



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 12/2015

No. 20, Ward Place,
Colombo 07.

September 17, 2015

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

CHANGE OF DESIGNATION OF THE POST OF LIBRARY ASSISTANT AND RE-DESIGNATION OF SUPRA & SPECIAL GRADES OF THE POSTS OF DATA ENTRY OPERATOR AND COMPUTER APPLICATIONS ASSISTANT

Your attention is invited to Schemes of Recruitment of the above posts and Commission Circular No. 663 of 24.01.1996 regarding re-designation of supra grade of the posts similar to the said posts.

2. The Commission at its 914th and 921st meetings held on 09.04.2015 and 23.07.2015 respectively, made the following decisions;

(a) to re-designate the supra and special grades of the posts of Data Entry Operator and Computer Applications Assistant as shown below;

Salary Code	Present Designation	New Designation
U-MN 4(II)	Data Entry Operator, Supra Grade	Staff Assistant/ Data Entry Operating
	Computer Applications Assistant, Supra Grade	Staff Assistant/Computer Applications
U-MN 4 (I)	Data Entry Operator, Special Grade	Senior Staff Assistant/Data Entry Operating
	Computer Applications Assistant, Special Grade	Senior Staff Assistant/Computer Applications

(b) to change the designation of the post of Library Assistant as follows ;

Salary Code	Present Designation	New Designation
U-MN 1(III A)	Library Assistant Grade III	Library Information Assistant Grade III
U-MN 1(II)	Library Assistant Grade II	Library Information Assistant Grade II
U-MN 1(I)	Library Assistant Grade I	Library Information Assistant Grade I
U-MN 4(II)	Staff Assistant /Library Services	Staff Assistant /Library Services
U-MN 4(I)	Senior Staff Assistant /Library Services	Senior Staff Assistant /Library Services

Contd/

3. The above decisions are effective from 01.09.2015.
4. These changes shall not involve any deviations from the requirements of the Schemes of Recruitment, nature of duties or salaries of the above mentioned posts.
5. Please take necessary action accordingly.



Prof. Mohan de Silva
Chairman

Copies :

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10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
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12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
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