



UNIVERSITY GRANTS COMMISSION

Commission Circular No: 966

No. 20, Ward Place,
Colombo 07.

16.09.2011


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

Scheme of Recruitment – Post of Systems Administrator (IT)

The University Grants Commission at its 831st meeting held on 04.08.2011 approved the annexed scheme of recruitment of the post of Systems Administrator (IT) to be implemented in the University system.

The newly created Scheme of Recruitment of the post of Systems Administrator will be effective from 01.10.2011

Please take action accordingly.


(Prof. Gamini Samaranayake)
Chairman

Cc:

1. Secretary/ Ministry of Higher Education
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/ SAL/AL of the Higher Educational Institutions/ Institutes
11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
13. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

File No. UGC/HR/2/3/261

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SCHEME OF RECRUITMENT – POST OF SYSTEMS ADMINISTRATOR (IT)

Post and Salary Code	Method of Recruitment	Qualifications
Systems Administrator (IT) U-EX 1 (IV)	By open advertisement. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.	(a) (i) B Sc. Special Degree in Computer science / Computer Engineering with First or Second class of a recognized University /HEI and (ii) Two (02) years' experience in the relevant field in a recognized establishment. OR (b) Should possess a National Diploma in Technology specializing in Computer Science or equivalent, with at least five (05) years of experience in Computer Engineering related works in a recognized establishment.