



Internal Candidates Only

UNIVERSITY GRANTS COMMISSION

VACANCY

POST OF DIRECTOR QUALITY ASSURANCE COUNCIL OF THE UGC

The UGC, which is the apex body of the University system in Sri Lanka is looking for a competent, dynamic, and experienced person to serve as Director/Quality Assurance Council (QAC) of the UGC on contract basis for a period of two years.

Qualifications:

Academic Staff member in the University System holding the post of Senior Professor or Professor with a Ph. D.

Note:

The successful candidate should be conversant with Sri Lanka Qualification Framework and be familiar with the quality assurance criteria adopted by other countries. He/She should provide leadership for evaluation of new curricular and courses, new degree programs of all Higher Educational Institutions (HEI's) established under the Universities Act No. 16 of 1978 as amended, development of criteria and procedures for the recognition of new HEI's. Assessment of the quality of foreign degrees and delivery arrangements and agreements on mutual recognition of awards accredited by Foreign Quality Assurance Agencies, reporting on, and making recommendations regarding national quality assurance arrangements, conducting Institutional/ Subject/ Program /Library Reviews in HEI's, developing benchmark statements for subject disciplines, training of reviewers, co-ordination, and supervision of all activities of Internal Quality Assurance Units in HEI's, providing public information on quality in higher education through the Internet and other means and is responsible for the Quality Assurance(QA) Website of the UGC, Obtaining and maintaining memberships of international QA networks, coordination of activities with such networks, and working with other international agencies on common criteria for standards and quality, Conducting research and sharing information about good practices to improve quality, Working towards financial sustainability of QAC to ensure its continuity and independence as a self-financing Centre.

Salary Code:

U-AC 5

Salary and other approved allowances of the substantive post of the successful candidate will be paid by the UGC.

Selection Criteria:

Selection will be made in order of merit which will be decided on the marks of a structured interview.

Other Conditions:

- (i) Applications for the above post should be made in the prescribed application form which could be downloaded from the UGC Web Site: www.ugc.ac.lk.
- (ii) Duly completed applications should be forwarded with copies of relevant certificates to reach the Senior Assistant Secretary/ Personnel, University Grants Commission, No. 20, Ward Place, Colombo-07 on or before January 10, 2025. Applications sent in the prescribed form will only be accepted.
- (iii) The name of the post applied for, should be stated on the top left-hand corner of the envelope.
- (iv) Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Institutes will be rejected.
- (v) Applications received after the closing date and incomplete applications will not be entertained.
- (vi) University Grants Commission reserves the right to shortlist the candidates.

Note : The candidates those who have applied under the previous advertisement dated 20.11.2024 are not required to re-apply.

Secretary

University Grants Commission
No.20, Ward Place
Colombo 07.

December 20, 2024.



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UNIVERSITY GRANTS COMMISSION

FORM OF APPLICATION

POST:
 (Indicate the name of the post as given in the advertisement)

01. (a) Name with initials :

(b) Names denoted by Initials :

02. Whether Rev./Mr./Mrs./Miss :
 (Snr. Prof./Prof./Dr.)

03. (a) Postal Address :

 (Any change should be communicated immediately)

(b) Contact Telephone No. :

(c) E-mail Address :

04. National Identity Card No. :

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05. (a) Date of Birth :

Year	Month	Date

(b) Age as at the closing date of application :

Years	Months	Days

06. Civil Status :

07. Whether Citizen of Sri Lanka :
 (State whether by decent or by registration) if by registration, give reference number & date of certificate of citizenship

08. Race :

(State whether Sinhala, Tamil, person of Indian Origin or Muslim)

09. Qualifications- (All qualifications to be considered should be indicated in the application)

(a) University Education:

(Attach copies of certificates & transcripts)

Degrees/Diplomas	Class	University	Date of Commencement			Effective Date			Duration
			Year	Month	Date	Year	Month	Date	
1.									
2.									
3.									
4.									

(b) Professional Qualifications:

(Attach copies of certificates)

Institution	Qualifications Obtained	Date of Commencement			Effective Date			Duration
		Year	Month	Date	Year	Month	Date	
1.								
2.								
3.								
4.								
5.								

(C) Postgraduate Qualifications.
(Attach copies of certificates)

Postgraduate Degree/Diploma	University	By Course or By Research	Date of Commencement			Effective Date			Duration (Prescribed period of Registration)
			Year	Month	Date	Year	Month	Date	
1.									
2.									
3.									
4.									
5.									

(d) Training/Workshops
(Attach copies of certificates)

Institution	Name of the Training Programme/Workshop	From			To			Duration
		Year	Month	Date	Year	Month	Date	
1.								
2.								
3.								
4.								
5.								

10. Any other academic distinctions scholarships, medals, prizes etc.:
(indicate the Institution from which such awards have been obtained)
(Attach copies of certificates)
(If space is insufficient, please use separate sheet of same size)

11. (a) **Research & Publications :**
(If space is insufficient, please use separate sheet of same size)

(b) **Extra- Curricular Activities :**

12. (a) **Present Occupation :**

1. **Post :**

2. **Date of appointment to such post :**

3. **Whether confirmed in the present post :**

4. **Place of work with the Address :**

5. **Salary Scale of the post :**

6. **Present Salary** a. **Basic Salary :**

b. **Allowances :**

(b) **Previous appointments if any, with dates:**
(Attach copies of service certificates)

Post	Department/ Institution	Period of Service						Salary Scale	Reason for Cessation of Employment
		From			To				
		Year	Month	Date	Year	Month	Date		

13. (a) Period of experience gained as at the closing date of Applications relevant to the post applied :

Years	Months	Days

(b) If you have obtained no-pay leave during this period, state reasons and the period of such leave :

(c) Qualifications & Experience relevant to Quality Assurance:

Qualifications/ Experience	Details

14. (Names of two non related referees with addresses and Contact Nos.)

Name	Designation	Address	Contact No: Email Address
1.			
2.			

I do hereby certify that particulars submitted by me in this application are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment .

Date:

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Signature of Applicant

**Secretary,
University Grants Commission.**

Application is recommended and forwarded. I certify that the particulars given in numbers 01 to 13 of this application are correct according to the applicant's personnel file and if he / she is selected for the said post he / she can be / cannot be released.

Remarks if any :

Vice-Chancellor /Rector/Director

Institute:.....

Date:
