



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 01/2020

No. 20, Ward Place
Colombo 07

January 24, 2020

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF CAREER GUIDANCE COUNSELLOR

Your attention is invited to the Schemes of Recruitment of the post of Career Guidance Counsellor given in Annexure 4 of the Commission Circular No. 934 of 21.10.2010.

2. The Commission at its 1008th meeting held on 25.04.2019 having noted that a promotional path was not mentioned in the existing Scheme of Recruitment of the post of Career Guidance Counsellor and stagnate at the same salary code for many years, granted approval to consider the post of Career Guidance Counsellor under the U-AS 2(II) as recruitment level and U-AS 2(I) as its promotional path.

3. In terms of the cadre provisions of Higher Educational Institutions, two similar designations exist in the cadres as the post of Career Guidance Counsellor and the post of Career Advisor. Thus, the University Grants Commission has decided to retain only the designation of 'Career Guidance Counsellor' for recruitment in the future.

4. Accordingly, the University Grants Commission at its 1017th meeting held on 05.09.2019 decided to amend the Scheme of Recruitment for the post of Career Guidance Counsellor and to create its promotional grade, as given in **Annex I**.

5. The provisions of this Circular will come into effect from **03.02.2020**, and Annexure 4 of the Commission Circular No. 934 will be repealed at the same.

6. Please take action accordingly.

Senior Prof. Sampath Amaratunge
Chairman

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File No. UGC/HR/2/3/276

SCHEME OF RECRUITMENT FOR THE POST OF CAREER GUIDANCE COUNSELLOR

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Career Guidance Counsellor Grade II U-AS 2(II)	By open advertisement. Selection by structured interview.	<ol style="list-style-type: none"> 1. Holder of a Bachelor's Degree with First or Second Class from a recognized University/ HEI with four (04) years experience in the field of Student Affairs. 2. Good command of communication skills in English. <p>Note: Preference will be given for those who have obtained Postgraduate qualification in the area of Human Resources Management or Counselling and/ or experience in career guidance activities.</p> <p>(Age should be not less than 22 years and not more than 45 years of age on the closing date of the applications.)</p>
Career Guidance Counsellor Grade I U-AS 2(I)	By promotion. Selection by structured interview.	<ol style="list-style-type: none"> 1. Postgraduate Degree of not less than two years duration in the area of Human Resources Management or Counselling with five (05) years of satisfactory service in Grade II. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Postgraduate Degree/ Postgraduate Diploma of not less than one year duration in the area of Human Resources Management or Counselling with seven (07) years of satisfactory service in Grade II.

Department of Human Resources
University Grants Commission
No. 20, Ward Place
Colombo 07