



## UNIVERSITY GRANTS COMMISSION

Commission Circular No.877

No.20, Ward Place,  
Colombo 07.

13<sup>th</sup> June, 2006.

Vice-Chancellors of Universities,  
Rectors of Campuses,  
Directors of Institutes

**SCHEMES OF RECRUITMENT - POSTS OF SENIOR COMPUTER APPLICATIONS ASSISTANT, SENIOR DAIRY ASSISTANT- ANIMAL HUSBANDRY, SENIOR FARM MECHANIZATION ASSISTANT, SENIOR FIELD SUPERVISOR, SENIOR SUPERVISOR (MAINTENANCE), SENIOR SUPRVISOR (CIVIL/ ELECTRICAL/ LANDSCAPE), SENIOR COMPUTER OPERATOR, SENIOR DAIRY MANAGER, SENIOR PHARMACIST, SENIOR SUPPLIES OFFICER, SENIOR FARM SUPERVISOR, SENIOR CRAFT DEMONSTRATOR, SENIOR DRAUGHTSMAN, SENIOR LANDSCAPE SUPERINTENDENT SENIOR PUBLISHING ASSISTANT, TYPE SETTER SPECIAL GRADE,**

Your kind attention is invited to the existing scheme of recruitment for the post of Computer Applications Assistant, (Special Grade) in Commission Circular No.804 of 03<sup>rd</sup> July 2002, and the existing schemes of recruitment for the posts of Dairy Assistant Animal Husbandry (Special Grade), Farm Mechanization Assistant (Special Grade), Field Supervisor (Special Grade), Supervisor (Maintenance) (Special Grade), Supervisor (Civil/ Electrical/ Landscape) (Supra Grade), Computer Operator (Special Grade) Dairy Manager (Special Grade), Pharmacist (Special Grade), Supplies Officer (Grade I), Farm Supervisor (Special Grade), Craft Demonstrator (Special Grade), Draughtsman (Special Grade), Landscape Superintendent (Special Grade) Publishing Assistant (Higher Grade) and Type Setter (Higher Grade) in A-05 Salary Scale.

The University Grants Commission at its 694<sup>th</sup> meeting held on 06<sup>th</sup> October, 2005 having considered the benefits given by Commission Circular No.828 as amended by Commission Circular No.835 decided to take following steps in connection with the above posts:-

- i. To reduce the 10 year period of service required for promotion to the existing post of Computer Applications Assistant (Special Grade) to 05 years and to change the designation of the post as Senior Computer Applications Assistant.
- ii. To create promotional grades for the above mentioned other posts in A-05 salary scale.

Contd.....

3. The amended scheme of recruitment of the post of Senior Computer Applications Assistant and the schemes of recruitment applicable for the following new posts are indicated in the annexed schedule.

1. Senior Dairy Assistant /Animal Husbandry
2. Senior Farm Mechanization Assistant
3. Senior Field Supervisor
4. Senior Supervisor (Maintenance)
5. Senior Supervisor (Civil/Electrical/Landscape)
6. Senior Computer Operator
7. Senior Dairy Manager
8. Senior Pharmacist
9. Senior Supplies Officer
10. Senior Farm Supervisor
11. Senior Craft Demonstrator
12. Senior Draughtsman
13. Senior Landscape Superintendent
14. Senior Publishing Assistant
15. Type Setter, Special grade

4. For the purpose of avoiding any discrepancy which may arise in the salaries of certain employees due to non-availability of promotional grades on the due date, incremental benefits be granted on the following basis:-

**One increment for each year of service spent in excess of 05 years in A-05 grade, up to a maximum 05 increments and they be placed at the appropriate salary point in the A-04(d) salary scale on promotion. Payment of arrears if any can be made from 01.01.2003.**

5. The provisions of this circular are effective from 01.01.2003.
6. Please take action accordingly.



(Prof. Gamini Samaranayake)  
Chairman

- Copies to:
1. Chairman's Office/UGC
  2. Vice-Chairman/UGC
  3. Members of the UGC
  4. Secretary/UGC
  5. Deans of Faculties
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  10. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
  11. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
  12. Chief Internal Auditor/UGC
  13. Govt. Audit Superintendents of Universities
  14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
  15. Secretaries of Trade Unions
  16. Auditor-General
- File No. UGC/HR/2/3]178

**SCHEME OF RECRUITMENT FOR THE POST OF  
SENIOR COMPUTER APPLICATIONS ASSISTANT**

Post and Salary Code	Method of Recruitment	Qualifications
Senior Computer Applications Assistant A-04(d)	By Promotion. Selection by structured interview.	A Computer Applications Assistant - Supra Grade who has completed 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF  
SENIOR DAIRY ASSISTANT - ANIMAL HUSBANDRY**

Post and Salary Code	Method of Recruitment	Qualifications
Senior Dairy Assistant - Animal Husbandry A-0 4(d)	By promotion. Selection by structured interview.	A Dairy Assistant - Animal Husbandry Special Grade who has 05 years satisfactory service in that grade can be considered for promotion.

*change of designation*  
4/2009  
4/8/2009

**SCHEME OF RECRUITMENT FOR THE POST OF  
SENIOR FARM MECHANIZATION ASSISTANT**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Farm Mechanization Assistant A-04(d)	By Promotion. Selection by Structured interview.	Farm Mechanization Assistant, Special Grade who has 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF  
SENIOR FIELD SUPERVISOR**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Field Supervisor A-04(d)	By Promotion. Selection by structured interview.	A Field Supervisor Special Grade who has 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF**  
**SENIOR SUPERVISOR (MAINTENANCE)**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Supervisor (Maintenance) A-04(d)	By Promotion. Selection by structured interview.	A Supervisor (Maintenance) Special Grade who has 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF**  
**SENIOR SUPERVISOR (CIVIL/ ELECTRICAL/ LANDSCAPE)**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Supervisor (Civil/ Electrical/ Landscape) A-04(d)	By Promotion. Selection by structured interview.	A Supervisor (Civil/ Electrical/ Landscape) Supra Grade who has 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF**

**SENIOR COMPUTER OPERATOR**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Computer Operator A-04(d)	By Promotion. Selection by Structured interview.	A Computer Operator Special Grade who has 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF**

**SENIOR DAIRY MANAGER**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Dairy Manager A-04(d)	By Promotion. Selection by Structured interview.	A Dairy Manager (Special Grade) who has 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF**  
**SENIOR PHARMACIST**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Pharmacist A-04(d)	By Promotion. Selection by structured interview.	A Pharmacist (Special Grade) who has 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF**  
**SENIOR SUPPLIES OFFICER**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Supplies Officer A-04(d)	By Promotion. Selection by Structured interview.	Supplies Officer Grade I who has 05 years satisfactory service in that grade can be considered for promotion

**SCHEME OF RECRUITMENT FOR THE POST OF**  
**SENIOR FARM SUPERVISOR**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Farm Supervisor A-04(d)	By promotion. Selection by structured interview.	A Farm Supervisor (Special Grade) who has 05 years satisfactory service in that grade can be considered for promotion..

**SCHEME OF RECRUITMENT FOR THE POST OF**  
**SENIOR CRAFT DEMONSTRATOR**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Craft Demonstrator (Electrical Wiring Diagrams and Construction)  A-04(d)	By Promotion.  Selection by structured interview.	A Craft Demonstrator (Electrical Wiring Diagrams and construction ) special grade who has 05 years satisfactory service in that grade can be considered for promotion.



**SCHEME OF RECRUITMENT FOR THE POST OF**

**SENIOR DRAUGHTSMAN**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
Senior Draughtsman A-04(d)	By promotion. Selection by structured interview.	A Draughtsman (Special Grade) who has 05 years satisfactory service in that grade can be considered for promotion.

**SCHEME OF RECRUITMENT FOR THE POST OF**

**SENIOR LANDSCAPE SUPERINTENDENT**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualification</b>
Senior Landscape Superintendent A-04(d)	By promotion. Selection by structured interview.	A Landscape Superintendent (Special Grade) who has 05 years satisfactory service in that grade can be considered for promotion.