



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.

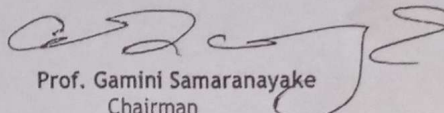
The Commission at its 817<sup>th</sup> and 822<sup>nd</sup> meetings held on 02.12.2010 and 24.02.2011 respectively has decided to amend the Schemes of Recruitment related to the following posts stipulated in Commission Circular No. 922 ;

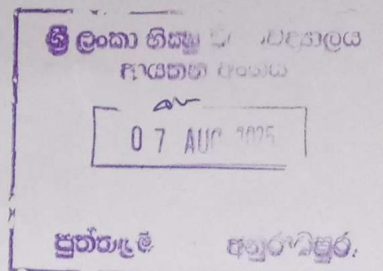
01. Registrar/Additional Secretary, UGC
02. Director/Information Technology
03. Deputy Secretary/Deputy Registrar (Legal & Documentation)
04. Works Engineer (Civil) Grade I
05. Curator (Landscape) Grade I
06. Curator (Museum) Grade I
07. Director / Accommodation
08. Senior Assistant Secretary/Senior 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.

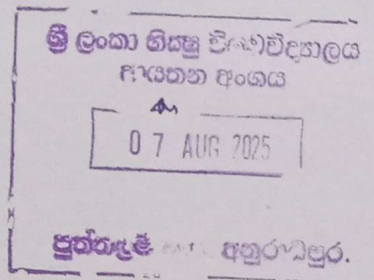
Please take action accordingly.

  
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)

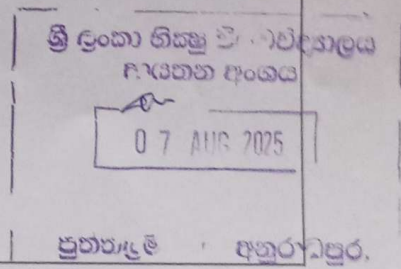




**Registrar/University,  
Additional Secretary/UGC**

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

<u>Method of Recruitment</u>	<u>Qualifications</u>
<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>(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.</p> <p>OR</p> <p>(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.</p> <p>OR</p> <p>(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>



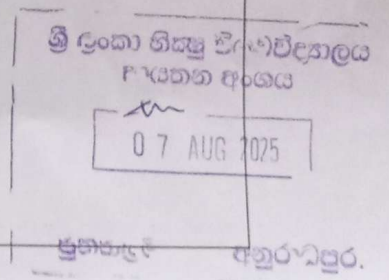
<p>year's duration from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.</p>		
<p style="text-align: center;">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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