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## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 12/2018

No. 20, Ward Place,  
Colombo 07.

October 17, 2018

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**SCHEMES OF RECRUITMENT FOR THE POSTS OF MANAGEMENT ASSISTANT (BOOK-KEEPING)/ MANAGEMENT ASSISTANT (SHROFF)/ MANAGEMENT ASSISTANT (STORE-KEEPING)**

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

02. At the 995<sup>th</sup> meeting of the Commission having deliberated the existing Scheme of Recruitment of the post of Management Assistant, approval was granted to amend the Scheme of Recruitment of the post of Management Assistant (Book-Keeping)/ Management Assistant (Shroff)/ Management Assistant (Store-Keeping) and to create its promotional grades, as given in **Annex I** of this circular, to be effective from **01.11.2018**.

03. Further, the Commission by following the approved cadres provided with the Cadre Review Reports -2017, decided to absorb the present holders of the posts and the Book-Keeper, Shroff and Store-Keeper to the posts of Management Assistant (Book-Keeping), Management Assistant (Shroff) and Management Assistant (Store-Keeping) respectively, with retrospective effect from 03.10.2016, the date on which the post of Management Assistant came into force in the university system.

04. The absorption of the existing employees holding of the Shroff and Store-Keeper should be made to the corresponding grade and salary step of the post of Management Assistant (Shroff) and Management Assistant (Store-Keeping) and Book-Keeper should be absorbed to the post of Management Assistant (Book-Keeping) considering the relevant salary step as the case may be, on personal to the holder basis, as shown in the Schemes of Recruitment submitted in Annex I. For the purpose of absorption, the required qualifications of the post to which the employee is absorbed should not be considered and there should not be any monetary impact due to the absorption.

05. Please take action accordingly.

A handwritten signature in black ink, appearing to read 'P.S.M. Gunaratne'.

**Professor P.S.M. Gunaratne**  
Vice Chairman

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**SCHEMES OF RECRUITMENT FOR THE POSTS OF MANAGEMENT ASSISTANT**  
**(BOOK-KEEPING/ SHROFF/ STORE-KEEPING)**

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p><b>Management Assistant Grade* III</b> <b>U-MN 1(III)</b></p> <p><u>*Post Specification</u></p> <p><b>Management Assistant Grade III</b> <b>(Book- keeping)</b></p> <p><b>Management Assistant Grade III</b> <b>(Shroff)</b></p> <p><b>Management Assistant Grade III</b> <b>(Store-keeping)</b></p>	<p>By advertisement within the UGC and Higher Educational Institutions / Institutes in the first instance. If no suitable applications are available, recruitment by open advertisement.</p> <p>By Written Examination (75% marks) of following Subjects :</p> <ul style="list-style-type: none"> <li>• Knowledge in Sinhala/Tamil &amp; English Language</li> <li>• Intelligent quotient and General Knowledge</li> <li>• (Computer Literacy)</li> <li>• Relevant Subject area.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Interview (25% marks )</li> </ul>	<p>1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-</p> <ul style="list-style-type: none"> <li>i. Sinhala Language / Tamil Language</li> <li>ii. English Language/English Literature</li> <li>iii. Mathematics</li> </ul> <p align="center">&amp;</p> <p>2. Should have passed in all subjects at G.C.E (A/L) Examination (except the Common General Papers) at one sitting.</p> <p>Preference will be given to those who possess the following;</p> <ul style="list-style-type: none"> <li>(a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.</li> </ul> <p align="center">&amp;</p> <ul style="list-style-type: none"> <li>(b) Two years of experience in the use of computer application packages.</li> </ul> <p><u>*Post specific Qualifications</u></p> <p>In addition to the qualifications mentioned above, the candidates under the Limited and Open categories should have possessed post specific qualifications mentioned below.</p>



		<p>NOTE :- Eligibility</p> <p>(a) Should be a citizen of Sri Lanka.</p> <p>(b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.</p> <p>(c) Should be of good character</p>
<p><b>Management Assistant Grade II</b> <b>(Book-keeping /Shroff/ Store keeping)</b></p> <p>U-MN 1(II)</p>	<p>By promotion.</p> <p>Selection by written examination and interview.</p>	<p>(i) Management Assistant Grade III who has been confirmed in their posts and have completed 06 years satisfactory service in the post of Management Assistant Grade III will be eligible to sit for a written examination conducted by the University Grants Commission for promotion to Grade II. Those reaching the requisite standard at the examination will be considered for promotion to Grade II.</p> <p>(ii) Management Assistant Grade III who has been confirmed in their posts and who have completed 10 years satisfactory service in the post of Management Assistant Grade III will be eligible for consideration for promotion to Grade II.</p>
<p><b>Management Assistant Grade I</b> <b>(Book-keeping /Shroff/ Store keeping)</b></p> <p>U-MN 1(I)</p>	<p>By promotion.</p> <p>Selection by interview.</p>	<p>Management Assistant who has completed 11years satisfactory service of which at least 03 years in Grade II will be eligible for consideration for promotion to Grade I.</p>
<p><b>Staff Management Assistant</b> <b>(Book-keeping /Shroff/ Store keeping)</b></p> <p>U-MN 4(II)</p>	<p>By promotion.</p> <p>Selection by interview.</p>	<p>Management Assistant who has completed at least 05 years satisfactory service in Grade I will be eligible for consideration for promotion to Staff Assistant Grade.</p>
<p><b>Senior Staff Management Assistant</b> <b>(Book-keeping /Shroff/ Store keeping)</b></p> <p>U-MN 4(I)</p>	<p>By promotion.</p> <p>Selection by interview.</p>	<p>Staff Management Assistant who has completed at least 05 years satisfactory service in that grade will be eligible for consideration for promotion to Senior Staff Management Assistant Grade.</p>



## Service Conditions

The present holders of the Shroff and Store-Keeper should be made to the corresponding grade and salary step of the relevant salary scale of the post of Management Assistant (Shroff) and Management Assistant (Store-Keeping) and Book-Keeper should be absorbed to the post of Management Assistant (Book-Keeper) to the corresponding salary step as the case may be, on personal to the holder basis, only for this purpose, without considering their qualifications with effect from the date on which the post of Management Assistant was created in the University System, i.e. from 03.10.2016. Further, this designation change will have no any impact for a monitory advance.

- Book- keeper
- Shroff
- Store-keeper

Accordingly, the absorption process will take effect as follows;

Present Grade	Salary Code (relevant Salary Step)	Proposed Grade	Salary Code (Corresponding Salary Step)
<b><u>Book-keeper</u></b>			
Book-keeper – Grade II (Segment B)	U-MN 1(III)	Management Assistant – Grade III (Book-keeping)	U-MN 1(III)
Book-keeper – Grade II (Segment A)	U-MN 1(II)	Management Assistant – Grade II (Book-keeping)	U-MN 1(II)
Book-keeper – Grade I	U-MN 1(I)	Management Assistant – Grade I(Book-keeping)	U-MN 1(I)
Book-keeper – Staff Assistant	U-MN 4(II)	Staff Management Assistant (Book-keeping)	U-MN 4(II)
Book-keeper – Senior Staff Assistant	U-MN 4(I)	Senior Staff Management Assistant (Book-keeping)	U-MN 4(I)
<b><u>Shroff/Store-keeper</u></b>			
Shroff/Store-keeper – Grade III	U-MN 1(III)	Management Assistant – Grade III (Shroff/Store keeping)	U-MN 1(III)
Shroff/Store-keeper – Grade II	U-MN 1(II)	Management Assistant – Grade II(Shroff/Store-keeping)	U-MN 1(II)
Shroff/Store-keeper – Grade I	U-MN 1(I)	Management Assistant – Grade I(Shroff/Store-keeping)	U-MN 1(I)
Shroff/Store-keeper – Staff Assistant	U-MN 4(II)	Staff Management Assistant (Shroff/Store-keeping)	U-MN 4(II)
Shroff/Store-keeper – Senior Staff Assistant	U-MN 4(I)	Senior Staff Management Assistant (Shroff/Store-keeping)	U-MN 4(I)

With the absorption of respective employees to the post of Management Assistant, the number of years of service spent in the posts of Book-keeper/Shroff/Store-keeper should be taken into account when and where necessary for reckoning of number of years of service required to be completed for promotion to the Management Assistant Grade II, I, Staff Assistant and Senior Staff Assistant as the case may be.

\* **Post Specific Qualifications**

1) **Management Assistant Grade III (Book-keeping)**

- a) The National Certificate for Accounting Technicians of the Sri Lanka Technical College/ Collage of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.

**OR**

- b) G.C.E. (A/L) qualification should be in the Commerce Stream.

2) **Management Assistant Grade III (Shroff)**

Out of the three passes expected at the G.C.E. (Advanced Level) Examination under the general educational qualifications mentioned in the Schemes of Recruitment, one shall be for **Accountancy**.

Note: A Security Deposit to be furnished as determined by the UGC/ Higher Educational Institution.

3) **Management Assistant Grade III (Store-keeping)**

One year experience in Store-keeping and/or a pass in the subject of Commerce at the G.C.E. (Ordinary Level) Examination or in the subject of Accountancy at the G.C.E. (Advanced Level) Examination.

Note: A Security Deposit to be furnished as determined by the UGC/ Higher Educational Institution.