



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO : 01 /2019

No. 20, Ward Place
Colombo 07


January 28, 2019

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF WORKS AIDE

Your attention is invited to the Scheme of Recruitment of the post of Works Aide given in Commission Circular No. 15/2016 of 04.10.2016 as amended by 15/2016(i) of 05.05.2017.

2. The University Grants Commission at its 1000th meeting held on 06.12.2018 having deliberated the existing scheme of recruitment of the post of Works Aide, approval was granted to create its promotional grades where necessary.
3. Considering the specific features owned to the post of **Karyala Karya Sahayaka [U-PL 1(Sp. II)]** which is the highest promotion of the post of Labourer, the Commission also decided to re-designate the post of Karyala Karya Sahayaka as **Office Aide**.
4. Accordingly, the Scheme of Recruitment applicable to the post of Works Aide is given in **Annex I**.
5. The Commission by following the approved cadres provided with the Cadre Review Report – 2017, decided to absorb the present holders of the post of Labourer and Karyala Karya Sahayake to the post of Works Aide and Office Aide respectively, with retrospective from 03.10.2016, as applicable, the date on which the post of Works Aide came into force in the University System.
6. The absorption of the existing employees holding the above posts should be made in the corresponding grade and salary step of the posts of Works Aide and Office Aide; as the case may be, on personal to the holder basis as shown in the Scheme of Recruitment given in **Annex I**. For the purpose of absorption, the required qualifications of the post to which the employee is absorbed should not be considered, and there should not be any monetary impact due to the absorption.
7. The provisions of this Circular will come into effect from 01.02.2019 and Commission Circular No. 15/2016 of 04.10.2016 will be repealed from that date, without prejudice to any action taken so far in terms of the said Circular.
8. Please take action accordingly.


Professor Mohan de Silva
Chairman

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File No. UGC/HR/2/3/280

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SCHEME OF RECRUITMENT FOR THE POST OF WORKS AIDE

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Works Aide (Grade III) U-PL 1 (III)</p>	<p>Recruitment will be made on the results of a competitive examination and / or structured interview.</p>	<p>Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least two credit passes in not more than two sittings.</p> <p>NOTE :-</p> <ol style="list-style-type: none"> 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 sound physical health.
<p>Works Aide (Grade II) U-PL 1 (II)</p>	<p>By promotion. Selection by an interview.</p>	<p>A Works Aide Grade III who has completed 10 years satisfactory service in that grade or has spent one year on the maximum of the salary scale may be considered for promotion.</p>
<p>Works Aide (Grade I) U-PL 1 (I)</p>	<p>By promotion. Selection by interview.</p>	<p>A Works Aide Grade II who has completed 05 years satisfactory service in that grade or has spent one year on the maximum of the salary scale may be considered for promotion.</p>
<p>Works Aide (Special Grade) U-PL 1(Sp I)</p>	<p>By promotion. Selection by interview</p>	<p>A Works Aide Grade I who has completed 07 years satisfactory service in that grade.</p>

Office Aide U-PL 1(Sp II)	By advertisement within the Institution concerned. Selection by interview	A Works Aide in Special grade with 05 years satisfactory service in that grade will be eligible for consideration for appointment to the post of Office Aide.
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Service Conditions Applicable to the post of Office Aide

- i. The number of posts approved by the Governing Authority of the Higher Educational filled. Institution/Institute concerned will be filled.
- ii. Where the number of posts available for appointment as Office Aide is limited, selection should be made by a written test and an interview.
- iii. When an Office Aide is appointed, all the tasks and responsibilities currently being performed by Works Aide will continue to be performed by the Office Aide. Any extra duties may also be given to him.
- iv. A clear list of duties should be given to each Office Aide so that he is aware off his tasks, responsibilities and norms.

Service Conditions Applicable to the absorption of present holders of Labourer

The present holders of the following posts should be absorbed into the corresponding Grade and the salary step of the relevant salary scale of the post of Works Aide on personal to the holder basis, only for this purpose, without considering their qualifications with effect from the date on which the post of Works Aide was created in the University System, i.e. from 03.10.2016. Further, this designation change will have no any impact for a monitory advance.

Accordingly, the absorption process will take effect as follows;

Present Grade	Relevant existing Salary Step of the Salary Code	Proposed Grade	To be absorbed to Corresponding Salary Step of the Salary Code
Labourer – Grade III	U-PL 1(III)	Works Aide – Grade III	U-PL 1(III)
Labourer – Grade II	U-PL 1(II)	Works Aide – Grade II	U-PL 1(II)
Labourer – Grade I	U-PL 1(I)	Works Aide – Grade I	U-PL 1(I)
Labourer – Special Grade	U-PL 1(Sp I)	Works Aide – Special Grade	U-PL 1(Sp I)
Karyala karya Sahayaka (KKS)	U-PL 1(Sp II)	Office Aide	U-PL 1(Sp II)

With the absorption of respective employees to the post of Works Aide, the number of years of service spent in the posts of Labourer should be taken into account when and where necessary for reckoning of number of years of service required to be completed for promotion to the Works Aide Grade II, I, Special Grade and Office Aide and any other relevant requirement of the University System as the case may be.