



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 969

No.20, Ward Place,
Colombo 07
14.10.2011

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEMES OF RECRUITMENT FOR THE POSTS RELATING TO REGIONAL EDUCATIONAL SERVICES – OPEN UNIVERSITY OF SRI LANKA

Your attention is invited to the existing schemes of recruitment of the posts of Assistant Director/ Regional Educational Services {U-EX 2(III)} and Director/ Regional Educational Services {U-EX 3(II)} sent along with Commission Circular No. 922 of 23rd June 2010.

2. The University Grants Commission at its 833rd meeting held on 01.09.2011 approved the schemes of recruitment specified in the annexed schedule for the following posts.

- Assistant Director/ Regional Educational Services - U-EX 1(IV)
- Senior Assistant Director / Regional Educational Services - U-EX 2(III)
- Deputy Director/ Regional Educational Services - U-EX 2(I)
- Director/ Regional Educational Services - U-EX 3(II)

3. You are kindly informed to re-designate the present holders of the post of Assistant Director/ Regional Educational Services as Senior Assistant Director/ Regional Educational Services.

4. The future recruitments/promotions should be made in accordance with the new schemes of recruitment sent herewith.

5. The provisions in this circular are effective from 01.11.2011.


(Prof. Gamini Samaranayake)
Chairman

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

File No. UGC/HR/2/3/115

**SCHEMES OF RECRUITMENT – POSTS RELATING TO
REGIONAL EDUCATIONAL SERVICES OF THE OUSL**

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Assistant Director/ Regional Educational Services U-EX 1 (IV) (The Efficiency Bar requirement (EB) as specified in Commission Circular No. 922 of 23 rd June 2010 is applicable.)	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) Should possess a degree with first or second class from a recognized University/ HEI OR Should possess a degree with postgraduate degree of not less than one academic year from a recognized University/ HEI. OR (II) A holder of the post of Educational Assistant, Gr. I with a minimum of two (02) years experience in the Regional Educational Services of the OUSL.

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Senior Assistant Director/ Regional Educational Services U-EX 2(III) (The Efficiency Bar requirement (EB) as specified in Commission Circular No. 922 of 23 rd June 2010 is applicable.)	(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. 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) (a) A holder of the post of Assistant Director/ Regional Educational Services who possesses a degree with First or Second Class. or a degree with postgraduate degree of not less than one academic year from a recognized University/ HEI. AND (b) At least five (05) years of administrative/ teaching experience. OR (ii) A holder of the post of Educational Assistant, Gr.I with a minimum of eight (08) years of experience in the Regional Educational Services of the OUSL.

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Deputy Director/ Regional Educational Services U-EX 2(I)	By promotion. By internal advertisement within the University System 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.	01 (a) A holder of the post of Senior Assistant Director/ Regional Educational Services with first or second class degree of a recognized University. AND (b) A postgraduate degree in Education/ Open and Distance Learning of not less than two academic years, from a recognized University/ HEI. AND (c) At least 10 years of administrative experience in the Regional Educational Services of which at least three years of such experience should be in the post of Senior Assistant Director/ Regional Educational Services. OR 02 (a) A holder of the post of Senior Assistant Director/ Regional Educational Services with a pass degree and postgraduate qualifications from a recognized University, the prescribed period of which should not be less than one Academic Year. AND (b) A postgraduate degree in Education/ Open and Distance Learning of not less than two academic years from a recognized University /HEI. AND (c) At least 12 years of administrative experience in the Regional Educational Services of which at least three years of such experience should be in the post of Senior Assistant Director/ Regional Educational Services.

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Director/ Regional Educational Services U-EX 3(II)	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.	(a) Should possess a first or second class in a special degree or first or second class (Upper Division) in a general degree from a recognized University/ HEI. OR Should possess a pass in a general degree/ special degree with postgraduate degree of not less than two (02) academic years of study from a recognized University/ HEI. AND (b) Should possess a postgraduate degree in Education/ Open and Distance Learning of not less than two academic years from a recognized University/HEI. AND (c) Possess at least fifteen (15) years of experience as a teacher in a Higher Educational Institution or fifteen (15) years administrative experience of which five (05) years of experience in Regional Educational Services.