



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 02/2021

No. 20, Ward Place,
Colombo 07

January 11, 2021

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

RECRUITMENT TO THE APPROVED POSTS IN THE GOVERNMENT INSTITUTIONS AND FILLING OF VACANCIES

Your attention is invited to the Management Services Circular No. 02/2020 dated 26.10.2020 issued by the Ministry of Finance on the above.

2. The Commission at its 1045th meeting held on 17.12.2020 having noted that the Secretary, Ministry of Education by his letter of 24.11.2020 has requested to make all Higher Educational Institutions/Institutes aware of the provisions stipulated in the above Circular, decided to adopt the Management Services Circular No. 02/2020 dated 26.10.2020 issued by the Secretary, Ministry of Finance in the University System. A copy of the above Circular is annexed hereto.

3. Please take action accordingly.

Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Education
 2. Chairman's Office/UGC
 3. Vice-Chairperson/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Registrars of Universities
 7. Deans of Faculties
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 13. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor -General

File No. UGC/HR/2/3/1