



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 05/2022

No. 20, Ward Place  
Colombo 07

February 22, 2022

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**SCHEMES OF RECRUITMENT FOR THE POSTS OF TECHNICAL OFFICER (ICT), TECHNICAL OFFICER (CIVIL), TECHNICAL OFFICER (ELECTRICAL), TECHNICAL OFFICER (MECHANICAL), TECHNICAL OFFICER (CHEMICAL) AND TECHNICAL OFFICER (AUDIO VISUAL)**

Your attention is invited to Commission Circular No. 21/2018 of 26.12.2018, Letter No. UGC/HR/2/3/183 of 21.03.2019, Commission Circulars No. 21/2018(i) of 16.10.2020 and 13/2020 of 23.12.2020 on Schemes of Recruitment applicable for the above posts.

2. The University Grants Commission at its 1068<sup>th</sup> meeting held on 16.12.2021 having deliberated the existing Schemes of Recruitment for the posts of Technical Officer (ICT), Technical Officer (Civil), Technical Officer (Electrical), Technical Officer (Mechanical), Technical Officer (Chemical) and Technical Officer (Audio Visual), decided to create next promotional grades of such posts as, Grade II and Grade I under the approved salary scales of U-MT 1(II) and U-MT 1(I), respectively.

3. Accordingly, Schemes of Recruitment for the posts of Technical Officer (ICT), Technical Officer (Civil), Technical Officer (Electrical), Technical Officer (Mechanical), Technical Officer (Chemical) and Technical Officer (Audio Visual) Grade III, Grade II and Grade I under the salary scales of U-MT 1(III), U-MT 1(II), U-MT 1(I) respectively, are given in **Annex I**.

4. The provisions of this Circular are effective from 01<sup>st</sup> February 2022.

5. The Schemes of Recruitment referred in Commission Circulars No. 21/2018 of 26.12.2018, 21/2018(i) of 16.10.2020 and 13/2020 of 23.12.2020 for the posts of Technical Officer (ICT), Technical Officer (Civil), Technical Officer (Electrical), Technical Officer (Mechanical), Technical Officer (Chemical) and Technical Officer (Audio Visual) will be repealed with the effective date of this Circular, without prejudice to any action taken so far in terms of the said circulars.

6. Please take action accordingly.

**Senior Prof. Sampath Amaratunge**  
Chairman

- Copies:
1. Secretary/ Ministry of Education
  2. Chairman's Office/UGC
  3. Vice-Chairman/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/2/3/183

**SCHEME OF RECRUITMENT FOR THE POST OF TECHNICAL OFFICER (ICT)**

Annex I

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Technical Officer (ICT) Grade III</p> <p>U- MT 1 (III)</p>	<p>By advertisement within the UGC and HEIs in first instance.</p> <p>If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government.</p> <p>Selection by written and/or practical test and an interview.</p>	<p><u>External Category</u></p> <p>(i) Should have passed in three (3) subjects at the G.C.E. (A/L) examination in one sitting in any Stream.</p> <p align="center">AND</p> <p>(ii) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology /Information and Communication Technology / Information Technology or Equivalent.</p> <p>* Preference will be given for those who have work experience in ICT.</p> <p><u>Internal Category</u></p> <p>(i) Having obtained the qualifications required by the external candidates above.</p> <p>Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.</p>
<p>Technical Officer (ICT) Grade II</p> <p>U- MT 1 (II)</p>	<p>By promotion Selection by interview</p>	<p>A Technical Officer (ICT) Grade III, who has completed six (06) years of satisfactory service in that grade may be considered for promotion.</p>
<p>Technical Officer (ICT) Grade I</p> <p>U- MT 1 (I)</p>	<p>By promotion Selection by interview</p>	<p>A Technical Officer (ICT) Grade II, who has completed four (04) years of satisfactory service in that grade may be considered for promotion.</p>

