



FOR INTERNAL  
CANDIDATES ONLY

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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு  
UNIVERSITY GRANTS COMMISSION

මගේ අංකය  
எனது இலக்கம்  
My Number

UGC / HR / 01 / 02 / 30 / 01 (2020)

තැපෑලේ පෙට්ටිය  
அஞ்சல் பெட்டி  
Post Office Box

1406

ඔබේ අංකය  
உமது இலக்கம்  
Your Number

20, වෙට්ටි පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.  
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.  
20, Ward Place, Colombo 07, Sri Lanka.

December 17, 2020

Registrars of Universities  
Rectors of Campuses  
Directors of Institutes

**EFFICIENCY BAR REQUIREMENTS FOR OFFICERS IN THE SALARY SCALES OF  
U-EX 1(II) AND U-EX 2(II) IN THE UNIVERSITY SYSTEM - ENGLISH LANGUAGE  
PAPER**

With the introduction of the Commission Circulars No.922 of 23 June 2010, No. 11/2017 of 06 April 2017, No.15/2017 of 28 June 2017 and No.22/2017 of 29 November 2017, new Efficiency Bar requirements have been specified for certain staff categories including Administrative and Financial Officers in the salary scales of U-EX 1 (II) and U-EX 2 (II).

One such requirement is that officers in the specified posts should obtain a Diploma in English from a recognized Higher Educational Institution or obtain a pass in English as a subject at the G.C.E. (A/L) Examination. If this requirement is not fulfilled, such candidates should obtain a pass in the English Language Paper conducted by the UGC.

In order to fulfill the above requirement, applications are invited from the eligible officers in the salary scales of U- EX 1 (II) and U- EX 2 (II) who wish to sit for the English Language paper conducted by the UGC.

A specimen application form is annexed hereto.

Duly filled application forms should be submitted through proper channel to reach the **Senior Assistant Secretary (Human Resources) of the University Grants Commission** on or before **January 31, 2021**.

Following categories of staff are eligible to apply for the above examination

- Assistant Secretary / Assistant Registrar

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தொலைபேசி  
Telephone

2695301  
2695302  
2692357

ෆැක්ස්  
பெக்ஸ்  
Fax

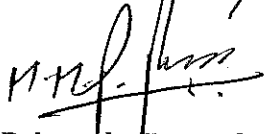
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වෙබ් අඩවිය  
වෙබ් தளம்  
Website

<http://www.ugc.ac.lk>

- Assistant Accountant / Assistant Bursar / Assistant Internal Auditor
- Assistant Secretary / Assistant Registrar (Legal & Documentation)
- Assistant Registrar (Library Services)
- Personal Secretary to Chief / Principal Executive Officer
- Senior Assistant Secretary / Senior Assistant Registrar
- Senior Assistant Accountant / Senior Assistant Bursar / Senior Assistant Internal Auditor
- Senior Assistant Secretary / Senior Assistant Registrar (Legal & Documentation)
- Senior Assistant Registrar (Library Services)

**Please bring this to the notice of all officers concerned.** Application forms can also be downloaded from the UGC website: ([www.ugc.ac.lk](http://www.ugc.ac.lk)).



**Dr. Priyantha Premakumara**  
Secretary

- Cc: 1. Accountant / UGC  
2. Senior Assistant Secretary, Personnel / UGC