



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 15/2016

No. 20, Ward Place,  
Colombo 07.

October 4, 2016

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### SCHEMES OF RECRUITMENT FOR THE POSTS OF MANAGEMENT ASSISTANT AND OFFICE AID

The Director-General, Department of Management Services by her letter of HE/EST/01/01/UGC dated 20.07.2016, as recommended by the National Salaries and Cadres Commission, has granted approval for the Schemes of Recruitment of the posts of Management Assistant and Office Aid which are given in Annex I & Annex II respectively.

2. The Commission at its 949<sup>th</sup> meeting held on 22.09.2016 having considered the approved Schemes of Recruitment, decided to implement the same for filling of vacancies of the above posts in the university system, with effect from 03.10.2016.
3. 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

File No: UGC/HR/2/3/279

T/-

## Scheme of Recruitment for the post of Management Assistant

Post & Salary Code	Method of Recruitment	Qualification
Management Assistant U-MN-1 (III A)	Open (70%) - Competitive Examination & - General Interview (No marks will be allocated)	01. Should have passed G.C.E.(O/L) Examination in six subjects at one sitting with credit passes in :- i) Sinhala/ Tamil ii) English Language/ English Literature iii) Mathematics & 02. A pass in all subjects at G.C.E.(A/L) examination (other than the common generalpaper) at one sitting (A pass in 3 subjects under the old syllabus at one sitting would be sufficient)
	Limited (30%) - Competitive Examination & - General Interview (No marks will be allocated)	01. Should have passed G.C.E.(O/L) Examination in not less than six subjects with at least two credit passes in not more than two sittings. & 02. Should hold permanent appointments & should confirmed in such appointments & 03. Should have completed at least five (05) years of continuous satisfactory service in a Primary level (U-PL salary category) permanent appointment prior to the respective date.

*(Signature)*  
2016/07/20

M. A. Karunaratne  
Assistant Director  
Department of Management Services  
General Treasury  
Colombo 01



Note :- Eligibility

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.(Maximum age limit doesn't apply for limited requirements)
- (c) Should be of good character

2016/07/20

M. A. Karunaratne  
Assistant Director  
Department of Management Services  
General Manager  
C.C.

Scheme of Recruitment for the post of Office Aid

Post & Salary Code	Method of Recruitment	Qualification
Office Aid U-PL-1 (III)	Recruitment will be made on the results of a competitive examination & / or structured interview.	01. Should have passed the G.C.E.(O/L) Examination in six subjects with at least two credit passes in not more than two sittings.  Note :- (1) Should be a citizen of Sri Lanka. (2) Should be not less than 18 years and not more than 45 years of age on the closing date of applications. (3) Should be of good character and sound physical health.

*M.A.K.* 2016/07/20

M. A. Karunaratne  
Assistant Director  
Department of Management Services  
General Treasury  
Colombo 04