to effect from 01.08.2018, the existing holders of the posts of Computer Applications Assistant, Clerk, Typist and Stenographer were absorbed to the post of Management Assistant. While securing the avenue that reserved for the primary grades employees to enter the Management Assistant Non Technical category, the Scheme of Recruitment issued for the post of Management Assistant Grade III by the Commission Circular No. 15/2016 required different entry qualifications from that of required to consider the eligibility to apply for the post of Clerk Grade III as specified by the Commission Circular No. 50.

3. In terms of the Commission Circular No. 06/2018 which repealed the Commission Circular No. 15/2016, 30% of total number of vacancies in the post of Management Assistant Grade III are required to be reserved for appointment of primary grades employees for the same. Further, the employees who have completed at least 5 years of continuous satisfactory service in a primary level permanent appointment prior to the respective date and confirmed in such appointment along with other educational qualifications that required by the Commission Circular No. 06/2018 could apply for the post of Management Assistant Grade III under the limited category.

4. According to the provisions specified by Commission Circular No.50, primary grades employees with a minimum of 3 years of satisfactory service in a permanent post could apply for the post of Clerk Grade III along with different other qualifications specified therein.

5. Having considered the said different requirements of qualifications and service experience stipulated by two different Schemes of Requirement to the posts of Clerk Grade III and Management Assistant Grade III, the Commission at its 1010th meeting held on 23rd May 2019 decided that applications should be invited from qualified individuals in the posts categorized under U-PL salary code at present to fill the vacancies reserved for the post of Management Assistant Grade III, considering the service experience that required for them to enter the Clerk Grade III category at the time of their recruitments to the U -PL Category.

6. Accordingly, the Commission at the aforesaid meeting granted approval to entertain applications from primary grades employees for the post of Management Assistant Grade III from employees in such category that become eligible during the period of 01.01.2015 to 02.10.2019 in terms of the Commission Circular No. 50 and 742. Further it was decided that these employees would be considered for the post of Management Assistant Grade III according to the above circular provisions only at next two immediate recruitments to be conducted by the UGC for the same.

7. Any other primary grades employees who won't successful at those recruitment processes, doesn't apply at the specified two terms for the same, doesn't take part a part or whole recruitment process under any circumstances or have been recruited to a post categorized under U-PL category on or after 03.10.2016, become eligible to apply for the post of Management Assistant Grade III under the limited category as per provision laid down by the Commission Circular No. 06/2018 of 16.07.2018.

8. Please take action to make all such employees in your HEI aware of the above.



Professor Mohan de Silva
Chairman

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