



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 983

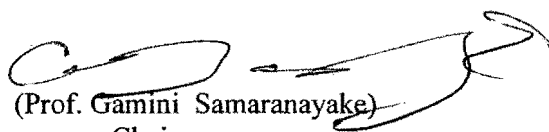
No.20, Ward Place,
Colombo 07
04.05.2012

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT – POST OF FOREMAN (MACHINES/COMPOSING/BINDING) HIGHER GRADE

Your attention is invited to the existing scheme of recruitment of the post of Foreman (Machines/Composing/Binding) in the publication on “ Rules made by the University Grants Commission on Schemes of Recruitments and procedures for appointment to the staff of the Higher Educational Institutions/ Institutes” issued in 1986.

2. The University Grants Commission at its 848th meeting held on 26th April 2012 approved the scheme of recruitment for the promotional grade of Foreman (Machines/ Composing/ Binding) Higher Grade.
3. The approved scheme of recruitment which is effective from 02.05.2012 is indicated in the annexed schedule.
4. Please take action accordingly.


(Prof. Gamini Samaranayake)
Chairman

- Cc:
1. Secretary/Ministry of Higher Education
 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 Campus /Institutes
 12. Deputy Bursars/Snr .Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
 13. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor –General

File No. UGC/HR/2/3/270

SCHEME OF RECRUITMENT

FOREMAN (MACHINES/ COMPOSING/ BINDING) HIGHER GRADE

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Foreman (Machines/ Composing/ Binding) Higher Grade U-MN 4(II)	By promotion. Selection by practical test and interview.	A Foreman (Machines/ Composing/ Binding) who has completed eight (08) years of satisfactory service in that grade may be considered for promotion.