



UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. 10/2010

20, Ward Place
Colombo 07
December 01, 2010

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**APPOINTMENT OF NOMINEES FOR SELECTION PANEL OF PROFESSORS/ ASSOCIATE
PROFESSORS BY OPEN ADVERTISEMENT / MERIT PROMOTION BY THE UNIVERSITY GRANTS
COMMISSION IN TERMS OF PROCEDURE FOR APPOINTMENT**

Reference is drawn to paragraph 4 (d) of Commission Circular No: 846 of 14.07.2004 and the form annexed thereby to be used for obtaining nominees to the Selection Committees for the above posts.

At its 815th meeting held on 04.11.2010 the Commission decided to inform Higher Educational Institutions/Institutes to include the names of **Referees**, if any, mentioned by candidates in their applications when the Higher Educational Institutions/Institutes request the nominations to the Selection Committees. Accordingly, you are requested to **use the annexed revised Form** when you make request for appointment /nomination of members to the Selection Committee.

A copy of the revised Form for obtaining nominees to the Selection Committee is annexed herewith for your information.

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
6. Registrars of Universities
7. Financial Controller/UGC
8. Bursars of Universities
9. Librarians /SAL/AL of the HEI
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 HEI
15. Secretaries of Trade Unions
16. Auditor-General

File No. UGC/HR/02/03/85

Reference No.

**APPOINTMENT OF NOMINEES FOR SELECTION PANEL FOR PROFESSORS/ ASSOCIATE PROFESSORS
BY OPEN ADVERTISEMENT / MERIT PROMOTION BY THE UNIVERSITY GRANTS COMMISSION IN
TERMS OF PROCEDURE FOR APPOINTMENT**

01. Name of the Higher Educational Institution :

02. Name of the Applicant:

03. Post and the Department:

04. Name of the Faculty:

05. Names of persons appointed to the relevant Selection Committee:

(a) By the Council/Board of Management:

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(b) By the Senate

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(c) Names of experts appointed to
evaluate research

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(d) Names of members appointed to the
Internal Panel by the Senate

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06. Names of Referees, if any mentioned by the
candidate

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Date

Vice Chancellor/Director