



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 14 /2024

No. 20, Ward Place,
Colombo 07.

December 23, 2024

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEMES OF RECRUITMENT OF PRIMARY LEVEL (UN-SKILLED), PRIMARY LEVEL (SEMI-SKILLED) AND PRIMARY LEVEL (SKILLED) GRADES IN TERMS OF THE DEPARTMENT OF MANAGEMENT SERVICES CIRCULAR NO. 30

Your attention is invited to the existing Schemes of Recruitment of Primary Level (Un-skilled), Primary Level (Semi-skilled) and Primary Level (Skilled) and related instructions issued from time to time in this connection.

02. The Commission, at its 1136th meeting held on 04.12.2024, having considered the approval granted by the Department of Management Services through the letter no. DMS/1528(S) Vol-II (2) dated 03.04.2024 for the Schemes of Recruitment of Primary Level (Un-skilled), Primary Level (Semi-skilled) and Primary Level (Skilled) grades posts in terms of the Department of Management Services Circular No. 30, decided to inform the Governing Authorities to make all recruitments of posts categorized under the Primary Level (Un-skilled), Primary Level (Semi-skilled) and Primary Level (Skilled) grades and their promotions/confirmations as per the relevant approved Schemes of Recruitment format Annexed hereto as follows;

Primary Level (Un-skilled) – **Annex I**
Primary Level (Semi-skilled) – **Annex II**
Primary Level (Skilled) – **Annex III**

03. Further, it was decided to inform that the provisions given in Commission Circular No. 10/2024 of 09.04.2024 on 'External recruitments to Non-academic Non-administrative posts in the University System' should be followed, when making recruitments to the Primary Grades posts as per the above-mentioned approved Schemes of Recruitment.

04. The above Schemes of Recruitment and procedure are applicable for all new recruitments of Primary Level (Un-skilled), Primary Level (Semi-skilled) and Primary Level (Skilled) Grade posts from the effective date of this circular, disregarding the actions already taken in the process of recruitments for such posts, provided no appointments have been made to those due to present restrictions.

05. The above recruitment procedure will come into effect from 01.01.2025.

06. Accordingly, with effect from the effective date of this circular, recruitment should not be made to any other existing post come under the Primary Level (Un-skilled), Primary Level (Semi-skilled) and Primary Level (Skilled) Grade, which are not listed under the above-mentioned (Annex I, Annex II and Annex III) approved Schemes of Recruitment formats.

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07. Further, you are informed to take necessary action to obtain the approval from the Department of Management Services to convert approved primary level posts in your institution that are not listed in the above-mentioned approved Schemes of Recruitment formats, to a suitable post mentioned therein.

08. Please take action accordingly.



Senior Prof. Kapila Seneviratne
Chairman

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