



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 974

No.20, Ward Place,
Colombo 07
04.01.2012

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

FILLING OF VACANCIES IN THE POSTS OF NON ACADEMIC STAFF IN THE UNIVERSITY SYSTEM

Your attention is invited to the instructions given in following correspondence with regard to filling of Non Academic Staff vacancies in the University System.

- (a) The letter No. HE/UD/02/05/C (Vol 1) of 06.12.2011 sent by the Secretary/ Ministry of Higher Education together with the copy of his letter even number dated 17.11.2011 addressed to the Chairman/UGC on filling of vacancies of Non Academic Staff in the University System.
- (b) The letter No. UGC/HR/5/2/2008 of 27.06.2008 on Transfers of staff among the University System.
- (c) Establishments Circular Letter No 20/2011 of 11.11.2011 on inter university transfers of Administrative/ Financial Officers, Non Academic Non Administrative Staff.

The UGC at its 840th meeting held on 19th December 2011 having considered the above mentioned letters decided that the Higher Educational Institutions should comply with following instructions in filling of vacancies. All staff grades in U-EX 1(IV) and above, University Medical Officers, Academic Support Staff, Non Teachers in U-AC Salary Codes and Non Academic Non Administrative Staff should be considered as Non –Academic staff for this purpose.

The requests for filling of vacancies which occur due to retirement, resignation, vacation of post, change of post, death, termination of service and inter university transfers should be forwarded in future in the format annexed herewith to Secretary/ Ministry of Higher Education through the Chairman/UGC for approval.

Such requests should be forwarded only if following conditions are fulfilled;

- (i) The vacant posts to be filled should have cadre provisions approved by the Department of Management Services
- (ii) Inability to cover the duties of vacant posts by acting or by any other arrangement.
- (iii) Availability of adequate funds for payment of salaries and other allowances.

Contd..2/

The requests for filling of vacancies should be made to the Chairman/ UGC quarterly ie. by 31st January, 30th April, 31st July and 31st October of each year and predicted vacancies that will occur in next three months could be included in the request. The Commission may make its recommendations after scrutinizing the request carefully, to the Secretary/ Ministry of Higher Education who will take action to inform the approval for filling of such vacancies to the Higher Educational Institutions/ Institutes directly with a copy to me, as applicable.

Requests for creation of new cadre posts would be invited from Higher Educational Institutions once in every year by the UGC as done at present. Requests for suppression and creation of posts could be forwarded accordingly during the period from 01st June to 31st July each year.

Higher Educational Institutions/ Institutes should take steps to give priority to employees who seek inter university transfers, before taking steps to fill existing vacancies by other ways.


Please note that inter university transfers would be effected within three months period from the date of approval of the UGC for such transfers.

Recruitments and appointments should be done in an appropriate and transparent manner in terms of the approved schemes of recruitment.

The letter No. UGC/HR/5/2/2008 of 27.06.2008 and the Establishments Circular Letter No. 20/2011 of 11.11.2011 are hereby rescinded.

The provisions of this Circular will be effective from 02.01.2012.

Please take action accordingly.


(Prof. Ranjith Senaratne)
Vice Chairman
04-01-2012

- Cc:
1. Secretary/Ministry of Higher Education
 2. Chairman/UGC
 3. Vice-Chairman's office/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/09/02/01

Name of the Higher Educational Institutions/Institutes.....2011 to

Particulars of the vacancies in the Non Academic Staff in the University System from2011 to2011

01	02	03	04	05	06	07	08	09	10
Se. No	Post to be filled (indicate the grade if any)	Salary Code	The Division/Dept. in which the post to be filled	The Faculty in which the Dept./Division in cage (04) is attached.	Relevant post Approved cadre Actual cadre	The date on which the post to be filled became/ will become vacant	The manner of which the vacancy to be filled occurred (due to retirement/ resignation/ deceased /vacation of post/change of post/ inter university transfers/ promotion)	Availability of funds (Yes/No)	Details on the necessity to fill the vacant post

01st recommendation

Recommended due to necessity to fill the vacancies
.....
Secretary, UGC/Vice-Chancellor/
/Rector/ Director
(delete the inapplicable words)

2nd recommendation

Personally satisfied and recommended on the inevitability of filling the vacancies as per the 01st recommendation.
.....
Chairman/UGC

3rd recommendation

Recommended/ Not recommended the filling of vacancies on the recommendation of the Chairman/UGC and Vice-Chancellor/ Rector/ Director
.....
Secretary/Ministry of Higher Education
(delete the inapplicable words)