



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 10/2020

No. 20, Ward Place
Colombo 07

November 12, 2020

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF LABORATORY ATTENDANT

Your kind attention is invited to the Scheme of Recruitment of the post of Laboratory Attendant specified in the rules made by the Commission in 1986 on Schemes of Recruitment and Procedures for Appointment of staff of the Universities and Higher Educational Institutions, Commission Circular No. 521 of 20.06.1992, and Commission Circular No. 849 of 11.10.2004.

2. The Commission at its 1037th and 1040th meetings held on 27.08.2020 and 08.10.2020 following the approved cadres provided with Cadre Review Reports - 2017, decided to issue a new Scheme of Recruitment for the post of Laboratory Attendant and to create its promotional grades, as given in **Annex I**.

3. In line with that decision, the Commission further decided to absorb the present holders of the post of Laboratory Attendant Lower Grade, Higher Grade and Supra Grade to the posts of Laboratory Attendant Grade III, Grade II and Grade I respectively, with effect from 02.11.2020. However, the absorption procedure shall not take effect for the present holders of the post of Laboratory Attendant - Special Grade.

4. The absorption of existing employees holding the above posts should be made into the corresponding grade and salary step of the salary scale of U-PL 2 irrespective of the qualifications required for the post to which the absorption is made, as shown in the procedure for absorption of present holders of the post of Laboratory Attendant given in **Annex II**. Further, there should not be any monetary impact due to the absorption.

5. The existing provisions of the Scheme of Recruitment for the post of Laboratory Attendant laid down in the rules made by the Commission in 1986, Commission Circular No. 521 and also the Commission Circular No. 849 shall be rescinded with the implementation of this Circular.

6. The Circular will come into effect from 02.11.2020.

7. Please take action accordingly.

Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Education
 2. Chairman's Office/UGC
 3. Vice-Chairperson/UGC

Contd. /...

4. Members of the UGC
5. Secretary/UGC
6. Registrars of Universities
7. Deans of Faculties
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
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13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
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17. Auditor -General

File No. UGC/HR/2/3/35

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SCHEME OF RECRUITMENT FOR THE POST OF LABORATORY ATTENDANT

Post & Salary Code	Method of Recruitment	Qualifications
Laboratory Attendant Grade III U- PL 2 (III)	<p>By recruitment externally following the procedure approved by the Government if no suitable applications are available internally.</p> <p>By advertisement within the UGC and HEIs in the first instance.</p> <p>Selection by aptitude test and interview.</p>	<p><u>External Category</u></p> <p>(i) Should have passed the G.C.E O/L Examination in six subjects (06) with at least two credits passes in not more than two sittings.</p> <p>AND</p> <p>(ii) Having obtained a certificate of proficiency of the N.V.Q Level 2 or 3 in a field which has knowledge of standard laboratory equipment and laboratory techniques issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or a statutory institution which has been established by an Act passed by the Parliament.</p> <p>Note: Minimum 6 months working experience in a similar capacity with knowledge and use of standard laboratory equipment, supplies and ability to learn new laboratory techniques as needed may consider equal to NVQ Level 2 or 3 until such programs are designed as appropriate for the post of Laboratory Attendant.</p> <p><u>Internal Category</u></p> <p>(i) Having obtained the qualifications required by the external candidates above.</p> <p>Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.</p>
Laboratory Attendant Grade II U- PL 2 (II)	<p>By promotion.</p> <p>Selection by an interview.</p>	<p>A Laboratory Attendant Grade III who has completed 8 years' satisfactory service in that grade.</p>

Post & Salary Code	Method of Recruitment	Qualifications
Laboratory Attendant Grade I U- PL 2 (I)	By promotion. Selection by an interview.	A Laboratory Attendant Grade II who has completed 5 years' satisfactory service in that grade.
Laboratory Attendant Special Grade U- PL 2 (Sp.)	By promotion. Selection by an interview	A Laboratory Attendant Grade I who has completed 5 years' satisfactory service in that grade.

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Procedure for absorption of present holders of the post of Laboratory Attendant

The absorption process in the present holders of the post of Laboratory Attendant will take effect as follows;

Present Grade	Relevant existing Salary Step of the Salary Code	Grade after absorption	To be absorbed to Corresponding Salary Step of the Salary Code
Laboratory Attendant - Lower Grade	U-PL 2 (III)	Laboratory Attendant - Grade III	U-PL 2 (III)
Laboratory Attendant - Higher Grade	U-PL 2 (II)	Laboratory Attendant - Grade II	U-PL 2 (II)
Laboratory Attendant - Supra Grade	U-PL 2 (I)	Laboratory Attendant - Grade I	U-PL 2 (I)
Laboratory Attendant - Special Grade* .*No Change	U-PL 2 (Sp.)	Laboratory Attendant - Special Grade	U-PL 2 (Sp.)

With the absorption of respective employees to the post of Laboratory Attendant Grade III, II and Grade I, the number of years of service they spent in the Lower, Higher and Supra Grades of the posts of Laboratory Attendant as the case may be, should also be taken into account when and where necessary for reckoning of number of years of service required to be completed for promotion to the Laboratory Attendant Grade II, I, Special Grade and any other relevant requirement of the University System as the case may be.

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