



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 15 /2016 (i)

No. 20, Ward Place,
Colombo 07.

May 5, 2017

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

RE-DESIGNATION OF THE POST OF OFFICE AID AS 'WORKS AIDE'

Your attention is invited to the Scheme of Recruitment of the post of Office Aid given in Commission Circular No. 15/2016 of 04.10.2016.

2. With the issuance of university cadre review report by the Department of Management Services, the post of Office Aid has been re-designated as **Works Aide**.
3. Accordingly, the above scheme of recruitment remains unchanged subject to the re-designation of the post to Works Aide with retrospective effect from 03.10.2016.
4. Please take action accordingly.


Professor Mohan de Silva
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education & Highways
 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. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor -General

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