



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO : 06/2018 (i)

No. 20, Ward Place
Colombo 07

February 06, 2019

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF MANAGEMENT ASSISTANT

Your attention is invited to the Scheme of Recruitment of the post of Management Assistant laid down in Commission Circular No. 06/2018 of 16.07.2018.

2. The University Grants Commission at its 1000th meeting held on 06.12.2018 drew its attention for the absorption of holders of the post of Stenographer referred in the Commission Circular No. 06/2018 and decided to redress the instructions were given in the section of procedure for absorption of existing employees (Stenographer Gr. II and Gr. I) in the Commission Circular No. 06/2018 as follows;

Present Post	Post to be Absorbed
Stenographer Grade II U-MN 1(III)	Management Assistant Grade III U-MN 1(III)
Stenographer Grade I U-MN 1(I)	Management Assistant Grade I U-MN 1(I)

3. The provisions of this letter will come into effect with retrospective from 03.10.2016, as applicable, the date on which the post of Management Assistant came into force in the University System.

4. Please take action accordingly.


Professor Mohan de Silva
Chairman

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 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

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