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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு  
**UNIVERSITY GRANTS COMMISSION**

මගේ අංකය } UGC/HR/10/01  
எனது இலக்கம் }  
My Number }

තැපැල් පෙට්ටිය } 1406  
அஞ்சல் பெட்டி }  
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ඔබේ අංකය }  
உமது இலக்கம் }  
Your Number } 21.02.2023

20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.  
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.  
20, Ward Place, Colombo 07, Sri Lanka.

Vice-Chancellors of Universities

Rectors of Campuses

Directors of Institutes

**Review of Recruitment Process in Public Service**

This has reference to letter No. PMO/SEC/01/09 dated 17.01.2023 sent by the Secretary to the Prime Minister regarding the Review of Recruitment Process in the Public Service (copy is attached as Annex I).

It has been informed that even though instructions were given, incomplete requests for new recruitments and filling of vacancies are being submitted by certain institutions without proper justifications and recommendations to the Committee appointed by the Cabinet to review the recruitment process in public service. Thus, the Universities and Higher Educational Institutions are requested to refrain from submitting request letters from time to time, without justifications and recommendations, for new recruitment or filling of vacancies, to the above mentioned Committee hereafter.

Accordingly, you are kindly informed to submit urgent cadre requests of your University/Campus/Institute that are essentially needed to be filled as personally satisfied you after a proper human resources analysis, by one letter, without making requests several times, as per the prescribed format given in Annex I along with justifications and recommendations to the above-mentioned committee.

**Senior Prof. Sampath Amaratunge**  
Chairman

Cc: Registrars of Universities