



UNIVERSITY GRANTS COMMISSION

VACANCY

The University Grants Commission being the apex body of the University System will entertain applications from suitably qualified candidates for the following post at the Secretariat.

POST OF MANAGEMENT ASSISTANT, GRADE III ON CONTRACT BASIS

[Vacancies available at the Universities Provident Fund and Universities Pension Fund Units of the Finance Department]

Qualifications :

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-
 - i. Sinhala Language/Tamil Language
 - ii. English Language/English Literature
 - iii. Mathematics

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2. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)
3. Preference will be given to those who possess the following;
 - (a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

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 - (b) Two years of experience in the use of computer application packages.

Salary : Fixed Monthly Allowance of **Rs. 67,350.00** (with UPF+ETF contributions - Appointment will initially be for a period of 06 months which could be extendable)

Method of Recruitment : Recruitment is made by Written Examination (75% marks) of following subjects and interview (25% marks).

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

Age: Should be not less than 18 years and not more than 30 years of age on the closing date of applications

Eligibility:

- Should be a citizen of Sri Lanka
- Should be of good character

Application Procedure:

- (i). Duly filled specimen application form should be sent to ***Senior Assistant Secretary/Personnel, University Grants Commission, No: 20, Ward Place, Colombo 07 under registered cover along with copies of relevant certificates to reach on or before 17th May 2024*** (Specimen application forms are available on the UGC website, i.e. www.ugc.ac.lk). **Applications sent in the specified form will only be accepted.**
- (ii). The name of the post in respect of which the applications are sent, should be stated on the top left hand corner of the envelope.
- (iii). Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- (iv). Applications received after the closing date and incomplete applications will not be entertained.
- (v). University Grants Commission **reserves the right to shortlist the candidates by following a suitable method.**

Secretary
University Grants Commission
No: 20, Ward Place
Colombo – 07

29.04.2024