

scheme of recruitment for post of senior assistant secretary / senior assistant registrar

POST & SALARY CODE WITH SCALE	METHOD OF RECRUITMENT	QUALIFICATIONS
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Senior Assistant Secretary / Senior Assistant Registrar

By simultaneously external (Category A) and Internal (Category B) advertisement 25% of the vacancies to be filled externally and 75% internally.

Selection by a structured interview.

**NOTE :**

(i) The Efficiency Bar for the above salary scale will operate after the officer completes the 7th step of the A-03 Salary scale

(ii) Administrative experience means experience gained in a post in the Sri Lanka Administrative Service or in a comparable or higher post after obtaining a degree from a recognized university.

(iii) Professional/Acadamic qualification/qualifications of not less than three years duration under category B(2) (a) means a Certificate and/or Diploma and/or degree Course (part) conducted by a university/higher institute.

**CATEGORY A**

(i) (a) A degree with first or Second class honours from a recognised university with not less than 05 years administrative experience.

**(b) OR**

A pass degree and a post graduate degree or diploma in administration or management from a recognized university with not less than 05 years administrative experience.

**CATEGORY B**

(2) (a) An Assistant Secretary of the commission/Assistant Registrar of a University/ Institute with a degree/ Attorney-at-law or any other profession/qualification of not less than three years duration obtained from a university/higher educational institute with not less than 05 years service in that post.

**OR**

(b) An assistant secretary of the commission /Assistant Registrar in a University/ Institute who is eligible in terms of commission Circular No. 657 of 19.12.95 as amended.

