



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 06/2018(ii)

No. 20, Ward Place
Colombo 07

March 25, 2025

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

AMENDMENT TO THE SCHEME OF RECRUITMENT TO THE POST OF MANAGEMENT ASSISTANT

Your attention is invited to the Scheme of Recruitment of the post of Management Assistant laid down in the Commission Circular No. 06/2018 of 16.07.2018.

2. The Commission at its 1143rd meeting held on 19.03.2025, drew its attention to the Method of Recruitment of the post of Management Assistant Grade III and noted that the pass mark of the written examination and the interview had not been defined in the same.

3. Accordingly, the Commission decided that the pass mark of both the written examination and the Interview for the post of Management Assistant Gr. III should be 40% or above. Consequently, the Method of Recruitment of the post of Management Assistant Gr. III is amended as follows;

Category A (Open 70%)	Category B (Limited 30%)
<p>By Open Advertisement.</p> <p>I. By Written Examination of following subjects:</p> <ul style="list-style-type: none">• Knowledge in Sinhala/Tamil & English Language• Intelligent quotient and General Knowledge• Computer Literacy <p>Candidates should secure minimum 40% marks in the each subject to pass the written examination.</p> <p>and</p> <p>II. Interview</p> <p>Candidates should secure a minimum of 40% marks to pass the Interview.</p> <p>If selected through a written examination and interview, final selection will be in the order of merit based on the aggregate of 75% of the marks at the written examination and 25% of the marks at the interview.</p>	<p>I. Thirty percent (30%) of the vacancies in the post of Management Assistant shall be filled by the Primary Level (Skilled/Semi-skilled/Unskilled) employees, on the results of the examination conducted by the UGC or any other organization as decided by the Commission, for appointment to the post of Management Assistant.</p> <p>Candidates should secure minimum 40% marks in the each of the five (05) subjects or secure at least 40% in the three (03) subjects with an average mark of not less than 45% to pass the written examination.</p> <p>and</p> <p>II. Interview</p> <p>Candidates should secure a minimum of 40% marks to pass the Interview.</p> <p>If selected through a written examination and interview, final selection will be in the order of merit based on the aggregate of 75% of the marks at the written examination and 25% of the marks at the interview.</p>

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4. Accordingly, the above Method of Recruitment of the post of Management Assistant Grade III is effective from 25.03.2025, without prejudice to any action taken so far.
5. The Method of Recruitment of the post of Management Assistant Grade III specified in the Commission Circular No. 06/2018 of 16.07.2018 is replaced with the implementation of this Circular.
6. Please take action accordingly.



Senior Prof. Kapila Seneviratne
Chairman

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