



## UNIVERSITY GRANTS COMMISSION

### VACANCY

The University Grants Commission will entertain applications from suitably qualified persons for the Post of Technical Assistant on Contract basis (under funding from AHEAD project) for a period of one year which could be extendable, at the Quality Assurance Council of the University Grants Commission.

### **POST OF TECHNICAL ASSISTANT ON CONTRACT BASIS**

#### **Qualifications:**

1. The applicants should possess a Special Honours degree (4 years) with a minimum of Second Class (Upper Division)

**&**

2. Good communication skills in English

**Salary:** All-inclusive monthly allowance of Rs. 64,000.00 as per the provisions of Management Services Circular No: 01/2019.

#### **Other Benefits Applicable To the Post:**

8% and 12% of the salary of the selected candidates will be credited to the Employees Provident Fund by the employee and employer respectively and 3% of the salary will be credited to the Employee Trust Fund by the employer.

#### **Application Procedure:**

- (i). Duly filled specimen application form should be sent to **Senior Assistant Secretary/Personnel, University Grants Commission, No:20, Ward Place, Colombo 07** under registered cover along with copies of relevant

**certificates to reach on or before 29<sup>th</sup> April 2019.** (Specimen application form is available on the UGC website, i.e. [www.ugc.ac.lk](http://www.ugc.ac.lk) ).

- (ii). The name of the post in respect of which the applications is sent, should be stated on the top left hand corner of the envelope. Only applications sent in the prescribed form will be acceptable.
  
- (iii). Applicant in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
  
- (iv). Applications received after the closing date and incomplete applications will not be entertained.
  
- (v). University Grants Commission reserves the right to shortlist the candidates.

Secretary  
University Grants Commission  
No: 20, Ward Place  
Colombo – 07