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Posts Carrying the Salary Code

U-EX 2 (I) [A-02]

Deputy Secretary/ Deputy Registrar

U-EX 2 (I) [A-02]

Method of Recruitment

*By promotion
By internal advertisement and Selection by a
Structured Interview*

*Applicants who have scored 40% marks or above
at the structured interview are eligible to be
considered for selection.*

Qualifications

(a) *A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of three (03) years and confirmed in that post and possesses a Degree with First or Second Class and a Postgraduate Degree at Masters' level or higher in Administration or Management from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the first Degree.*

OR

(b) *A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Degree and a Postgraduate Degree at Master's level or higher in Administration or Management from a recognized University/ HEI with not less than twelve (12) years of administrative experience after obtaining the first Degree.*

OR

		<p>(c) <i>A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Degree and a Postgraduate Diploma of not less than one years duration in Administration or Management from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree.</i></p> <p>OR</p> <p>(d) <i>A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of eight (08) years and confirmed in that post and possesses a Degree from a recognized University/HEI with not less than fifteen (15) years of administrative experience. Such candidate should also have completed at least five (05) years of administrative experience after obtaining the first Degree.</i></p> <p>OR</p> <p>(e) <i>A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of ten (10) years of which minimum three (03) years of service should be in the U-</i></p>
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		<p><i>EX 2 (II) grade and confirmed in that post with a total of fifteen (15) years of administrative experience.</i></p> <p><u>Note :</u></p> <p><i>“Administrative Experience” means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State/Public Corporation or in a reputed Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose..</i></p>
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<p>Deputy Accountant/ Deputy Bursar/Deputy Internal Auditor</p> <p>U EX 2(I) [A-02]</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion</i></p> <p><i>By internal advertisement and selection by a structured interview</i></p> <p><i>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p>1. <i>A person holding a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent</i></p> <p>AND</p> <p><i>Should possess at least three (03) years of experience in the post of Senior Assistant Accountant / Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University system and confirmed in that post.</i></p> <p>OR</p> <p>2. <i>A holder of the post of Senior Assistant Accountant / Senior Assistant Bursar / Senior Assistant Internal Auditor and confirmed in that post who possesses a Degree from a recognized University/HEI and Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or a certificate of Intermediate Level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with at</i></p>
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		<p><i>least three (03) years of service after being placed on the U-EX 2(II) salary scale..</i></p> <p>OR</p> <p>3. <i>A holder of a post of Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor and confirmed in that post who possesses a degree from a recognized University/HEI or the Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor with not less than fifteen (15) years of experience in Accounting and/or Auditing in an executive capacity of which eight (08) years of such experience should be in the post of Senior Assistant Bursar/Senior Assistant Accountant/ Senior Assistant Internal Auditor in the University system and also have completed at least five (05) years of service after graduation.</i></p> <p>OR</p> <p>4. <i>A holder of the post of Senior Assistant Accountant/Senior Assistant Bursar / Senior Assistant Internal Auditor and confirmed in that post with fifteen (15) years of experience in accounting and/or auditing in an executive capacity of which</i></p>
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		<i>ten (10) years of service should be in the post of Senior Assistant Bursar/Senior Assistant Accountant / Senior Assistant Internal Auditor in the university system with at least three (03) years of service in the U-EX 2 (II) grade.</i>
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Deputy Secretary/Deputy Registrar (Legal & Documentation)

U EX 2(I) [A-02]

Method of Recruitment

By promotion

Selection by a structured interview

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

1. (a) A holder of the post of Senior Assistant Secretary (L&D)/ Senior Assistant Registrar (L & D)and confirmed in that post who possesses a Degree in Law and a Postgraduate Degree at Masters' level or higher in legal studies from a recognized University/HEI with not less than ten (10) years of experience after obtaining the first Degree. At least three (03) years of such experience should be in the post of Senior Assistant Secretary/Senior Assistant Registrar (L & D) in the University System.

OR

(b) A holder of the post of Senior Assistant Secretary (L&D) / Senior Assistant Registrar (L & D) and confirmed in that post who possesses a Degree and a Postgraduate Degree at Masters' level or higher in legal studies or relevant field from a recognized University/HEI with not less than twelve (12) years of experience after obtaining the first Degree. At least five (05) years of such

		<p><i>experience should be in the post of Senior Assistant Secretary (L & D)/ Senior Assistant Registrar(L&D) in the University System.</i></p> <p>OR</p> <p><i>(c) A holder of the post of Senior Assistant Secretary (L&D)/ Senior Assistant Registrar (L & D)and confirmed in that post who possesses a Degree and a Postgraduate Diploma of not less than one years duration from a recognized University/HEI in Legal studies with not less than fourteen (14) years of experience after obtaining the first degree. At least five (05) years of such experience should be in the post of Senior Assistant Secretary (L &D)/ Senior Assistant Registrar (L & D) in the University System.</i></p> <p>OR</p> <p><i>(d) A holder of the post of Senior Assistant Secretary (L & D)/ Senior Assistant Registrar (L & D)and confirmed in that post with not less than fifteen (15) years of experience of which at least eight (08) years should be in the post of Senior Assistant Secretary (L& D)/ Senior Assistant Registrar (L & D) in the University system. At least five (05) years of such experience should be after obtaining the first degree from a</i></p>
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		<p><i>recognized University/ HEI.</i></p> <p>OR</p> <p>(e) <i>A holder of the post of Senior Assistant Secretary (L & D)/ Senior Assistant Registrar (L & D) and confirmed in that post with fifteen (15) years of experience of which ten (10) years should be in the post of Senior Assistant Secretary(L&D)/Senior Assistant Registrar (L&D) in the University System with at least three (03) years of service in the U-EX 2(II) grade.</i></p>
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**Deputy Registrar
(Library Services)**

U- EX 2(I) [A-02]

Method of Recruitment

By promotion

Selection by a Structured Interview.

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

(a) *A holder of the post of Senior Assistant Secretary/Senior Asst. Registrar (Library Services) and confirmed in that post who possesses a Degree with first or second class and a Postgraduate Degree at Masters level or higher in Library Science from a recognized University/ HEI with not less than ten (10) years of experience in library services after obtaining the first Degree. At least three (03) years of such experience should be in a Senior Assistant level(Library Service) in the University system..*

OR

(b) *A holder of the post of Senior Assistant Secretary/Senior Asst. Registrar (Library Service) and confirmed in that post who possesses a Degree and a postgraduate Degree in Masters level or higher in Library Sciences from a recognized University/HEI with not less than twelve (12) years of experience in Library Service after obtaining the first Degree. At least five(05) years of such experience should be in a post of Senior Asst. level (Library Service) in the university system.*

		<p>OR</p> <p>(c) <i>A holder of the post of Senior Assistant Secretary/Senior Asst. Registrar (Library Service) and confirmed in that post who possesses a Degree and a Postgraduate Diploma in Library Sciences of not less than one years duration from a recognized university/HEI with not less than fourteen (14) years of experience in Library Services after obtaining the first Degree. At least five (05) years of such experience should be in a Senior Asst. Level (Library Services) in the University system..</i></p> <p>OR</p> <p>(d) <i>A holder of the post of Senior Asst Secretary/Senior Asst. Registrar (Library Service) and confirmed in that post with not less than fifteen (15) years of experience of which at least eight (08) year' of experience should be in the Senior Asst. Level (Library Services) in the University system. At least five (05) years of such experience should be after obtaining the first degree from a recognized University/HEI..</i></p> <p>OR</p>
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		<p>(e) <i>A holder of the post of Senior Assistant Secretary / Senior Asst. Registrar (Library Service) and confirmed in that post with eighteen (18) years of experience of which ten (10) years should be at Senior Asst Level(Library Services) in the University system with at least three (03) years of service in the U-EX 2(II) grade.</i></p>
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<p>Works Engineer (Civil) Grade I</p> <p>U-EX 2(I) A-02</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion of Works Engineer, Grade II who has spent 01 year on the maximum of that salary scale.</i></p> <p><i>Selection by a structured interview Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>A holder of the post of Works Engineer (Civil) Grade II in the university system and confirmed in that post with a Fellowship of a recognized Institution of Engineers and fifteen (15)years of satisfactory service of which ten (10) years should be as a Works Engineer Grade II and at least three (03) years of such service in the U-EX 2(II) grade and on the evaluation of the performance.</i></p>
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Workshop Engineer Grade I

U-EX 2 (I) [A -02]

Method of Recruitment

*By promotion
Selection by a structured interview*

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

A holder of the post of Workshop Engineer Gr. II and confirmed in that post with fifteen (15) years of satisfactory service of which ten (10) years should be as a Workshop Engineer Gr. II in the university system with at least three (03) years of service in the U-EX 2 (II) Grade and who can produce evidence of original work either in the form of research or in repair and development of equipment.

<p>Training Engineer Grade I</p> <p>U-EX2(I) (A-02]</p>	<p><u>Method of Recruitment</u></p> <p><i>By Promotion.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>A holder of the post of Training Engineer Gr .II and confirmed in that post with Fifteen (15) years of satisfactory service of which ten(10) years should be as a Training Engineer Gr. II in the University System with at least three (03) years of service in the U-EX 2 (II) Grade with evaluation of the performance.</i></p>
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<p>Information Systems Manager</p> <p>U-EX 2(I) A-02</p>	<p><u>Method of Recruitment</u></p> <p><i>By open advertisement.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>1. Should possess a Degree in Engineering or Computer Science or Physical Science (preferably with a class) from a recognized university/HEI with seven (07) years of experience in the field of Computing/Information Systems.</i></p> <p>AND</p> <p><i>2.(i) Should possess a Postgraduate Degree in Computer Science in an associated field;-</i></p> <p>OR</p> <p><i>(ii) Should possess full professional qualification in a relevant field.</i></p> <p>OR</p> <p><i>(iii). Should possess at least three (3) years of experience in the field of Computing/ Information Systems in addition to the experience specified at 01 above.</i></p>
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<p>Electronics Engineer Grade I</p> <p>U-EX 2(I) A-02</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>A holder of the post of Electronics Engineer Grade II and confirmed in that post with fifteen (15) years of satisfactory service of which ten (10) years should be as a Electronics Engineer in the University system. Three (03) years of such experience should be in the U-Ex 2(II) grade who can produce evidence of original work either in the form of research or in repair and development of equipment.</i></p>
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Farm Manager Grade I

U-EX 2 (I) [A-02]

Method of Recruitment

By promotion

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

A holder of a post of Farm Manager Gr.II and confirmed in that post with postgraduate degree in Agriculture (not less than one year duration) with fifteen (15) years of satisfactory service of which ten (10) years should be as a Farm Manager Grade II in the University System with at least three (03) years of service in the U-EX 2(II) Grade and on the evaluation of the performance.

<p>Curator (Landscape) Grade I</p> <p>U-EX 2 (I) [A-02]</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion Selection by a structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>A holder of the post of Curator (Landscape) Grade II who possess a Master Degree in the relevant field from a university/HEI with eighteen (18) years of satisfactory service of which ten (10) years should be as Curator (Landscape) Grade II and at least three (03) years of service in the U-EX 2(II) Grade.</i></p>
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Curator (Museum) Grade I

U-EX 2 (I) [A-02]

Method of Recruitment

By promotion . Selection by a structured interview . Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

A holder of the post of Curator (Museum) Gr.II who has completed three years of service in the U-EX 2 (II) grade with eighteen (18) years of satisfactory service of which ten (10) years should be as a Curator (Museum) Gr.II and on the evaluation of the performance.

**Director /Physical Education-
Higher Grade**

U-EX 2 (I) [A-02]

Method of Recruitment

By promotion. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

A holder of the post of Director/Physical Education and confirmed in that post, who has completed five (05) years of service in that post in the University System.

Director/Accommodation

U-EX 2 (I) [A-02]

Method of Recruitment

By promotion

By advertisement within the Higher Educational Institution concerned in the first instance. If no suitable applicants are available in the Higher Educational Institution, recruitment by internal advertisement within the University System.

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

A holder of the post of Sub-Warden (Special Grade) and confirmed in that post who possesses a postgraduate degree of not less than one years duration from a recognized university/HEI with three (03) years of service in that grade

<p>Deputy Director/Operations – OUSL</p> <p>U-EX 2 (I) [A-02]</p>	<p><u>Method of Recruitment</u></p> <p><i>By advertisement</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>1. Should possess a Degree with First or Second Class OR a pass Degree in the field of Management /Administration/ Special Degree in Science or Engineering with recognized Postgraduate or Professional qualifications with a duration of one (01) year.</i></p> <p>AND</p> <p><i>2. Should possess at least fifteen (15) years experience after acquiring the first degree with a minimum of five (05) years of such experience should be at a Senior Management position and the remaining period should be in an Academic/n Administrative/ Managerial positions.</i></p>
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Printer (Special Grade)

U-EX 2 (I) [A-02]

Method of Recruitment :

By open advertisement

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications :

1 (a) Should possess of a degree in Science from a recognized university/HEI with Chemistry or Physics as a subject and the Diploma in Printing of a recognized College or Institute of Printing with at least five (05) years experience in a supervisory capacity in a large printing establishment.

OR

(b) Should possess a Diploma in Printing from a recognized College or Institute of Printing and at least eight (08) years experience in a supervisory capacity in a large printing establishment.

OR

(c) Pass in G.C.E.(Ordinary Level) Examination with six (6) subjects at not more than 2 sittings and possess a Certificate in Printing from a recognized College or Institute of Printing and at least eighteen (18) years experience in the printing trade of which at least ten (10) years should have been in a supervisory capacity in a large printing establishment.

2 *Age not more than 45 years*

Posts Carrying the Salary Code

U-EX 2 (III) [A-03]

Middle Level Executives U-EX 2 (III)

Senior Assistant Secretary /Senior Assistant Registrar	30
Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor	32
Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation).....	34
Senior Assistant Registrar (Library Services).....	36
Works Engineer (Civil) Gr. II.....	37
Workshop Engineer Grade II.....	38
Training Engineer Grade II.....	39
Electronics Engineer Grade II.....	40
Project Manager	41
Farm Manager - Grade II (Existing post Farm Manager /Higher Grade).....	42
Senior Personal Secretary to Chairman, UGC and Vice Chancellor of a University	43
Chief Technical Officer	45
Curator (Landscape) Grade II	49
Curator (Museum) Grade II	50
Audio Visual Technical Officer Higher Grade.....	51
Drawing Office Assistant Grade I	54
Director /Physical Education	55
Chief Marshal.....	56
Chief Security Officer Grade I.....	57
Graduate Translator Supra Grade	58
Senior Public Relations Officer	59
Assistant Director/ Regional Educational Services	60
Senior Staff Matron.....	62
Senior Staff Matron(Faculty of Dental Sciences).....	67
Statistical Officer- Grade I.....	72
Printer.....	73
Illustrationist Gr.I.....	74
Efficiency Bar Requirements	80

Senior Assistant Secretary /Senior Assistant Registrar

U-EX 2 (III) (A-03)

EB - U-EX 2 (II) – (A-03 a) - After completion of 07 years of service from the date of appointment as SAS/SAR and having earned all three increments.

Method of Recruitment

Category A & Category B

By simultaneous external (Category A) and internal (Category B) advertisements, 50% of the vacancies to be filled externally and 50% internally. If eligible candidates are not available to fill the quota allocated from the either category, the Commission reserves the right to appoint persons from other category .

Selection by a Structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Appointments will be given according to the merit order depending on the availability of vacancies.

Category C

By promotion on the basis of Personal to the Holder in terms of the provisions stipulated in the Commission Circular No.668.

Selection by a Structured Interview. Pass mark of the Structured interview should be 40% or above.

Qualifications

Category A

1. (a) *Should possess a Degree with First or Second Class from a recognized University/HEI with not less than five (05) years of administrative experience after obtaining the first Degree.*

OR

(b) *Should possess a Degree and Postgraduate Degree or Postgraduate Diploma of not less than one years duration in Administration or Management from a recognized University/HEI with not less than five (05) years of administrative experience after obtaining the first Degree*

OR

Category B

A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution and confirmed in that post with a Degree obtained from a recognized University/ HEI with not less than five (05) years of service in that post .

		<p><u>Category C</u></p> <p><i>A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution and confirmed in that post with eight (08) years of service in that post and successful completion of performance evaluation requirements as stipulated in Commission Circular No.668.</i></p> <p>Note :</p> <p><i>“Administrative Experience” means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose.</i></p>
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**Senior Assistant
Accountant/Senior Assistant
Bursar/Senior Assistant
Internal Auditor**

U-EX-2 (III) [A-03]

EB – U-EX-2 (II) A-03(a) - After completion of seven (07) years of service from the date of appointment as Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor and having earned all the Increments.

Method of Recruitment

Category A & Category B

By simultaneous external (Category A) and internal (Category B) advertisements, 50% of the vacancies to be filled externally and 50% internally. If eligible candidates are not available to fill the quota allocated from the either category. The Commission reserves the right to appoint persons from other category .

Selection by a Structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Appointments will be given according to the merit order depending on the availability of vacancies.

OR

Category C

By Promotion on the basis personal to the holder in terms of provisions stipulated in the Commission Circular No.668.

Selection by a Structured Interview. Pass mark of the Structured interview should be 40% or above.

Qualifications

Category A

1.(a) Should possess a pass in the final examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent

OR

(b) Should possess a Degree from a recognized University/HEI, and a Certificate of Intermediate Level of the Institute of Chartered Accountants of Sri Lanka or its equivalent

AND

2. At least three (03) years of experience in Accounting and/or Auditing in an executive capacity after acquiring the qualifications at 1(a) or 1(b) above.

Note: A Accounting and/or Auditing experience' means the experience gained in an executive capacity in Accounting and/or Auditing in a State or Reputed Private Sector Organization.

		<p><u>Category B</u></p> <p><i>A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of a Commission/ Higher Educational Institution and confirmed in that post with one of the following qualifications ;</i></p> <p>(i) <i>Completion of the Intermediate level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent</i></p> <p>(ii) <i>The Higher National Diploma in Accountancy of Sri Lanka Institute of Advanced Technological Education (SLIATE).</i></p> <p>AND</p> <p><i>At least five (05) years of experience in that post.</i></p> <p><u>Category C</u></p> <p><i>A holder of the post of Assistant Accountant/ Assistant Internal Auditor of the Commission and/or an Assistant Bursar/Assistant Internal Auditor of a University/Institute and confirmed in that post with eight (08) years' of service in that post and successful completion of performance evaluation requirements as stipulated in Commission Circular No. 668 of 13 February 1996.</i></p>
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**Senior Assistant
Secretary/Senior Assistant
Registrar (Legal &
Documentation)**

U-EX 2(III) (A-03)

EB – U-EX 2 (II) [A-03(a)] - After completion of Seven (07) years of service from the date of appointment as Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation) and having earned all the increments.

Method of Recruitment

- I. By promotion*
- II. If no suitable candidates are available in (I) above, by internal advertisement within the University System.*
- III. If no suitable candidates are available in (I) & (II) above, by open advertisement*

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Promotions/appointments should be made only if there is a vacancy in the post of Senior Assistant Registrar (L&D) in the approved cadre of the UGC/HEI concerned. Action should be taken to create a post of Senior Assistant Secretary/Senior Assistant Registrar well in advance.

Qualifications

INTERNAL CATEGORY

(i) *A holder of the post of Assistant Secretary/Assistant Registrar (Legal & Documentation) who is confirmed in that post and possesses an Attorney-at-Law with a degree in Law/Legal studies from a recognized University/HEI with a minimum of five (05) years of experience in that post.*

OR

(ii) *A holder of the post of Assistant Secretary/Assistant Registrar (Legal & Documentation) and confirmed in that post and possesses an Attorney-at-Law / a degree in Law from a recognized University/ HEI with six (06) years of experience in that post.*

EXTERNAL CATEGORY

An Attorney-at-Law with a Degree in Law from a Recognized University/HEI with a minimum seven (07) years of post qualifying experience in Court Work, legal work and drafting legal

		<p><i>documentations in a state or reputed private sector organization.</i></p> <p><i>Note :</i></p> <p><i>`Experience in Court work/legal works] means, experience gained in handling court works/legal work and drafting legal documents in a State or Reputed Private Sector Organization.</i></p>
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Senior Assistant Registrar (Library Services)

U EX 2(III) (A-03)

EB : U EX 2(II) [A-03(a)] - After completion of seven (07) years service from the date of appointment as SAS/Library services OR SAR/Library Services and having earned all increments.

Method of Recruitment

By promotion

If no suitable candidates are available, by internal advertisement within the University System.

Selection by a Structured Interview.

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

NOTES :

The number of posts of Senior Assistant Secretary(Library Service)/Senior Assistant Registrar (Library Service) to be filled from the above category shall be determined by the University Grants Commission from time to time on the recommendation of each Higher Educational Institution.

Qualifications

1. *A holder of the post of Assistant Secretary/ Assistant Registrar(Library Services) and confirmed in that post with a Degree from a recognized University with not less than five (05) years of service in that post.*

OR

2. *A holder of the post of Assistant Secretary/ Assistant Registrar(Library Service) and confirmed in that post with a Diploma in Library Services/Management of not less than one years duration from a recognized Higher Educational Institute with not less than seven (07) years of service in that post and successful completion of performance evaluation requirements*

OR

3. *A holder of the post of Assistant Secretary/ Assistant Registrar(Library Service)of a Higher Educational Institution and confirmed in that post with ten (10) years of service in that post and successful completion of the requirements on Annual Performance Evaluation Report (APER).*

Works Engineer (Civil) Gr. II

U-EX 2(III) (A-03)

EB – U-EX 2(II) {A-03 (a)} - After completion of 07 years of service from the date of appointment as a Works Engineer Gr. II and having earned all the increments

Method of Recruitment

By promotion of Works Engineers Gr. III who have obtained the requisite qualifications and experience stipulated in the Scheme. Selection by a structured interview.

If no such persons are available, by open advertisement and selection by a structured interview

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

Internal Category

A holder of the post of Works Engineer Grade III and confirmed in that post with a minimum of five (05) years of experience in the post of Works Engineer (Civil) Grade III in a Higher Educational Institution.

External Category

(a) Should possess a B.Sc. Engineering Degree specializing in Civil Engineering from a recognized University/HEI or Corporate Member of a recognized Institute of Engineers

AND

(b) A minimum of five (05) years of experience in the design, construction and maintenance of buildings, water supplies, drainage, road and electrical installation required for same. Should also possess experience in handling contracts as well as managing direct labour

<p>Workshop Engineer Grade II</p> <p>U-EX 2 (III) [A-03]</p> <p>EB – U-EX 2 (II) [A-03(a)] - After completion of seven (07) years of service from the date of appointment as Workshop Engineer Grade II and having earned all the increments.</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion of Workshop Engineer, Gr. III who have obtained the requisite qualifications and experience stipulated in the scheme. Selection by a structured interview</i></p> <p><i>If no such persons are available by open advertisement. Selection by a structured interview</i></p> <p><u>Note:</u></p> <p><i>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>Should possess a B.Sc. Engineering Degree specializing in Mechanical /Production Engineering or equivalent qualifications with five (05) years of experience after obtaining such degree together with postgraduate or full professional qualifications in the relevant field.</i></p>
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<p>Training Engineer Grade II</p> <p>U-EX 2 (III) [A-03]</p> <p>EB- U-EX 2(II) [A-03(a)] After completion of seven (07) years of service from the date of appointment as a Training Engineer Gr.II and having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion of Training Engineer, Gr. III who has obtained the requisite qualifications stipulated in the scheme. Selection by a structured interview.</i></p> <p><i>If no such persons are available by open advertisement and selection by a structured interview.</i></p> <p><u>Note :</u></p> <p><i>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>Should possess a B.Sc. . Engineering Degree of a recognized University/HEI or equivalent qualifications with five (05) years of experience after obtaining such degree together with postgraduate or full professional qualifications in the relevant field.</i></p> <p><i>Note : Experience in an Industry will be an added qualification</i></p>
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<p>Electronics Engineer Grade II</p> <p>U-EX 2(III) A-03</p> <p>EB- U-EX 2 (II) [A-03(a)] - After completion of seven (07) years of service from the date of appointment as a Electronics Engineer Grade II having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion of Electronic Engineers, Grade III who have obtained the requisite qualifications stipulated in the scheme. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p> <p><i>If no such persons are available, by open advertisement and selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>Should possess a degree in B.Sc. Engineering from a recognized University/HEI specializing in Electrical/ Electronics Engineering or equivalent qualifications with five (05) years experience after obtaining such degree together with postgraduate or full professional qualifications in the relevant field.</i></p>
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Project Manager

U-EX 2 (II) [A-03(a)]

Method of Recruitment

*By open advertisement.
Selection by a structured interview.*

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

1.(a) Should possess a B.Sc. Engineering degree from a recognized university/HEI specializing in Civil Engineering

OR

Should possess a B.Sc. Engineering degree from a recognized university/HEI specializing in Quantity Surveying

OR

Equivalent professional qualifications

AND

(b) Possess a Corporate membership from a recognized Engineering Institute

OR

Possess a Corporate membership from a recognized Institute of Quantity Surveying

AND

(c) A minimum of 10 years' relevant experience in construction projects, handling contracts as well as managing direct labour.

<p>Farm Manager - Grade II (Existing post Farm Manager /Higher Grade)</p> <p>U-EX 2 (III) [A-03]</p> <p>EB- U-EX 2 (II) [A-03(a)] - After completion of seven (07) years of service from the date of appointment as a Farm Manager Grade II and having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p> <p><i>If no suitable applicants are available internally recruitment by open advertisement</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p>(i) <i>Should possess a four year Special Degree in Agriculture from a recognized university with a postgraduate degree in Agriculture (not less than one year duration) with five (05) years of experience in a managerial position in a farm</i></p> <p>OR</p> <p>(ii) <i>A holder of the post of Farm Manager Grade III of a Higher Educational Institution and confirmed in that post who has completed eight (08) years of satisfactory service in that post and on the evaluation of the performance by a structured interview.</i></p>
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Senior Personal Secretary to Chairman, UGC and Vice Chancellor of a University

U- EX 2(III) (A-03)

EB- U-EX 2(II) [A-03(a)] - After completion of seven (07) years of service from the date of appointment as Senior Personal Secretary to Chairman, UGC and Vice-Chancellors and having earned all the increments

Method of Recruitment

Category I

By Promotion.

Selection by a structured interview.

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Category II

By promotion

Selection by a structured interview and APER Scheme. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

(i) *A holder of the post of Personal Secretary to Chief/Principal Executive Officer and confirmed in that post who possesses a degree from a recognized university/HEI with five (05) years of service in that post.*

OR

(ii) *A holder of the post of Personal Secretary to Chief/Principal Executive Officer and confirmed in that post who has successfully completed six (06) years of service in that post with a recognized professional qualifications of not less than three years duration relevant to Secretarial Functions of which duration is not less than a year.*

OR

(iii) *A holder of the post of Personal Secretary to Chief/Principal Executive Officer and confirmed in that post who has completed eight (08) years of satisfactory service in that post and on the evaluation of the performance.*

		<p><u>Note:</u></p> <p><i>Professional and/or Academic qualification/ qualifications of not less than three years duration means certificate/certificates and/or Diploma/Diplomas relevant to secretarial functioning conducted by an Institute recognized by the UGC. However, all such certificate/certificates and/or Diploma/Diplomas should not be in the same filed.</i></p>
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<p>Chief Technical Officer</p> <p>U-EX 2(III) (A-03)</p> <p>EB- U-EX 2(II) {A-03(a)} - After completion of seven (07) years of service from the date of appointment as Chief Technical Officer and having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion.</i></p> <p><i>Selection by a structured interview on the basis of marks obtained at the Performance Evaluation indicated at the end of the scheme.</i></p>	<p><u>Qualifications :</u></p> <p>(a) <i>A holder of the post of Senior Staff Technical Officer and confirmed in that post with a Degree in the relevant field from a recognized university/HEI and not less than five (05) years satisfactory service in that grade.</i></p> <p>OR</p> <p>(b) <i>A holder of the post of Senior Staff Technical Officer and confirmed in that post who has completed not less than eight (08) years of satisfactory service in that grade.</i></p> <p>AND</p> <p><i>Satisfied the conditions laid down in the marking scheme given below ;</i></p> <p><i>Candidates for Promotion to the Post of Chief Technical Officer should evaluate under the following marking scheme ;</i></p> <p><i>i Special Contribution to the development of laboratories and maintenance of equipment</i></p> <p style="text-align: right;"><i>- 20 Marks</i></p>
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		<p><i>ii Designing and assembling of special apparatus/equipment/materials in support of teaching activities in the Department/Faculty - 20 Marks</i></p> <p><i>iii Special Contribution made for postgraduate teaching/research programmes conducted by the Academic Staff - 10 Marks</i></p> <p><i>iv. Technical inputs into research activities of academic staff which are acknowledged in publication in referred journals (not more than 4 marks may be allocated for one citation) - 10 Marks</i></p> <p><i>v. Development of relevant special skills through recognized training programme locally and abroad - 20 Marks</i></p> <p><i>(a) Acquisition of qualifications relevant to the field of work(Degree, Diploma, Certificate in Science, Engineering & Technology etc)</i></p> <p><i>(b) On the job training programmes – training programmes either in a University Research or Training Institute, or an Industry for which certification of satisfactory completion.</i></p> <p><i>(c) Participation at Workshops/Short Term Courses with certification of satisfactory completion (subject to a maximum of 08</i></p>
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		<p><i>marks under each category may be allocated)</i></p> <p><i>vi. Length of service after completion of 05 years in that post of Technical Officer Gr. I (2 marks per year)</i> -10 Marks</p> <p><i>vii. Acquisition of special skills such as Information Technology, Communication Skills English Competency</i> - 10 Marks</p> <p><u>NOTE</u> : A candidate should obtain at least 65% marks to be eligible for promotion</p> <p><i>Evaluation of applications for merit promotion:</i></p> <p><i>The governing authority will appoint an Evaluation Committee to evaluate sections I,II,III & IV of the Marking Scheme. This Committee should consist of the Dean of the Faculty (as Chairman) , Head of the Department, two other members appointed by the Council from experts in the relevant subject, external to the University. In case of a candidate in an Institute/ Campus the Evaluation Committee should consist of the Director of the Institute/ Rector of a Campus in place of Dean, of a Faculty.</i></p>
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		<p><i>Selection Committee :</i></p> <p>The Selection Committee should consist of the Principal Executive Officer of the Higher Educational Institution/Institute, Registrar, Dean of Faculty, Head of Department, 01 Council Nominee and 02 members nominated by the University Grants Commission.</p>
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**Curator (Landscape) Grade II
(Presently Higher Grade)**

U-EX 2 (III) [A-03]

(EB - U-EX 2 (II) [A-03(a)] - After completion of seven (07) years of service from the date of appointment as a Curator (Landscape) Gr.II and having earned all the increments.

Method of Recruitment

Category I

By promotion

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Category II

If no suitable candidates available by open advertisement.

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

Category I

1. A holder of the post of Curator (Landscape) Grade III in a Higher Educational Institution who has completed five (05) years of satisfactory service in that post with a Masters Degree in a relevant field from a recognized Institution.

OR

2. A holder of the post of Curator (Landscape) Grade III in a Higher Educational Institution who has completed eight (08) years' of satisfactory service in that post and on the evaluation of the performance by a structured interview

Category II

Should possess a degree in Agriculture or Forestry or a special degree in Botany from a recognized university/HEI with Master degree in the relevant field from a recognized University/HEI and not less than eight (08) years of experience in a similar position in landscaping.

**Curator (Museum) Grade II
(Presently Higher Grade)**

U-EX 2 (III) [A-03]

EB - U-EX 2 (II) After completion of seven (07) years of service from the date of appointment as a Curator (Museum) Gr.II and having earned all the increments.

Method of Recruitment

Category I

By promotion

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Category II

If no suitable candidates available, by open advertisement.

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

Category I

A holder of the post of Museum Curator, Grade III in the University system and confirmed in that post with not less than five (05) years of service in that grade

OR

Category II

Should possess a special Degree in the relevant subject area from a recognized University/HEI with not less than five (05) years of experience as a Museum Curator.

**Audio Visual Technical Officer
Higher Grade**

(Presently Special Grade)

U-EX 2 (III) (A-03)

EB - U-EX 2 (II) A-03(a) After completion of seven (07) years of service from the date of appointment as a Audio Visual Technical Officer Higher Grade and having earned all the increments.

Method of Recruitment

By promotion

Selection by structured interview

Contribution specified under qualifications should be evaluated by a Selection Committee on the basis of a performance report submitted by the Dean/ Head of the Department /Division

Qualifications :

(a) A holder of the post of an Audio Visual Technical Officer Grade I and confirmed in that post with a Degree in the relevant field from recognized university/HEI and has a satisfactory service of not less than five (05) years in that grade.

OR

(b) A holder of the post of an Audio Visual Technical Officer Grade I and confirmed in that grade who has a satisfactory service of not less than eight (08) years in that grade.

AND

(c) Satisfied the conditions laid down in the marking scheme given below ;

Marking Scheme for the Candidates for promotion to the post of Audio Visual Technical Officer, Grade II {U- EX 2(III)}

i. Special contributions to the Academic/ Training and Development in Audio Work.

- 20 Marks

		<p>ii. <i>Innovations and presentation of educational materials</i> - 20 Marks</p> <p>iii. <i>Production and presentation of a Video/ Audio programmes for educational Purposes Technical inputs into Research Activities of Academic Staff</i> - 20 Marks</p> <p>iv. <i>Which are acknowledged in publication in referred journals</i> -20 Marks</p> <p>v. <i>Meritorious awards /prizes received</i> -10 Marks</p> <p>vi. <i>Length of service after completion of 08 years in the post of Audio Visual Technical Officer Gr.I</i> (2 marks per year) - 10 Marks</p> <p><u>Opportunities for Training</u></p> <p><i>Heads of Department and Deans of Faculties should ensure that adequate opportunities are provided for all Audio Visual Officers to be exposed to relevant training and participation in research activities.</i></p>
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		<p><u>Evaluation of applications for merit promotions</u></p> <p><i>The governing authority will appoint an Evaluation Committee to evaluate sections I,II,III & IV of the Marking Scheme. This Committee should consist of the Dean of the Faculty (as the Chairman), Head of the Department, two other members appointed by the Council from experts in the relevant subject, external to the University. In case of a candidate in an Institute/ Campus the Evaluation Committee should consist of the Director of the Institute/ Rector of a Campus in place of Dean, of a Faculty.</i></p> <p><i>A candidate should obtain at least 65 marks to be eligible for promotion.</i></p> <p><u>Selection Committee:</u></p> <p><i>The Selection Committee should consist of the Vice-Chancellor, Registrar, Dean of Faculty, Head of Department, 01 Council nominees and 02 members nominated by the University Grants Commission.</i></p> <p><u>Note:</u> <i>A self assessment of the Audio Visual Technical Officer Gr.I applying for promotion to the post of Audio Visual Technical Officer, Special Grade should be submitted to the Head of the Institution/ Institute along with the application. He/she should indicate the marks he/she is entitled in terms of above marking scheme along with a justification for each area specified above.</i></p>
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<p>Drawing Office Assistant Grade I</p> <p>U-EX 2(III) [A-03]</p> <p>EB- U-EX 2 (II) A-03(a) After completion of seven (07) years of service from the date of appointment as Drawing Office Assistant (Higher Grade) and having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><u>Category I</u></p> <p><i>By promotion Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p> <p><u>Category II</u></p> <p><i>If there are no suitable candidates By internal advertisement. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><u>Category I</u></p> <p><i>A holder of the post of Drawing Office Assistant Grade II and confirmed in that post who has completed eight (08) years of satisfactory service in that post and on the evaluation of the performance.</i></p> <p><u>Category II</u></p> <p><i>Should possess a B.Sc. Degree in Engineering (Mechanical/Production) or equivalent qualification from recognized university/HEI with five (05) years of experience in Drawing Office/Design Office of a Mechanical Engineering Department and Postgraduate or full Professional qualifications in the relevant field.</i></p>
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<p>Director /Physical Education</p> <p>U-EX 2 (III) [A-03]</p> <p>EB - U-EX 2 (II) A-03(a) - After completion of seven (07) years of service from the date of appointment as Director/Physical Education and having earned all the increments.</p>	<p><u>Method of Recruitment</u></p> <p><i>By open advertisement. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p> <p style="text-align: center;">OR</p>	<p><u>Qualifications</u></p> <p>(a) <i>Should possess a degree in Physical Education from a recognized University/HEI or equivalent with at least ten (10) years of experience in organising and implementing the physical educational programmes after obtaining such degree</i></p> <p style="text-align: center;">OR</p> <p>(b) <i>Should possess a degree from a recognized university/HEI with postgraduate qualification in Physical Education or professional qualification in the relevant field with at least twelve (12) years of experience in organizing and implementing the physical educational programmes in reputed Institutes after obtaining the first degree/professional qualifications</i></p> <p style="text-align: center;">OR</p> <p>(c) <i>A holder of the post of Assistant Director/Physical Education in the University system and confirmed in that post with not less than five (05) years of service in that grade.</i></p>
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<p>Chief Marshal</p> <p>U-EX 2 (III) [A-03]</p> <p>EB- U-EX 2 (II) A-03(a) - After completion of seven (07) years of service from the date of appointment as Chief Marshal and having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By advertisement within the UGC and the Higher Educational Institutions/Institutes in the first instance. If no suitable applicants are available, recruitment by open advertisement.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications :</u></p> <p>(1) (a) <i>Should possess a degree from a recognized university/HEI and an officer not below the rank of Assistant Superintendent of Police or an Officer in equivalent rank in the other Armed Services of Sri Lanka.</i></p> <p>OR</p> <p>(b) <i>A holder of the post of Deputy Chief Marshal in the Marshal service and confirmed in that post with not less than five (05) years of satisfactory service in that grade.</i></p> <p>(2) <i>Physique – Height - 5' 5" Chest - 32" deflated</i></p> <p><i>Note : Preference will be given to those with actively participated in Sports activities, Social Welfare Activities and Recreation programmes within the university and at National Level.</i></p>
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Chief Security Officer Grade I

[Presently Special Grade]

U-EX 2 (II I) [A-03]

EB - U-EX 2 (II) A-03(a) - After completion of seven (07) years of service from the date of appointment as Chief Security Officer and having earned all the increments

Method of Recruitment

By promotion. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications :

(a) *A person holding a post of Chief Security Officer Grade II and confirmed in that post who possess a degree from a recognized university/HEI with five (05) years of satisfactory service in that grade.*

OR

(b) *A person holding a post of Chief Security Officer Gr.II and confirmed in that post who has completed 08 years of satisfactory service in that grade can be considered for promotion on evaluation of performance*

<p>Graduate Translator Supra Grade</p> <p>U-EX 2 (III) [A-03]</p> <p>EB- U-EX 2 (II) A-03(a) - After completion of seven (07) years of service from the date of appointment as Graduate Translator Supra Grade and having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion. Selection by structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications :</u></p> <p><i>A person holding a post of Graduate Translator, Grade I and confirmed in that post with five (05) years experience in that grade</i></p>
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<p>Senior Public Relations Officer</p> <p>U-EX 2(III) [A-03]</p> <p>EB- After completion of seven (07) years of service from the date of appointment as a Senior Public Relations Officer and having eared all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion</i></p> <p><i>Selection by a structured interview. Pass mark of the structured interview should be 40% or above.</i></p>	<p><u>Qualifications :</u></p> <p><i>A holder of a post of Public Relation Officer and confirmed in that post who possess a degree with six (06) years of satisfactory service in that grade</i></p>
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Assistant Director/ Regional Educational Services

U-EX 2(III) (A-03)

Method of Recruitment

By advertisement.

Selection by a structured interview . Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications :

(a) *Should possess a special degree with First or Second Class from a recognized university/HEI*

OR

(b) *Should possess a degree (or equivalent) with postgraduate degree from a recognized university/HEI the prescribed period of which shall not be less than one academic year,*

AND

(c) *Should possess at least five (05) years of administrative/teaching experience*

OR

(d) *A holder of the post of Educational Assistant, Grade I with a minimum of eight (08) years experience in the Regional Educational Services and in the capacity of Regional Officer*

OR

		<p>(e) <i>A holder of the post of Educational Assistant, Grade I who were appointed to Regional Educational Services of the Open University of Sri Lanka and have covered at least eight (08) years administrative experience</i></p>
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Senior Staff Matron

U-EX 2(III) (A-03)

EB - U-EX 2 (II) A-03(a) After completion of seven (07) years of service from the date of appointment as a Senior Staff Matron and having earned all the increments.

Method of Recruitment

*By promotion
Selection by a structured interview.*

Note :

The number of posts of Senior Staff Matron to be filled by promotion shall be determined by the UGC from time to time on the recommendation of the Higher Educational Institution concerned.

Qualifications :

(1) A person holding a post of Staff Matron and confirmed in that post with 05 years of service in that grade who possess the Certificate of Competence as a Nurse recognized by the Sri Lanka Medical Council.

OR

(2) A person holding the post of Matron or above and confirmed in that post with 12 years satisfactory service in those grades of which 03 years in the post of Staff Matron with proven efficiency and competence in her duties.

AND

(3) In addition to the qualifications given at either (a) or (b) above, the candidate should have satisfied the following requirements;

(i) conditions laid down in the marking scheme.

(ii) Significant contributions made to the development of the teaching and/or research activities relevant to the Faculty/ Department / Health Centre.

		<p style="text-align: center;"><u>MARKING SCHEME TO BE SATISFIED BY A CANDIDATE FOR THE PROMOTION TO THE POST OF SENIOR STAFF MATRON</u></p> <p><i>Part I</i></p> <p>1. Special contribution to the development of activities of the Department / Faculty / Health centre concerned - 20 Marks</p> <p>2. Designing and assembling of special apparatus/equipment/materials in support of teaching activities in the Department /Faculty/Health Centre - 10 Marks</p> <p>3. Innovation and/or changes that you have introduced in the relevant field - 10 Marks</p> <p>4. Additional Responsibilities under taken by you during the year - 10 Marks</p> <p style="padding-left: 40px;">(a) Duties of officers of comparable or higher grades</p> <p style="padding-left: 40px;">(b) Out side the organization</p>
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		<p>5. <i>Extra curricular activities during the last 05 years immediately before the application for promotion</i> - 10 Marks <i>(sports, leadership, social work and creative activities)</i></p> <p>6. <i>Meritorious Awards / Prizes received</i> - 05 Marks</p> <p>7. <i>Development of Skills/ Special skills</i> - 10 Marks (a) <i>Training programmes / workshops /courses of study that you attended and the benefits derived from them</i> (b) <i>Communication skills</i></p> <p>8. <i>Your future plans for your own career and Institutional development</i> - 05 Marks</p> <p><u>Part II</u></p> <p>9. <i>Knowledge on supervisory /administrative functions</i> - 05 Marks</p>
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		<p>10. Past performance of the last 03 years immediately before the application should be evaluated as indicated below :-</p> <p><i>Excellent</i> - 05 per year <i>Very good</i> - 03 per year <i>Good</i> - 02 per year</p> <p><i>Satisfactory</i> - 01 per year</p> <p>11. General performance at the interview - 10 Marks</p> <p><u>Evaluation of applications for promotion</u></p> <p><i>The Governing Authority will appoint an evaluation committee to evaluate the PART I of the marking scheme. The Committee should consist of the Registrar of the University (as the Chairman), Chief Medical Officer/Head of the Department and one member appointed by the Council from experts in the relevant subject outside the University. In case of a candidate in an Institution/ Campus, the Evaluation Committee should consist of the Director of the Institute or the Rector of the Campus in place of the Registrar of the University.</i></p>
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		<p><u>Selection Committee</u></p> <p><i>The Selection Committee should consist of -</i></p> <p><i>Vice Chancellor, Registrar, Dean of the/a Faculty * , Head of the Department / Chief Medical Officer, 02 members appointed by the University Grants Commission, 01 member nominated by the Council from among the members appointed by the University Grants Commission</i></p> <p><i>* In case of a Institute/Campus Dean should be replaced by the Director.</i></p> <p><i>Note : A self assessment of the candidates applying for promotion should be submitted to the Head of the Institution along with the application. The candidate should indicate the marks he/she is entitled to under PART I of the marking scheme with a justification for each area specified therein.</i></p> <p><i>A candidate should obtained not less than a total marks of 50% from Parts I and II of the marking scheme to be eligible for promotion.</i></p>
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**Senior Staff Matron
(Faculty of Dental Sciences)**

U-EX 2(III) A-03

Method of Recruitment

By promotion

Selection by a Structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Note:

The number of posts of Senior Staff Matron/ Faculty of Dental Sciences, to be filled by promotion shall be determined by the UGC from time to time on the recommendation of the Higher Educational Institution concerned.

Qualifications :

(a) A holder of the post of Staff Matron/ Faculty of Dental Sciences and confirmed in that post with five (05) years of service in that grade who possesses the Certificate of Competence as a Nurse recognized by the Sri Lanka Medical Council.

OR

(b) A holder of the the post of Nursing Officer (Dental), Supra Grade or Matron/ Faculty of Dental Sciences or above and confirmed in that post with 12 years satisfactory service in those grades of which 03 years in the post of Staff Matron with proven efficiency and competence in her duties.

AND

(c) In addition to the qualifications given at either (a) or (b) above, the candidate should have satisfied the following requirements.

(i) conditions laid down in the marking scheme.

(ii) Significant contributions made to the development of the teaching

and/or research activities relevant to the Faculty of Dental Sciences.

Part I

1. *Special contributions to the development of activities of the Department / Faculty / Health centre concerned*
- 20 Marks
2. *Designing and assembling of special apparatus / equipment / materials in support of teaching activities in the Department /Faculty/Health Centre*
- 10 Marks
3. *Innovation and/or changes that you have introduced in the relevant field*
- 10 Marks
4. *Additional Responsibilities under taken by you during the year*
- 10 Marks
 - (a) *Duties of officers of comparable or higher grades*
 - (b) *Out side the organization*

		<p>5. <i>Extra curricular activities during the last 05 years immediately before the application for promotion</i> - 10Marks</p> <p><i>(sports, leadership, social work and creative activities)</i></p> <p>6. <i>Meritorious Awards / Prizes received</i> - 05 Marks</p> <p>7. <i>Development of Skills/ Special skills</i> - 10 Marks</p> <p>(a) <i>Training programmes /workshops/courses of study that you attended and the benefits derived from them</i></p> <p>(b) <i>Communication skills</i></p> <p>8. <i>Your future plans for your own career and Institutional development</i> - 05 Marks</p> <p><u>Part II</u></p> <p>9. <i>Knowledge on supervisory /administrative functions</i> - 05 Marks</p> <p>10. <i>Past performance of the last 03 years immediately before the application should be evaluated as indicated below ;-</i></p>
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		<p><i>Excellent</i> - 05 per year <i>Very good</i> - 03 per year <i>Good</i> - 02 per year 05 (Maximum) } <i>Satisfactory</i> - 01 per year</p> <p>11. <i>General performance at the interview</i> - 10 Marks</p> <p><u><i>Evaluation of applications for promotion</i></u></p> <p><i>The Governing Authority will appoint an evaluation committee to evaluate the PART I of the marking scheme. The Committee should consist of the Registrar of the University (as the Chairman), Chief Medical Officer/Head of the Department and one member appointed by the Council from experts in the relevant subject outside the University.</i></p> <p><u><i>Selection Committee</i></u></p> <p><i>The Selection Committee should consist of the Vice Chancellor, Registrar, Dean of the Faculty, Head of the Department, 02 members appointed by the University Grants Commission, 01 member nominated by the Council from among the members appointed by the University Grants Commission.</i></p> <p><i>Note : A self assessment of the candidates applying for promotion should be submitted to the</i></p>
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		<p><i>Head of the Institution along with the application. The candidate should indicate the marks he/she is entitled to under PART I of the marking scheme with a justification for each area specified therein.</i></p> <p><i>A candidate should obtained not less than a total marks of 50% from Parts I and II of the marking scheme to be eligible to consider for promotion.</i></p>
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<p>Statistical Officer- Grade I</p> <p>U – EX 2(III) [A-03]</p> <p>EB-After completion of seven (07) years of service from the date of appointment as Statistical Officer ,Gr.I and having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications</u></p> <p><i>A holder of the post of Statistical Officer Grade II and confirmed in that post who has completed eight (08) years of satisfactory service in that grade can be considered for promotion.</i></p>
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Printer

U-EX 2 (III) [A-03]

EB-After completion of seven (07) years of service from the date of appointment as Senior Assistant Printer and having earned all the increments

Method of Recruitment

By promotion. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

Qualifications

A holder of the post of Assistant Printer and confirmed in that post who possess a Diploma/Certificate in Printing from a recognized College or Institute of Printing with not less than five (05) years of service in that post

OR

A holder of the post of Assistant Printer and confirmed in that post with eight (08) years of experience and successful completion of the performance evaluation requirement. (Annual performance evaluation report APER).

<p>Illustrationist Gr.I</p> <p>U-EX 2 (III) [A-03]</p> <p>EB- U-EX 2 (II) A-03(a) After completion of seven (07) years of service from the date of appointment as Illustrationist Grade I and having earned all the increments</p>	<p><u>Method of Recruitment</u></p> <p><i>By promotion</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><u>Qualifications :</u></p> <p>(i) <i>A holder of the post of an Illustrationist Grade II in the University System and confirmed in that post with a minimum of seven (07) years of experience as an Illustrationist Grade II in the university system</i></p> <p>AND</p> <p><i>Should possess a Postgraduate Diploma /Degree in the field of Fine Arts or Archaeology from a recognized university/HEI or other relevant field acceptable to the UGC</i></p> <p>OR</p> <p>(ii) <i>A holder of the post of Illustrationist Grade II in the university system and confirmed in that post with at least 12 years of satisfactory service in that grade.</i></p>
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EFFICIENCY BAR REQUIREMENTS FOR
SENIOR ASSISTANT SECRETARY/SENIOR ASSISTANT REGISTRAR

A Senior Assistant Secretary/A Senior Assistant Registrar should satisfy the following Efficiency Bar requirements in order to be placed on the U-EX 2 (II) grade by the time he/she completes seven (07) years of service from the date of appointment to the post of Senior Assistant Secretary/Senior Assistant Registrar having earned all the increments.

EFFICIENCY BAR

- (i) Obtain at least a Postgraduate Degree or Postgraduate Diploma of not less than one year's duration in Administration or Management from a recognized University/Higher Educational Institution.

OR

Promotees in terms of Commission Circular No. 668 should obtain at least a Degree in Administration/ Management or any other degree in a relevant field (to be determined by the UGC) from a recognized University/Higher Educational Institution.

AND

- (ii) Pass a written examination on the following subjects :-

- (a) Legislation pertaining to University Education and Labour Laws
- (b) Ordinances, Regulations and Rules pertaining to Higher Educational Institutions
- (c) Administrative and Disciplinary Procedures of Higher Educational Institutions
- (d) Financial Procedures of Higher Educational Institutions.
- (e) English Language.

[Candidates are required to possess a detailed knowledge of (ii)(a)(b) (c) and (d) and a satisfactory level of competence of (ii) (e). However, candidates who have achieved the required competency level the Efficiency Bar at Assistant Secretary/Assistant Registrar's level are exempted from the English Language paper]

AND

Pass a Viva-Voce Examination (Structured Interview).

EFFICIENCY BAR REQUIREMENTS FOR
SENIOR ASSISTANT ACCOUNTANT/SENIOR ASSISTANT BURSAR/
SENIOR ASSISTANT INTERNAL AUDITOR

A Senior Assistant Accountant/A Senior Assistant Bursar/A Senior Assistant Internal Auditor should have satisfied the following Efficiency Bar requirements by the time he/she completes seven (07) years of service and having earned all the increments.

- (i) Completion of Final Examination of the Institution of Chartered Accountants, Sri Lanka or equivalent Postgraduate Degree in Financial/ Management.

Note : Promotees in terms of Commission Circular No. 668 should obtain at least any one of the following qualifications :-

- (a) Completion of Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka or UK or equivalent
- (b) Completion of Managerial Level Examination of the CIMA, UK or equivalent
- (c) Completion of the Higher National Diploma in Accountancy of the Sri Lanka Institute of Advanced Technological Studies.

AND

- (ii) Pass a written examination on the following subjects :-

- (a) Legislation pertaining to University education and University affairs in general
- (b) Financial Procedures of Higher Educational Institutions
- (c) Administrative and Disciplinary procedures
- (d) English Language.

[Candidates should be required to possess a detailed knowledge of (ii) (a) (b) and (c) and a satisfactory level of competence of (ii) (d)]

However, candidates who have achieved the required competency level of (d) at the Efficiency Bar of Assistant Secretary/ Assistant Registrar's level are exempted]

AND

- (iii) Pass a Viva-Voce examination/structured interview.

EFFICIENCY BAR REQUIREMENTS FOR
SENIOR ASSISTANT SECRETARY/SENIOR ASSISTANT REGISTRAR
(LEGAL & DOCUMENTATION)

A Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation) should have satisfied the following Efficiency Bar requirements by the time he/she completes seven (07) years of service from the date of appointment to the post of Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation) having earned all the increments.

- (i) Obtain a Postgraduate Degree in Law/Postgraduate Diploma in Law with not less than one year duration of a Higher Educational Institution or an Institute recognized by the UGC

AND

- (ii) Pass a written examination on the following subjects :-

- (a) Legislation pertaining to University education and Labour Laws
- (b) Ordinances, Statutes, Regulations and Rules pertaining to Higher Educational Institutions
- (c) Administrative and Disciplinary procedures pertaining to Higher Educational Institutions
- (d) Financial Procedures of Higher Educational Institutions
- (e) English Language

[Candidates are required to possess a detailed knowledge of (ii)(a),(b) and (c) and a satisfactory level of competency of (ii)(d) and (e). However, candidates who have achieved the required competency level of (ii)(e) at the Efficiency Bar of Assistant Secretary/Assistant Registrar's Level are exempted

AND

- (iii) Pass a Viva-Voce examination/structured interview.

EFFICIENCY BAR REQUIREMENTS FOR
SENIOR ASSISTANT REGISTRAR (LIBRARY SERVICES)

A Senior Assistant Registrar (Library Services) should satisfy the following Efficiency Bar requirements before he/she completes 07 years of service from the date of appointment to the post of Senior Assistant Registrar (Library Services) having earned all the increments.

EFFICIENCY BAR

- (i) Obtain at least a Postgraduate Degree/ Postgraduate Diploma in Library Science of a Higher Educational Institution or an Institute/ Association recognized by the UGC.

- (ii) Pass a written examination on the following subjects:-
 - (a) Work pertaining to a Library in a Higher Educational Institute
 - (b) Administrative and Disciplinary Procedures
 - (c) Financial Procedures of Higher Education
 - (d) English Language

(Candidates are required to possess a detailed knowledge of (ii) (a), (b), and (c) and a general understanding of (ii) (c) and (d).

AND

- (iii) Pass a Viva- Voce examination.

EFFICIENCY BAR REQUIREMENTS APPLICABLE TO THE
ENGINEERING STAFF IN THE U-EX 2 (III) GRADE

The staff belongs to the Salary Code U-EX 2(III) and categorized under Engineering Service by the Commission Circular No: 905th of 29th January 2009 should satisfy the following Efficiency Bar requirements at the time they complete seven (07) years of service from the date of appointment to the posts concerned having earned all the increments.

EFFICIENCY BAR

- (i) Pass a written examination on the following subjects:-
 - (a) Administrative, Disciplinary & Financial Procedures of Higher Educational Institutions ;
 - (b) Matters relating to the work perform
 - (c) University affairs in general;
 - (d) English Language

AND

- (ii) Pass a Viva-Voce examination/ Structured Interview.

EFFICIENCY BAR REQUIREMENTS APPLICABLE FOR
TECHNICAL STAFF IN THE U-EX 2 (III) GRADES

The Technical staff belongs to the Salary Code U-EX 2(II) and categorized under the Other Staff by the Commission Circular No: 905th of 29th January 2009 should satisfy the following Efficiency Bar requirements at the time they complete four (04) years of service in that post from the date of appointment to the posts concerned having earned three increments.

EFFICIENCY BAR

- (i) Pass a written examination on the following subjects:-
- (a) Matters relating to the work performed.
 - (b) Administrative, Disciplinary & Financial Procedures of Higher Educational Institutions
 - (c) University affairs in general
 - (d) English Language

Note : The above Efficiency Bar Requirements are applicable to the following staff

Senior Staff Technical Officer
Audio Visual Technical Officer Grade I

EFFICIENCY BAR REQUIREMENTS FOR
SENIOR PERSONAL SECRETARY TO CHIEF/ PRINCIPAL EXECUTIVE OFFICER

A Senior Personal Secretary to Chief/ Principal Executive Officer should have satisfied the following EB requirements before he/she complete seven (07) years of service from the date of appointment to the post of Senior Personal Secretary to Chief/ Principal Executive Officer having earned all the increments.

EFFICIENCY BAR

- (i) Pass a written examination on the following subjects:-
- (a) Communication skills; Public Relations : Presentation Skills
 - (b) Ordinances, Regulations, and Rules pertaining to Higher Educational Institutions
 - (c) Administrative and Disciplinary Procedures of Higher Educational Institutions
 - (d) Financial Procedures of Higher Educational Institutions

(Candidates should be required to possess a detailed knowledge of (ii) (a) (b) and (c) and a satisfactory competency of (ii) (d).

AND

- (ii) Pass a Viva- Voce examination / Structured interview

EFFICIENCY BAR REQUIREMENTS APPLICABLE FOR
DIRECTOR/ PHYSICAL EDUCATION- U EX 2(III)

A Director/ Physical Education should satisfy the following Efficiency Bar requirements at the time he/she completes seven (07) years of service from the date of appointment to the post of Director/ Physical Education having earned all the increments.

EFFICIENCY BAR

- (i)** *Pass a written examination on the following subjects:-*
- (ii)**
 - (a) Administrative, Disciplinary and Financial Procedures of Higher Educational Institutions*
 - (b) Matters related to the work performed.*
 - (c) University affairs in general*

AND

- (iii)** *Pass a Viva- Voce examination.*

EFFICIENCY BAR REQUIREMENTS APPLICABLE FOR
ALL OTHER STAFF IN THE U-EX 2 (III) GRADE

Holders of all other posts where an EB requirements are not specified above and belongs to the Salary Code U-EX 2(III) and categorized under the Other Staff by the Commission Circular No: 905th of 29th January 2009 should satisfy the following Efficiency Bar requirements at the time they complete seven (07) years of service from the date of appointment to the posts concerned having earned all the increments.

EFFICIENCY BAR

- (i) Pass a written examination on the following subjects:-
 - (a) Administrative , Disciplinary and Financial Procedure of Higher Educational Institutions
 - (b) Matters relating to the work performed
 - (c) University affairs in general;
 - (d) English Language

AND

- (ii) Pass a Viva-Voce examination/ Structured Interview.