



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO : 03 /2021

No. 20, Ward Place
Colombo 07

March 22, 2021

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF PERSONAL SECRETARY TO CHAIRMAN/UGC AND VICE-CHANCELLOR OF A UNIVERSITY

Your attention is invited to the Scheme of Recruitment for the post of Personal Secretary to Chairman/UGC and Vice-Chancellor of a University laid down in Commission Circular No. 962 of 12.08.2011 and also to Commission Circular No. 160 of 26.02.1982.

2. The Commission at its 1043rd meeting held on 19.11.2020, drawing its attention to the provisions laid down in Commission Circular No. 160 noted that the power vested with the Commission by Section 71(2)(ii) of the Universities Act, No. 16 of 1978 to make appointments to the staff of HEIs was reviewed with regard to all other post as defined in paragraph 2 of Commission Circular No. 160, and thereby delegated the power to advertise all other posts coming within the purview of Section 71(2)(ii) of the Act, to hold interviews for selection of candidates for such posts, and to make recommendation to the Commission for appointments to such posts, pending an amendment to the Act.

3. It was further observed that the necessary amendments to the aforesaid Paragraph was made with the issuance of Universities (Amendment) Act, No. 57 of 2009, by repealing and substituting the Paragraph (ii) of the Sub Sec. (2) of Section 71 of the Principal Enactment.

4. Accordingly, the Commission at its 1043rd meeting held on 19.11.2020 having considered the nature and the exigencies of service of the post of Personal Secretary to Chairman/UGC and Vice-Chancellor of a University decided to amend the existing scheme of recruitment applicable for the post of Personal Secretary to Chairman/UGC and Vice-Chancellor of a University delegating the authority to respective Universities to advertise the post, hold the interview for selection of candidates for such post and to make suitable recommendations to the Commission for its approval and issuance of the letter of appointment.

5. The amended Scheme of Recruitment is given in **Annex I**.

6. Universities are also informed to apply the provisions given in the Commission Circular No. 160 of 26.02.1982, when recruitments are made for the post of Personal Secretary to Chairman/UGC and Vice-Chancellor of a University in terms of the Scheme of Recruitment.

7. The provisions of this Circular will come into effect from 15.03.2021 and the Commission Circular No. 962 will be rescinded with the implementation of this Circular.

8. Please take action accordingly.

Senior Prof. Sampath Amaratunge
Chairman

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- Copies:
1. Secretary/ Ministry of Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 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
 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/2/3/186

Annex I

Personal Secretary to Chairman/UGC and Vice Chancellor of a University

U-EX 1(II)

EB – After completion of three (03) years of service from the date of appointment as Personal Secretary to Chairman, UGC and Vice- Chancellors and having earned all three increments.

Method of Recruitment

For Internal Category

By inviting applications within the University Grants Commission and Higher Educational Institutions in the first instance.

If no suitable applicants are available recruitment should be made by open advertisement.

Note:

(A) Eligible applicants will be required to sit a written test conducted by the University Grants Commission/ or the Governing Authority of the HEI concerned. The written test will consist of two papers, carrying a total weightage of 50% in the overall assessment. The papers will cover the following subject areas ;

Part I - 100% marks

- (i) Knowledge of the Universities Legislations, Rules and Regulations.
- (ii) Overall functioning of the University system and University Administration.

Qualifications

For Internal Category

- (i) A holder of the post of Staff Management Assistant or above with adequate proficiency in Stenography
- (ii) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

The candidates should possess :-

- (a) Very good conversational and written ability in English and Sinhala/Tamil
- (b) Word processing skills and ability to handle modern office equipment.

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Part II - 100% marks

(i) Paper to test the Writing, Stenography knowledge and IT.

(ii) Communication skills and Public Relations; Skills in the use of English; Ability to translate from English to Sinhala/Tamil and vice-versa; Ability to prepare reports, memoranda and official letters and draft minutes of meetings; Organizing meetings and conferences; Liaison with outside institutions and public relations.

(B) A structured interview to assess oral communication skills relevant to aptitude and abilities for public relations.

(Candidates who have scored more than 40% from each of the above paper will be summoned for the structured interview and the pass mark of the structured interview should be 40% or above).

Recommendation of the Selection Committee shall be forwarded to the UGC with the prior approval of the Governing Authority for approval and to issue the letter of appointment.

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Annex I

	<p><u>For External Category</u></p> <p>(A) Eligible applicants will be required to sit a written test conducted by the University Grants Commission/ or the Governing Authority of the HEI concerned.</p> <p>(B) A structured interview to assess oral communication skills relevant to aptitude and abilities for public relations.</p> <p>(Candidates who have scored more than 40% from each of the above paper will be summoned for the structured interview and the pass mark of the structured interview should be 40% or above).</p> <p>Recommendation of the Selection Committee shall be forwarded to the UGC with the prior approval of the Governing Authority for approval and to issue the letter of appointment.</p>	<p><u>For External Category</u></p> <p>(i) Should possess a Degree from a recognized university/HEI with not less than three (03) years of experience in the relevant field.</p> <p>OR</p> <p>Should possess two years Diploma with a Certificate in Secretarial Practice or equivalent qualification with not less than five (05) years of experience in the relevant field.</p> <p>AND</p> <p>(ii) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.</p> <p>AND</p> <p>(iii) The candidate Should possess:-</p> <p>(a) Stenography/Secretarial ability English and Sinhala/ Tamil</p> <p>(b) Word processing skills and ability to handle modern office equipment.</p> <p style="text-align: right;">Department of Human Resources University Grants Commission No. 20, Ward Place Colombo 07</p>
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