



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 970

No.20, Ward Place,
Colombo 07
08.11.2011

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEMES OF RECRUITMENT - POST OF STENOGRAPHER GR.II (SINHALA/TAMIL/ENGLISH)

Your attention is invited to the existing schemes of recruitment for the post of Stenographer Gr.II (Sinhala/Tamil/English).

2. The Commission at its 827th meeting held on 09.06.2011 decided to amend the scheme of recruitment for the post of Stenographer Grade II by inclusion of following general provision for all three media ie. English , Sinhala and Tamil.

"If suitable candidates are not available for recruitment according to the scheme of recruitment, applicants with lesser proficiency than specified, but who have successfully followed a course in English/ Sinhala/ Tamil stenography (as the case may be) of a recognized institution of which the duration is not less than one year, may be recruited as Trainee English/ Sinhala/ Tamil Stenographers (as the case may be) , on a fixed salary equivalent to the initial of the salary scale carrying the salary code U-MN I (III) per month. They may be placed in Grade II within three years if they attain the specified proficiency. A Trainee who does not attain the specified proficiency within three years shall be discontinued".

3. The amended schemes of recruitment of the post of Stenographer Gr. II (Sinhala/Tamil/English) are sent herewith.

4. With the implementation of the amended schemes of recruitment, the existing schemes of recruitment for the posts of Stenographer (Sinhala/Tamil) Grade II and Stenographer (English) Gr. II are rescinded.

5. The provisions of this circular are effective from 15th November 2011.

6. 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 Campus /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

AMENDED SCHEMES OF RECRUITMENT OF THE POST OF STENOGRAPHER GR.II (SINHALA/ TAMIL/ ENGLISH)

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Stenographer (Sinhala/ Tamil) Grade II U-MN I(III)	By following recruitment procedure approved by the Government. Selection by test and interview.	i. G.C.E.(Ordinary Level) Examination in six subjects at not more than two sitting with credit pass in three subjects including Sinhala/Tamil Language or Literature. ii. Proficiency in Sinhala/ Tamil Stenography with the following minimum speeds; Shorthand - 70 w.p.m. If Manual Type Writer is used If Computer is used Typing - 20 w.p.m. 35 w.p.m. iii. Age : Not more than 45 years
Stenographer (English) Grade II U-MN I(III)	By following recruitment procedure approved by the Government. Selection by test and interview.	i. G.C.E.(Ordinary Level) Examination in six subjects at not more than two sittings with credit passes in three subjects including English. ii. Proficiency in English Stenography with the following minimum speeds; Shorthand - 80 w.p.m. If Manual Type Writer is used If Computer is used Typing - 35 w.p.m. 55 w.p.m. iii. Age not more than 45 years. Notes: (a) If suitable candidates are not available for recruitment according to the scheme of recruitment, applicants with lesser proficiency than specified, but who have successfully followed a course in English/ Sinhala/ Tamil stenography (as the case may be) of a recognized institution of which the duration is not less than one year, may be recruited as Trainee English/ Sinhala/ Tamil Stenographers (as the case may be) on a fixed salary equivalent to the initial of the salary scale carrying the salary code U-MN I (III) per month. They may be placed in Grade II within three years if they attain the specified proficiency. A Trainee who does not attain the specified proficiency within three years shall be discontinued. (b) The period of service as trainee will not be taken into consideration for reckoning the required period for promotions.