



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 05/2017

No. 20, Ward Place,  
Colombo 07.

February 13, 2017

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### APPOINTMENT OF STAFF TO INSTITUTES

Your attention is invited to paragraph 2(ii) of Commission Circular No. 233 of June 30, 1983 on the above matter.

02. The University Grants Commission decided to include the Head of the Department of Study concerned as a member, to the composition of the Selection Committee for the post of teacher other than that of Professor or Librarian for the Institutes where Departments of Study are functioning.

03. Accordingly, composition of the Selection Committee for appointment or promotion to a post of teacher, other than that of Professor or Librarian to the Institutes, should be as follows :

- a) The principal executive officer of the Institute, who shall be the Chairman;
- b) The Dean of an appropriate Faculty of any University in Sri Lanka appointed by the Commission;
- c) The Head of the Department of Study concerned (only for the Institutes where Departments of Study are functioning) ;

Provided that where the Head of the Department of Study concerned is himself an applicant for the post, or where the Department of Study concerned has no permanent Head, the Board of Study or similar authority as the case may be, shall appoint from among its members, a member with a knowledge of the subject of study concerned, in lieu of such Head of Department.

- d) Four members of whom at least two shall be from those appointed by the Commission, nominated by the Board of Management from among its members. "

04. The provisions of this circular will come into effect from 15.02.2017 and the paragraph 2(ii) of Commission Circular No. 233 of June 30, 1983 will be rescinded with the implementation of this circular.

Contd/-

05. Please take action accordingly.

  
**Professor Mohan de Silva**  
Chairman

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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 Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
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