



## UNIVERSITY GRANTS COMMISSION

### POST OF ADDITIONAL SECRETARY, UNIVERSITY GRANTS COMMISSION

University Grants Commission invites applications from suitably qualified candidates for the Post of Additional Secretary at the University Grants Commission. The selected candidate will be expected to make a significant contribution to the administration and management of the University Grants Commission.

#### QUALIFICATIONS

- (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.

OR

- (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.

OR

- (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) year 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(I) grade of the Commission/a Higher Educational Institution/Institute.

OR

- (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

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(I) grade of the Commission/a Higher Educational Institution/Institute.

OR

- (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(I) grade of the Commission/a Higher Educational Institution/Institute.

OR

- (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.

Note :

- 1) *“Administrative Experience” means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose.*
- 2) *“Degree/first Degree/graduate” means a Bachelor’s Degree*
- 3) *“Commission” means, the University Grants Commission*
- 4) *“Higher Educational Institution/Institute” means a University/Institution/Institute established under the Universities Act No. 16 of 1978 as amended*

## **SALARY & SELECTION PROCEDURE**

### **Salary Scale**

U-EX 3(1)	Rs. 99,910 – 3x2020; 11x2520-133,690 p.m. (as at 01.01.2020)
	Rs. 71,191 – 3x1438; 11x1794- 95,239 p.m. (as at 01.01.2017)
	Rs. 80,764 – 3x1632; 11x2036 - 108,056 p.m.(as at 01.01.2018)

The selected candidate will be placed at the appropriate salary scales in terms of the Commission Circular No. 17/2016 dated 05.12.2016 with effect from the date of assumption of duties.

In addition, the Government approved allowances applicable to the University System will be paid.

### **Selection Criteria**

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Selection will be made in order of merit.

### **OTHER BENEFITS**

- Assigned Vehicle

The holder of the above post is entitled for a assigned vehicle with the approved fuel allowance.

- Sabbatical Leave

The holder of the above post will be eligible for sabbatical leave of one year with full pay or two years with no-pay on completion of seven (07) years of service and also be eligible to receive air passage for himself/herself and the spouse if he/she proceeding abroad for sabbatical leave.

- Gratuity

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act No.12 of 1983.

- Provident Fund, Pension Benefits and Employees Trust Fund Benefit

Ten percentum (10%) of the salary will be credited by the employee and fifteen percentum (15%) of the salary by the employer of which eight percentum (08%) of the salary will be credited to the Universities Pension Scheme subject to the existing regulations and seven percentum (07%) to the University Provident Fund by the employer. Three percentum (03%) of the salary will be credited by the employer to the Employees Trust Fund.

### **GENERAL CONDITIONS**

- i. Applications for the above post should be made in the prescribed form which could be downloaded from the UGC Web Site [www.ugc.ac.lk](http://www.ugc.ac.lk) or obtained from the Office of the Senior Assistant Secretary/Personnel, University Grants Commission Secretariat.

- ii. Duly completed applications should be forwarded with copies of relevant certificates to reach the **Senior Assistant Secretary/Personnel, University Grants Commission, No.20, Ward Place, Colombo 07 on or before 21<sup>st</sup> November 2017. Applications sent in the specified form will only be accepted.**
- iii. The name of the post in respect of which the application is sent should be stated on the top left hand corner of the envelope.
- iv. The candidates in the service of the University Grants Commission and Higher Educational Institution/Institutes, Government Departments, State Corporations and Statutory Bodies should channel their applications through the Heads of the respective institutions.
- v. Applications received after the closing date/not in conformity with the above requirements and incomplete applications will be rejected.
- vi. The Commission reserve the right to short list the candidates

**SECRETARY**

University Grants Commission  
No. 20, Ward Place  
Colombo 07

02<sup>nd</sup> November, 2017