



UNIVERSITY GRANTS COMMISSION

Commission Circular No.948

No.20, Ward Place
Colombo 07

March 10, 2011.

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**AMENDMENTS TO THE SCHEMES OF RECRUITMENT - COMMISSION CIRCULAR NO.
922 OF 23.06.2010**

Your reference is invited to Commission Circular No. 922 of 23.06.2010 issued by revising the Schemes of Recruitment of the posts carrying salary scales denoted by U-EX 1(IV) and above.

The Commission at its 817th and 822nd meetings held on 02.12.2010 and 24.02.2011 respectively has decided to amend the Schemes of Recruitment related to the following posts stipulated in Commission Circular No. 922 ;

01. Registrar/Additional Secretary, UGC
02. Director/Information Technology
03. Deputy Secretary/Deputy Registrar (Legal & Documentation)
04. Works Engineer (Civil) Grade I
05. Curator (Landscape) Grade I
06. Curator (Museum) Grade I
07. Director / Accommodation
08. Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation)
09. Works Engineer (Civil) Grade II
10. Project Manager - Construction Works
11. Assistant Secretary/Assistant Registrar
12. Assistant Accountant/Assistant Bursar/Assistant Internal Auditor
13. Assistant Secretary /Assistant Registrar (Legal & Documentation)

Please note that the other provisions stipulated in Commission Circular No. 922 will remain unchanged.

The amended Schemes of Recruitment related to the above posts are annexed herewith.

Please take action accordingly.


Prof. Gamini Samaranayake
Chairman

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

File No. UGC/HR/02/03/210(i)

**Registrar/University,
Additional Secretary/UGC**

U-EX 3 (I) - [A-01]

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

(a) Should possess a Degree with First or Second Class and a Postgraduate Degree at the level of Ph.D. 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) Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Masters' level 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

(c) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Masters' Degree in Administration or Management of not less than one (01)

		<p>year's duration from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.</p> <p>OR</p> <p>(d) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Postgraduate Diploma of not less than one year's duration in Administration or Management from a recognized University/HEI with not less than fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.</p>
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		<p style="text-align: center;"><i>OR</i></p> <p>(e) An Attorney-at-Law with a Degree from a recognized University/HEI who has completed three (03) years of satisfactory service in the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute with fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of a Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.</p> <p style="text-align: center;"><i>OR</i></p> <p>(f) A holder of the post of Deputy Secretary/Deputy Registrar who is a graduate from a recognized University/HEI with eighteen (18) years of administrative experience of the Commission/a Higher Educational Institution/Institute out of which at least three (03) years should be in the post of Deputy Secretary/Deputy Registrar and confirmed in that post.</p>
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		<p><u>Note :</u> “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.</p>
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**Director/Information
Technology**

U-EX 3 (II) A-01 (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) Should possess a first Degree in Engineering or Computer Science or Physical Science (preferably with a class) with thirteen (13) years of relevant experience in the field.

AND

(2) (i) Should possess a Postgraduate Degree in Computer Science or an associated field

OR

(ii) Full Professional qualifications in a relevant field

OR

(iii) Three (03) years experience at the level of a Systems Analyst or above in the IT field in addition to the thirteen (13) years of experience specified in (1) above.

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

(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 with first or second class 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 in Law/Legal Studies. At least three (03) years of such experience should be in the post of Senior Assistant Secretary/Senior Assistant Registrar (L & D) of the Commission/a Higher Educational Institution/Institute.

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 in Law/Legal Studies and a Postgraduate Degree at Masters' level or higher in legal studies from a recognized University/HEI with not less than twelve (12) years of experience of the

		<p>Commission/a Higher Educational Institution/Institute. At least five (05) years of such experience should be in the post of Senior Assistant Secretary (L & D)/ Senior Assistant Registrar(L & D) of the Commission/a Higher Educational Institution/Institute.</p> <p>OR</p> <p>(c) An Attorney-at Law who is holding a post of Senior Assistant Secretary (L & D)/ Senior Assistant Registrar (L & D)and confirmed in that post with Postgraduate Degree of not less than one year's duration in Legal studies from a recognized University/HEI with not less than fourteen (14) years of experience after being enrolled as an Attorney-at Law. At least five (05) years of such experience should be in the post of Senior Assistant Secretary (L & D)/ Senior Assistant Registrar (L & D) of the Commission/a Higher Educational Institution/Institute.</p> <p>OR</p> <p>(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</p>
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		<p>Assistant Secretary (L& D)/Senior Assistant Registrar (L & D) of the Commission/a Higher Educational Institution/Institute. At least five (05) years of such experience should be after obtaining the first Degree in Law/Legal Studies.</p> <p>OR</p> <p>(e) A holder of the post of Senior Assistant Secretary (L & D)/Senior Assistant Registrar (L & D) who has completed three (03) years of satisfactory service in the U-EX 2(II) grade 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) of the Commission/a Higher Educational Institution/Institute.</p> <p><u>Note :</u> `Experience` means the experience gained in handling court works/legal work and drafting legal documents in the executive capacity in a State or Reputed Private Sector Organization.</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>By promotion of Works Engineer, Grade II who has spent 01 year on the maximum of that salary scale.</p> <p>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p>	<p><u>Qualifications</u></p> <p>A holder of the post of Works Engineer (Civil) Grade II of the Commission/a Higher Educational Institution/Institute and confirmed in that post with Corporate Membership 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.</p>
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<p>Curator (Landscape) Grade I</p> <p>U-EX 2 (I) [A-02]</p>	<p><u>Method of Recruitment</u></p> <p>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.</p>	<p><u>Qualifications</u></p> <p>A holder of the post of Curator (Landscape) Grade II who possesses a Masters Degree in the relevant field from a recognized University/HEI with fifteen (15) years of satisfactory service of which eight (08) years should be as a Curator (Landscape) Grade II and at least three (03) years of service in the U-EX 2(II) grade.</p> <p>OR</p> <p>A holder of the post of Curator (Landscape) Grade II with eighteen (18) years of satisfactory service of which ten (10) years should be as a Curator (Landscape) Grade II and at least three (03) years of service in the U-EX 2(II) grade.</p>
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<p>Curator (Museum) Grade I</p> <p>U-EX 2 (I) [A-02]</p>	<p><u>Method of Recruitment</u></p> <p>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.</p>	<p><u>Qualifications</u></p> <p>A holder of the post of Curator (Museum) Grade II who possesses a Masters Degree in the relevant field from a recognized University/HEI with fifteen (15) years of satisfactory service of which eight (08) years should be as a Curator (Museum) Grade II and at least three (03) years of service in the U-EX 2(II) grade.</p> <p>OR</p> <p>A holder of the post of Curator (Museum) Grade II with eighteen (18) years of satisfactory service of which ten (10) years should be as a Curator (Museum) Grade II and at least three (03) years of service in the U-EX 2(II) grade.</p>
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Director/Accommodation	<u>Method of Recruitment</u>	<u>Qualifications</u>
U-EX 2 (I) [A-02]	<p>By promotion</p> <p>By advertisement within the Higher Educational Institution concerned in the first instance. If no suitable applicants are available in the Higher Educational Institution concerned, recruitment by internal advertisement within the University System.</p> <p>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p>	<p>A holder of the post of Sub-Warden (Special Grade) of the Commission/a Higher Educational Institution/Institute and confirmed in that post with a postgraduate Degree of not less than one year's duration from a recognized University/HEI and three (03) years of satisfactory service in that post of the Commission/a Higher Educational Institution/Institute.</p> <p>OR</p> <p>A holder of the post of Sub-Warden with twenty (20) years of satisfactory service in that post of the Commission/a Higher Educational Institution/Institute and confirmed in that post with a postgraduate Degree of not less than one year's duration from a recognized University/HEI.</p>

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

- 1. A holder of the post of Assistant Secretary /Assistant Registrar (Legal & Documentation) of the Commission/a Higher Educational Institution/Institute with a minimum of five (05) years of experience and confirmed in that post with a Degree in Law/Legal studies from a recognized University/HEI.

OR

- 2. A holder of the post of Assistant Secretary /Assistant Registrar (Legal & Documentation) of the Commission/a Higher Educational Institution/Institute and confirmed in that post with a minimum of six (06) years of experience.

EXTERNAL CATEGORY

An Attorney-at-Law with a Degree in Law from a Recognized University/HEI with a minimum of five (05) years of post qualifying experience in Court Work, legal work and drafting legal documentations in a state or reputed private sector organization.

Note :

‘Experience’ means the experience gained in handling court works/legal work and drafting legal documents in the executive capacity in a State or Reputed Private Sector Organization.

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 candidates 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 of the Commission/a Higher Educational Institution/Institute.

External Category

(a) Should possess a B.Sc. Engineering Degree specializing in Civil Engineering from a recognized University/HEI or an Associate 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. Should also possess experience in handling contracts as well as managing direct labour.

<p>Project Manager - Construction Works</p> <p>U-EX 2 (III) (A-03)</p>	<p><u>Method of Recruitment</u></p> <p>By open advertisement. Selection by a structured interview.</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p>	<p><u>Qualifications</u></p> <p>1.(a) Should possess a B.Sc. Engineering degree from a recognized university/HEI specializing in Civil Engineering</p> <p>OR</p> <p>Should possess a B.Sc. Engineering degree from a recognized university/HEI specializing in Quantity Surveying</p> <p>OR</p> <p>Equivalent professional qualifications recognized by the Institution of Engineers, Sri Lanka (IESL)</p> <p>AND</p> <p>(b) Possess a Corporate membership from a recognized Engineering Institute</p> <p>OR</p> <p>Possess a Corporate membership from a recognized Institute of Quantity Surveying</p> <p>AND</p> <p>(c) A minimum of 10 years of relevant experience in construction projects, handling contracts as well as managing direct labour.</p>
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Assistant Secretary/Assistant Registrar

U-EX 1(IV) [A-04]

EB – After completion of three (03) years of service from the date of appointment as Assistant Secretary/Assistant Registrar and having earned all three increments.

Method of Recruitment

By external (Category A) and internal (Category B) simultaneous advertisement, 60% of the posts to be filled externally and 40% 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 .

- (i) Eligible applicants under category (A) are required to pass a written examination covering the following areas ;

<u>Paper</u>	<u>Marks</u>
(1) IQ and Reasoning *	100
(2) Management Competencies*	100
(3) English Language	100

(Common to both categories)

- * Papers will be in all three languages . Pass Mark is 40%

- (ii) Eligible applicants under category (B) are required to pass a written examination covering the following areas ;

<u>Paper</u>	<u>Marks</u>
(1) Legislation pertaining to university system *	} 100
(2) General Administration & Financial procedures *	
(3) English Language	100

(Common to both categories)

Qualifications

Category A (External)

- (a) (a) Should possess a Degree with First or Second Class from a recognized University/ Higher Educational Institute.

OR

- (b) (b) Should possess a Degree with a Postgraduate Degree / Postgraduate Diploma in Administration/ Management from a recognized University/ Higher Educational Institute.

Category B (Internal)

- a) A graduate of a recognized University/ Higher Educational Institute who is confirmed in the present post of the Commission or of a Higher Educational Institution/Institute.

OR

- b) A holder of a post categorized under U-MN-1(II) / U-MT 1(II) or above of the Commission/a Higher Educational Institution/Institute and confirmed in that

	<p>* Papers will be in all three languages . Pass Mark is 40%</p> <p>(iii) Both internal & external applicants who have scored 40% marks or above in each of the papers in the written examination will be summoned for a structured interview.</p> <p>(iv) Applicants who have scored 40% marks or above out of 100 at the structured interview are eligible to be considered for appointment.</p> <p>(v) Selection will be done in the order of merit based on the aggregate marks of the written examination (75%) and the structured interview (25%).</p> <p>(vi) Appointments will be made in the order of merit depending on the availability of vacancies based on the quota allocated.</p>	<p>post.</p>
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<p>Assistant Accountant/Assistant Bursar/Assistant Internal Auditor</p> <p>U-EX 1(IV) (A-04)</p> <p>EB – After completion of three (03) years of service from the date of appointment as Assistant Accountant/Assistant Bursar/Assistant Internal Auditor and having earned all three increments.</p>	<p><u>Method of Recruitment</u></p> <p>By simultaneous External (Category A) and Internal (Category B) advertisement. 60% of the posts to be filled externally and 40% internally. If eligible candidates are not available to fill the quota allocated for either category, the Commission reserves the right to appoint persons from other category.</p> <p>(i) Eligible applicants under Categories (A) are required to pass a written examination covering the following areas;</p> <table border="0"> <thead> <tr> <th><u>Paper</u></th> <th><u>Marks</u></th> </tr> </thead> <tbody> <tr> <td>(1) IQ and reasoning *</td> <td>100</td> </tr> <tr> <td>(2) Accounting & Finance *</td> <td>100</td> </tr> <tr> <td>(3) English Language</td> <td>100</td> </tr> <tr> <td colspan="2">(Common to both categories)</td> </tr> </tbody> </table> <p>* Papers will be in all three languages. Pass Mark is 40%.</p> <p>(ii) Eligible applicants under category (B) are required to pass a written examination covering the following areas ;</p> <table border="0"> <thead> <tr> <th><u>Paper</u></th> <th><u>Marks</u></th> </tr> </thead> <tbody> <tr> <td>(1) Legislation pertaining to university system *</td> <td rowspan="2">} 100</td> </tr> <tr> <td>(2) Accounting & Financial Administration procedures *</td> </tr> <tr> <td>(3) English Language</td> <td>100</td> </tr> <tr> <td colspan="2">(Common to both categories)</td> </tr> </tbody> </table>	<u>Paper</u>	<u>Marks</u>	(1) IQ and reasoning *	100	(2) Accounting & Finance *	100	(3) English Language	100	(Common to both categories)		<u>Paper</u>	<u>Marks</u>	(1) Legislation pertaining to university system *	} 100	(2) Accounting & Financial Administration procedures *	(3) English Language	100	(Common to both categories)		<p><u>Qualifications</u></p> <p><u>Category A (External)</u></p> <p>1. Pass in the final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.</p> <p>OR</p> <p>2. (a) (i) Should possess a special degree in Accounting from a recognized University/HEI</p> <p>OR</p> <p>(ii) Should possess a degree from a recognized University/HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.</p> <p>OR</p> <p>(iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.</p> <p>AND</p>
<u>Paper</u>	<u>Marks</u>																				
(1) IQ and reasoning *	100																				
(2) Accounting & Finance *	100																				
(3) English Language	100																				
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**Assistant Secretary /Assistant Registrar
(Legal & Documentation)**

U-EX I (IV) (A-04)

EB – After completion of three (03) years of service from the date of appointment as Assistant Secretary/Assistant Registrar (Legal & Documentation) and having earned all three increments.

Method of Recruitment

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

1. An Attorney-at-Law with a Degree in Law/Legal Studies with not less than two (02) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

OR

2. An Attorney-at-Law with not less than three (03) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualification.