

## **Junior Executives**

Assistant Secretary/Assistant Registrar .....	2
Assistant Accountant/Assistant Bursar/Assistant Internal Auditor .....	4
Assistant Secretary/Assistant Registrar(Legal & Documentation).....	6
Assistant Registrar(Library Services) .....	7
Works Engineer (Civil) Gr. III.....	9
Workshop Engineer Grade III.....	10
Training Engineer Grade III.....	11
Electronics Engineer Grade III .....	12
Audio Visual Technical Officer Grade I.....	13
Senior Staff Technical Officer .....	14
Staff Matron .....	18
Staff Matron Dental School/Dental Faculty .....	19
Statistical Officer- Grade II .....	20
Public Relations Officer.....	21
Farm Manager Grade III (Existing post Farm Manager ).....	23
Drawing Office Assistant Grade II .....	24
Curator (Landscape) Grade III.....	25
Curator (Museum) Grade III.....	26
Personal Secretary to Chairman UGC and Vice Chancellor of a University .....	27
Assistant Director /Physical Education.....	29
Deputy Chief Marshal.....	30
Chief Security Officer Grade II .....	31
Graduate Translator Grade I .....	32
Illustrationist Grade II.....	33
Copy Editor .....	34
Assistant Printer .....	36
Efficiency Bar Requirements .....	37

**Assistant Secretary/Assistant Registrar**

U-EX 1(IV) [A-04]

EB – After completion of three (03) years of service from the date of appointment as Assistant Secretary/Assistant Registrar and having earned all three increments.

**Method of Recruitment**

*By external (Category A) and internal (Category B) simultaneous advertisement, 60% of the posts to be filled externally and 40% internally. If eligible candidates are not available to fill the quota allocated from the either category, the Commission reserves the right to appoint persons from other category .*

(i) *Eligible applicants under both categories (A and B) are required to pass a written examination covering the following areas ;*

	<u>Marks</u>
(1) IQ and Reasoning *	100
(2) Management Competencies*	100
(3) English Language	100

*\* Papers will be in all three languages . Pass Mark is 40%*

(ii) *Both internal & external applicants who have scored 40% marks or above in each of the papers in the written examination will be summoned for a structured interview.*

(iii) *Applicants who have scored 40% marks or above out of 100 at the structured interview are eligible to be considered for appointment.*

**Qualifications**

**Category A**

(a) *Should possess a Degree with First or Second Class from a recognized University/HEI.*

**OR**

(b) *Should possess a Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management from a recognized University/HEI.*

**Category B**

(a) *A graduate of a recognized University/HEI who is confirmed in the present post of the Commission or of a Higher Educational Institution/Institute.*

**OR**

(b) *A confirmed employee in the present post of the Commission or of a Higher Educational Institution who is in the post categorized under U-MN 1 (II)/U-MT 1(II) or above .*

	<p>(iv) <i>Selection will be done in the order of merit based on the aggregate marks of the written examination (75%) and the structured interview (25%).</i></p> <p>(v) <i>Appointments will be made in the order of merit depending on the availability of vacancies based on the quota allocated.</i></p>	
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**Assistant Accountant/Assistant Bursar/Assistant Internal Auditor**

U-EX 1(IV) (A-04)

EB – After completion of three (03) years of service from the date of appointment as Assistant Accountant/Assistant Bursar/Assistant Internal Auditor and having earned all three increments.

**Method of Recruitment**

*By simultaneous External (Category A) and Internal (Category B) advertisement. 60% of the posts to be filled externally and 40% internally. If eligible candidates are not available to fill the quota allocated for either category, the Commission reserves the right to appoint persons from other category .*

*(i) Eligible applicants under both Categories (A and B) will be required to pass a written examination covering the following areas;*

**Marks**

<i>(1) IQ and reasoning *</i>	<i>100</i>
<i>(2) Accounting &amp; Finance *</i>	<i>100</i>
<i>(3) English Language</i>	<i>100</i>

*\* Papers will be in all three languages. Pass Mark is 40%.*

*(ii) Both internal & external applications who have scored 40% marks or above in each of the papers in the written examination will be summoned for a structured interview.*

*(iii) Applicants who have scored 40% marks or above out of 100 at the structured interview are eligible to be considered for appointment.*

**Qualifications**

**Category A**

*1.(a) Pass in the final examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.*

**OR**

*(b) (i) Should possess a special degree in Accounting from a recognized University/HEI*

**OR**

*(ii) Should possess a degree from a recognized University/HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.*

**OR**

*(iii) Should possess a Higher National Diploma in Accountancy ( HNDA) of Sri Lanka Institute of Advanced Technological Education ( SLIATE) or its' predecessor.*

**AND**

	<p>(iv) <i>Selection will be done in the order of merit based on the aggregate marks of the written examination (75%) and structured interview (25%).</i></p> <p>(v) <i>Appointments will be made according to the merit order depending on the availability of vacancies..</i></p>	<p><i>2. Two (02) years of experience in Accounting/Auditing in a Government/State corporation or reputed private sector organization.</i></p> <p><b><u>Category B</u></b></p> <p><i>1. Should possess a Degree with Accounting as a subject from a recognized University/HEI who is confirmed in the present post of the Commission/ Higher Educational Institution.</i></p> <p><b>OR</b></p> <p><i>2. A confirmed employee in the present post of the Commission/Higher Educational Institution who is in a post categorized under U-MN 1(II) / U-MT 1(II) or above.</i></p> <p><b>AND</b></p> <p><i>At least two (02) years of working experience in the Finance/Auditing Departments/Division in the UGC/HEIs.</i></p>
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**Assistant Secretary/Assistant Registrar  
(Legal & Documentation)**

U-EX I (IV) (A-04)

EB – After completion of three (03) years of service from the date of appointment as Assistant Secretary/Assistant Registrar (Legal & Documentation) and having earned all three increments.

**Method of Recruitment**

*By open advertisement and Selection by a structured interview.*

*Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.*

**Qualifications**

*Should possess a Bachelor of Law Degree from a recognized University/HEI or/ Attorney-at-Law with not less than three (03) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or Reputed Private Sector Organization or official bar.*

**Assistant Registrar  
(Library Services)**

U-EX I (IV) (A-04)

EB – After completion of three (03) years’ of service from the date of appointment as Assistant Secretary/Assistant Registrar (Library Services) and having earned all three increments.

**Method of Recruitment**

*By internal advertisement.*

*Selection will be in the order of merit which will be decided on the basis of aggregate marks of a written examination (75% marks will be allocated) and a structured interview (25% marks will be allocated)*

*Eligible applicants will be required to pass a written examination on the following subjects :-*

	<u>Marks</u>
<i>(a) Administrative, Disciplinary and Financial procedures of Higher Educational Institutes.</i>	<i>100</i>
<i>(b) Work pertaining to a Library in a University and General Library matter.</i>	<i>100</i>
<i>(c) English Language</i>	<i>100</i>

*Pass Mark is 40%.*

*Eligible applicants who have scored 40% marks or above from each of the papers of the written component will be summoned for the structured interview.*

**Qualifications**

- (i) *A graduate of a recognized University/HEI who is confirmed in the present post in a Library of a Higher Educational Institution*
- OR**
- (ii) *A confirmed employee in the Library of a Higher Educational Institution who is in a post categorized under U-MN I (II) or above.*

*Applicants who have scored 40% marks or above out of 100 at the structured interview are eligible to be considered for selection.*

*Selection will be done in the order of merit based on the aggregate marks of the written examination (75%) and structured interview (25%).*

*Appointments will be made according to the merit order depending on the availability of vacancies..*



<p><b>Works Engineer (Civil) Gr. III</b></p> <p>U-EX I(IV) (A-04)</p> <p>EB – After completion of three (03) years of service from the date of appointment as a Works Engineer Gr. III and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement</i>  <i>Selection by a structured interview.</i></p> <p><i>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p>(a) <i>Should possess a B.Sc Engineering Degree specializing in Civil Engineering from a recognized University/HEI</i></p> <p><b>OR</b></p> <p>(b) <i>Should possess a National Diploma in Technology specializing in Civil Engineering or equivalent, with at least seven (07) years of experience in Civil Engineering works in a recognized establishment.</i></p> <p><b>NOTE :</b></p> <p><i>The in-plant training period shall not be counted for the period of experience.</i></p>
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<p><b>Workshop Engineer Grade III</b></p> <p>U-EX 1 (IV) [A-04]</p> <p>EB – After completion of three (03) years of service from the date of appointment as Workshop Engineer Grade III and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>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.</i></p>	<p><b><u>Qualifications</u></b></p> <p>(a) <i>Should possess a B.Sc. Engineering Degree specializing in Mechanical/Production Engineering from a recognized University/HEI</i></p> <p><b>OR</b></p> <p>(b) <i>Should possess a National Diploma in Technology specializing in Mechanical/Production Engineering or equivalent qualification, with at least seven (07) years of experience in a Mechanical workshop of a recognized establishment.</i></p> <p><b>NOTE : The in-plant training period shall not be counted for the period of experience</b></p>
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<p><b>Training Engineer Grade III</b></p> <p>U-EX 1 (IV) [A-04]</p> <p>EB – After completion of three (03) years of service from the date of appointment as Training Engineer Grade III and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>Should possess a B.Sc. Engineering Degree from a recognized University/HEI</i></p>
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<p><b>Electronics Engineer Grade III</b></p> <p>U-EX 1 (IV) [A-04]</p> <p>EB – After completion of three (03) years of service from the date of appointment as Electronics Engineer Grade III and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>Should possess a B.Sc. Engineering Degree from a recognized university/HEI specializing in a Electrical /Electronics Engineering or equivalent qualifications</i></p>
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<p><b>Audio Visual Technical Officer Grade I</b></p> <p>U-EX 1(IV) [A-04]</p> <p>EB-After completion of three (03) years of service from the date of appointment as a Audio Visual Technical Officer Gr. .I and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By promotion.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>A holder of a post of an Audio Visual Technical Officer Gr. II and confirmed in that post with not less than eight (08) years of service in that grade and possesses one of the following qualifications ;</i></p> <p>(a) <i>Possess a Diploma in Technology of the Open University or National Diploma in Technology (NDT) or City &amp; Guilds Final Certificate in the field of Electronics/Diploma in Mass Communication inclusive of a subject in TV.</i></p> <p><b>OR</b></p> <p>(b) <i>Possess a Diploma in Educational Technology or Diploma in Audio Visual Techniques of a recognized University/HEI, provided the courses for the Diploma in Educational Technology or the Diploma in Audio Visual Techniques are of two years' duration.</i></p>
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<p><b>Senior Staff Technical Officer</b></p> <p>U-EX I(IV) A-04</p> <p>EB- After completion of three (03) years of service from the date of appointment as Senior Staff Technical Officer and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>Merit Promotion</i></p> <p><i>Selection by a structured interview</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>A holder of the post of Technical Officer Gr. I or above and confirmed in the present post who has satisfactorily completed not less than twelve (12) years of service as a Technical Officer Gr. II and above.</i></p> <p><i>The candidates should satisfy the conditions laid down in the marking scheme given below</i></p> <p><b><u>Marking Scheme for Candidates for Promotion to the Post of Senior Staff Technical Officer;</u></b></p> <ul style="list-style-type: none"> <li><b>i. Special Contribution to the development of laboratories and maintenance of equipment</b> - 20 Marks</li> <li><b>ii. Designing and assembling of special apparatus/ equipment/materials in support of teaching activities in the Department/Faculty</b> - 20 Marks</li> <li><b>iii. Special Contribution that have enhanced postgraduate teaching / research programmes</b> -10 Marks</li> <li><b>iv. Technical inputs into research activities of academic staff which are acknowledged in publication in referred journals (not more than 2</b></li> </ul>
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		<p>marks may be allocated for one publication) - 10 Marks</p> <p>v. Development of relevant special skills through recognized training programmes locally and abroad - 20 Marks</p> <p>(a) Acquisition of qualifications relevant to the field of work</p> <p>Postgraduate Degree - 06 marks  Postgraduate Diploma - 05 marks  Special Degree - 04 marks  Gen. Degree - 03 marks  Diploma - 02 marks  (not less than 02 years duration)</p> <p>(b) Training in the relevant field</p> <p>courses more than 06 months - 03 marks  3 - 6 months - 02 marks  1 – 3 months - 01 marks  1 – 4 weeks - 0.5 marks</p> <p>vi. Length of service after completion of 05 years in the post of Technical Officer Gr. I (2 marks per year) - 10 Marks</p> <p>vii. Acquisition of special skills such as Information Technology, Communication Skills , English Competency - 10 Marks</p>
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		<p><i>A candidate should obtain at least 65 marks to be eligible for promotion.</i></p> <p><b><u>Opportunities for Training</u></b></p> <p><i>Heads of Institutes/Heads of Department and Deans of Faculties should ensure that adequate opportunities are provided for all Technical Officers to be exposed to relevant training and participation in research activities.</i></p> <p><b><u>Evaluation of applications for merit promotion</u></b></p> <p><i>The governing authority will appoint an Evaluation Committee to evaluate sections I,II,III &amp; IV of the Marking Scheme. This Committee shall consist of the Dean of the Faculty (as the Chairman), Head of the Department, two other members appointed by the Council from experts in the relevant subject, external to the University. In the case of a candidate in an Institute/Campus, the Evaluation Committee should consist of the Director of the Institute or the Rector of the Campus in place of Dean of a Faculty.</i></p>
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		<p><b><u>Composition of the Selection Committee</u></b></p> <p><i>The Selection Committee shall consist of the Principal Executive Officer of the Higher Educational Institution, Registrar, Dean of Faculty, Head of Department, 01 member nominated by the University Grants Commission.</i></p> <p><b><u>Note :</u></b></p> <p><i>A self assessment of the Technical Officer applying for promotion to the post of Senior Staff Technical Officer should be submitted to the Head of the Institution/Institute along with the application. He/she should indicate the marks he/she is entitled to in terms of above marking scheme along with a justification for each area specified above.</i></p>
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**Staff Matron**

U-EX 1 (IV) [A-04]

EB- After completion of three (03) years of service from the date of appointment as Staff Matron (Special Grade) and having earned all three increments

**Method of Recruitment**

*By Promotion . Selection by a Structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.*

**Qualifications**

*A holder of the post of Nursing Officer and confirmed in that post who has completed eighteen (18) years of satisfactory service of which three (03) years should be in the post of Matron in the University system.*

**Staff Matron**

**Dental School/Dental Faculty**

U-EX 1 (IV) [A-04]

EB- After completion of three (03) years of service from the date of appointment as Staff Matron (Special Grade) Dental Faculty and having earned all three increments

**Method of Recruitment**

*By Promotion . Selection by a Structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.*

**Qualifications**

*A holder of the post of Dental Nurse and confirmed in that post who has completed eighteen (18) years of satisfactory service (excluding the three year period of training) of which three (03) years should be in the post of Matron in a Dental/School/Dental Faculty.*

<p><b>Statistical Officer- Grade II</b></p> <p>U-EX 1 (IV) A -04</p> <p>EB-After completion of three (03) years of service from the date of appointment as Statistical Officer , Gr.II and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement.</i></p> <p><i>Selection by aptitude test and a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>(i) Should possess a Special/ General degree with First Class or Second Class Upper Division from a recognized University/HEI with Mathematics or Statistics as a subject.</i></p> <p><b>OR</b></p> <p><i>(ii) Should possess a General degree with a Postgraduate Diploma in one years' duration in Statistics with at least 30 credits in Mathematics/ Statistics .</i></p> <p><b>OR</b></p> <p><i>(iii) Should possess an equivalent qualifications in Statistics</i></p> <p><i>Note: Preference will be given to candidates with experience in Statistical work.</i></p>
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<p><b>Public Relations Officer</b></p> <p>U-EX 1(IV) (A-04)</p> <p>EB-After completion of three (03) years of service from the date of appointment as a Public Relations Officer and having earned all three increments.</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By internal advertisement in the first instance and selection by an aptitude test and a structured interview. Pass mark of the aptitude test and a structured interview should be 40% or above. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p> <p><i>If no suitable applicants are available for appointment, by open advertisement.</i></p> <p><i>Selection by a aptitude test and a structured interview. Pass mark of the aptitude test and a structured interview should be 40% or above. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><b><u>Category A - (External Candidates)</u></b></p> <p>(a) <i>Should possess a degree with first or second class honours from a recognized university/HEI with two (02) years of experience in the relevant field.</i></p> <p style="text-align: center;"><b>OR</b></p> <p>(b) <i>Should possess a degree from a recognized University/HEI with Postgraduate Degree or Postgraduate Diploma in Public Relations from a recognized Institution.</i></p> <p>Age - <i>Not more than 30 years</i></p> <p><b><u>Category B -(Internal Candidates)</u></b></p> <p>(a) <i>Should possess a degree from a recognized university/HEI who is confirmed in the present post in the UGC/Higher Educational Institution/ Institute.</i></p> <p style="text-align: center;"><b>OR</b></p> <p>(b) <i>A holder of the post of Staff Assistant of the UGC/Higher Educational Institution/ Institute who has completed at least three (03) years of service and confirmed in that grade</i></p> <p style="text-align: center;"><b>OR</b></p>
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		<p><i>(c) A confirmed employee in the present post in the UGC/Higher Educational Institution/Institute who is in a post categorized as U -MN 1(III) &amp; U-MT 1 (II) and above.</i></p> <p><i>Note : Age limit will not be applicable to internal candidates</i></p>
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<p><b>Farm Manager Grade III (Existing post Farm Manager )</b></p> <p>U-EX 1 (IV) [A-04]</p> <p>EB- After completion of three (03) years of service from the date of appointment as a Farm Manager Grade III and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement.</i></p> <p><i>Selection by a structured interview Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>Should possess a four year degree in Agriculture from a recognized University/HEI with not less than two (02) years of field experience in Crop, Husbandry and/or Animal Sciences in a recognized establishment after graduation.</i></p>
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<p><b>Drawing Office Assistant Grade II</b></p> <p>U-EX 1(IV) [A-04]</p> <p>EB-After completion of three (03) years of service from the date of appointment as a Drawing Officer Assistant Grade II and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement</i></p> <p><i>Selection by test and structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p>(1) <i>Should possess a B.Sc. Degree in Engineering (Mechanical/Production) from a recognized University/HEI and two (02) years of experience in a Drawing Office/Design Office of a Mechanical Engineering Department.</i></p> <p><b>OR</b></p> <p>(2) <i>Should possess a qualification in Draughtsmanship obtained from a recognized Higher Educational Institute</i></p> <p><b>AND</b></p> <p>(3) <i>Should Possess ten (10) years of experience in a position of responsibility in Drawing Office in a Mechanical Engineering Department.</i></p> <p><b>NOTE:</b> <i>Preference will be given to those with teaching experience in Engineering Drawing.</i></p>
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**Curator (Landscape) Grade III  
(Presently Lower Grade)**

U-EX 1 (IV) [A-04]

EB- After completion of three (03) years of service from the date of appointment as a Curator (Landscape Gr.III and having earned all three increments

**Method of Recruitment**

*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.*

**Qualifications**

*1. Should possess a four year special Degree in Agriculture or Agricultural Technology & Management and majoring in Crop Science/Horticulture/Floriculture/ Forestry from a recognized university/HEI with not less than one (01) year of experience in landscaping in a State/Corporation or reputed Private sector organization in supervisory capacity*

**OR**

*2. Should possess a f four year special Degree in Botany of a recognized university/HEI with not less than two (02) years of experience in landscaping in State/Corporation or reputed Private sector organization in supervisory capacity*

**Curator (Museum) Grade III**

**(presently Lower Grade)**

U-EX 1(IV) [A-04]

E.B. After completion of three (03) years of service from the date of appointment as a Curator (Museum) Grade III and having earned all three increments

**Method of Recruitment**

*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.*

**Qualifications**

*Should possess a four year special Degree in the relevant subject area from a recognized University/HEI with not less than one (01) year of experience in the relevant field in a State/corporation or reputed Private sector organization in supervisory capacity.*

*Selected candidate shall undergo training for a specified period as decided by the Faculty/Department concerned during the probationary period.*

## **Personal Secretary to Chairman UGC and Vice Chancellor of a University**

U-EX 1(IV) [A-04]

EB – After completion of three (03) years of service from the date of appointment as Personal Secretary to Chairman, UGC and Vice-Chancellors and having earned all three increments.

### **Method of Recruitment**

*By inviting applications within the University Grants Commission and Higher Educational Institutions in the first instance.*

*If no suitable applicants are available recruitment should be made by open advertisement.*

**Note:**

*Eligible applicants will be required to sit a written test conducted by the University Grants Commission or any organization determined by the Commission. The written test will consist of two papers, carrying a total weightage of 50% in the overall assessment. The papers will cover the following subject areas ;*

**(A) Part I - 100 Marks**

- (i.) Knowledge of the Universities Legislations, Rules and Regulations.*
- (ii.) Overall functioning of the University system and University Administration.*

**Part II - 100 Marks**

- (i) Paper to test the Stenography knowledge and IT.*
- (ii) Communication skills and Public Relations; Skills in the use of English; Ability to translate from English to Sinhala/Tamil and vice-*

### **Qualifications**

#### **For Internal Category**

*(i) A holder of the post of Staff Assistant (Stenography) or Staff Assistant or above with adequate proficiency in Stenography  
The candidates should possess :-*

- (a) Very good conversational and written ability in English and Sinhala/Tamil*
- (b) Word Processing skills and ability to handle modern office equipment.*

#### **For External Category**

*(iii) Should possess a Degree from a recognized university/HEI with following ;*

- (a) Adequate proficiency in Stenography/ Secretarial ability*
- (b) Very good conversational and written ability in English and sinhala/Tamil*
- (c) Word Processing skills and ability to handle modern office equipment.*

*versa; Ability to prepare reports, memoranda and official letters and draft minutes of meetings; Organizing meetings and conferences; Liaison with outside institutions and public relations.*

*Pass mark is 40%*

*(B) A structured interview to assess oral communication skills relevant to aptitude and abilities for public relations.*

*(Candidates who have scored more than 40% from each of the above paper will be summoned for the structured interview and the pass mark of the structured interview should be 40% or above).*

<p><b>Assistant Director /Physical Education</b></p> <p>U-EX 1 (IV) [A-04]</p> <p>EB-After completion of three (03) years of service from the date of appointment as Assistant Director / Physical Education and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By Internal 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.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>A holder the post of Instructors of Physical Education (Grade II or above) in the university service and confirmed in the present post with not less than eight (08) years service in the post of Instructor/Physical Education (Grade II) and satisfactorily completion of a course in Physical Education of not less than six (06) months duration from a recognized Institution after being appointed to the said post.</i></p>
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**Deputy Chief Marshal**

U-EX 1 (IV) [A-04]

EB-After completion of three (03) years of service from the date of appointment as a Deputy Chief Marshal and having earned all three increments.

**Method of Recruitment**

*By promotion. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.*

**Qualifications**

*A holder of the post of Marshal Grade I and confirmed in that post who possesses a degree from a recognized university/HEI with three years of experience in Police / Armed Forces / University Security service after obtaining such degree qualification and active participation in sports activities.*

<p><b>Chief Security Officer Grade II</b></p> <p>U-EX – I(IV) [A-04]</p> <p>EB – After completion of three (03) years of service from the date of appointment as Chief Security Officer Grade II and having earned all three increments.</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By advertisement within the UGC and the Higher Educational Institute/Institutions in the first instance. If no suitable applicants are available, recruitment by open advertisement.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>(1) An Officer not below the rank of Assistant Superintendent of Police, Captain of the Army or an Officer of equivalent rank in the other Armed Services ;</i></p> <p><b>OR</b></p> <p><i>(2) A person who possesses a degree from a recognized university/HEI with not less than five (05) years of experience in security work;</i></p> <p><b>OR</b></p> <p><i>(3) A holder of the post of Security Inspector, Grade I or above in the University Security Service and confirmed in the present post with not less than eight (08) years of satisfactory service in those grades.</i></p>
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## **Graduate Translator Grade I**

U-EX 1 (IV) [A-04]

EB-After completion of three (03) years of service from the date of appointment as a Graduate Translator Grade I and having earned all three increments.

### **Method of Recruitment**

*By promotion. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.*

### **Qualifications**

*A holder of the post of Graduate Translator, Grade II who has served at least one year on the maximum of the salary scale or has completed seven (07) years satisfactory service in that grade may be considered for promotion on the recommendation of the Head of the Department.*



<p><b>Illustrationist Grade II</b></p> <p>U-EX 1(IV) (A-04)</p> <p>EB- After completion of three (03) years of service from the date of appointment as Illustrationist Grade II and having earned all three increments</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement.</i></p> <p><i>Selection by a structured interview including assessment of course work, publications, posters etc. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>1) Should possess a degree in Graphic Arts from the University of Visual &amp; Performing Arts or its predecessor or its equivalent with not less than five (05) years of experience in the field of Graphic or Commercial Art</i></p> <p><b>OR</b></p> <p><i>2) Should possess a Diploma in Graphic Arts from the Institute of Aesthetic Studies or its equivalent qualifications with not less than seven (07) years of experience in the field of Graphics or Commercial Art.</i></p>
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<b>Copy Editor</b>	<b><u>Method of Recruitment</u></b>	<b><u>Qualifications</u></b>
<p>U-EX 1 (IV) [A-04]</p> <p>EB- After completion of three (03) years of service from the date of appointment as Copy Editor and having earned all three increments</p>	<p><i>By open advertisement. Selection by Structured Interview.</i></p> <p><i>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p>1. (a) <i>Should possess a First or Second Class (Upper Division) in a Special Degree in Sinhala, Tamil or English ;</i></p> <p><b>OR</b></p> <p>(b) <i>Should possess a Second Class (Lower Division in a Special Degree in Sinhala, Tamil or English ;</i></p> <p><b>OR</b></p> <p>(c) <i>Should possess a First or Second Class (Upper Division) in a General Degree with Sinhala, Tamil or English as subject.</i></p> <p><b>AND</b></p> <p>2. (a) <i>A pass in English at the Degree Level for those with a Degree in Sinhala or Tamil</i></p> <p><b>OR</b></p> <p>(b) <i>A pass in Sinhala or Tamil at the Degree Level for those with a Degree in English</i></p>

		<p><b><u>Notes</u></b></p> <p><b><i>(a) An applicants who is eligible under 1(c) above could be considered for appointment <u>only</u> if no applicant qualified under 1(a) or 1(b) above is available.</i></b></p> <p><b><i>(b) An applicant who is eligible under 1(b) above could be considered for appointment <u>only</u> if no applicant qualified under 1(a) above is available.</i></b></p>
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<p><b>Assistant Printer</b></p> <p>U-EX 1 (IV) [A-04]</p> <p>EB-After completion of three (03) years of service from the date of appointment as a Assistant Printer and having earned all three increments.</p>	<p><b><u>Method of Recruitment</u></b></p> <p><b><u>Internal Category</u></b></p> <p><i>By advertisement within the UGC and Higher Educational Institutions in the first instance.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p> <p><b><u>For External Category</u></b></p> <p><i>If no suitable applicants are available internally, by open advertisement.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>1. (a) Should possess a degree in Science from a recognized University/HEI with Chemistry or Physics as a subject and possesses a Diploma or the Certificate in Printing from a recognized College or Institute of Printing</i></p> <p><b>OR</b></p> <p><i>(b) Should possess a Diploma in Printing from a recognized College or Institute of Printing with at least two (02) years experience in a supervisory capacity in a large printing establishment.</i></p> <p><b>OR</b></p> <p><i>(c) G.C.E. (Ordinary Level) Examination in Six (06) subjects at not more than two sittings and possesses a Certificate in Printing from a recognized College of Printing with at least ten (10) years of experience in the printing trade of which at least two (02) years should have been in a supervisory capacity in a large printing establishment.</i></p>
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**EFFICIENCY BAR REQUIREMENTS FOR**  
**ASSISTANT SECRETARY/ASSISTANT REGISTRAR**

An Assistant Secretary/Assistant Registrar should have satisfied the following Efficiency Bar requirements before he/she completes 04 years of service in that post **having earned three increments .**

- (i) (a) Pass in an English Language Paper conducted by the University Grants Commission

**OR**

- (b) Obtain a Diploma in English from a recognized Higher Educational Institution.

**Note :** Those who have obtained a pass in English at the G.C.E. (Advanced Level) Examination are exempted.

**AND**

- (ii) After completion of above requirement under (i) above and having completed three (03) years of service and earned three increments , he/she should pass a written test of the following subject ;
- (a) Legislation pertaining to University education and Labour Laws
  - (b) Ordinances, Regulations and Rules pertaining to Higher Educational Institutions.
  - (c) Administrative and Disciplinary Procedures of Higher Educational Institutions.
  - (d) Financial Procedures of Higher Educational Institutions

[Candidates are required to possess a detailed knowledge of (ii)(a)(b) and (c) and a satisfactory level of competence of (ii)(d).

**AND**

- (iii) Pass a Viva-Voce examination (Structured Interview).

**EFFICIENCY BAR REQUIREMENTS FOR**  
**ASSISTANT ACCOUNTANT/ASSISTANT BURSAR / ASSISTANT INTERNAL AUDITOR**

An Assistant Accountant/Assistant Bursa/Assistant Internal Auditor should have satisfied the following Efficiency Bar requirements before he/she completes four (04) years of service in that post **having earned three increments** .

- (i) (a) Either Pass in an English Language Paper conducted by the University Grants Commission.

**OR**

- (b) Obtain a Diploma in English from a recognized Higher Educational Institution.

**OR**

**Note** : Those who have obtained a pass in English at the G.C.E. (Advanced Level) examination are exempted

**AND**

After completion of requirements under (1) above and having completed three (03) years of service and earned three increments, he/she should pass a written test on the following subjects :-

- (a) Financial Procedures of Higher Educational Institutions
  - (b) Legislation pertaining to University Education and Labour Laws
  - (c) Ordinance , Regulations and Rules pertaining to Higher Educational Institutions
  - (d) Administrative and Disciplinary procedures of Higher Educational Institutions
- (Candidates should be required to possess a detailed knowledge of (ii) (a), (b), (c) and a satisfactory level of competence of (ii)(d).

**AND**

- (iii) Pass a Viva-Voce examination (Structured Interview)

**EFFICIENCY BAR REQUIREMENTS FOR**  
**ASSISTANT SECRETARY/ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)**

An Assistant Secretary/Assistant Registrar (Legal & Documentation) should have satisfied the following Efficiency Bar requirements before he/she completes four (04) years of service in that post **having earned three increments**.

**EFFICIENCY BAR**

- (i) (a) Either pass in an English Language Paper conducted by the University Grants Commission
- (b) Obtain a Diploma in English from a recognized Higher Educational Institution

**Note :** Those who have obtained a pass in English at the G.C.E (Advanced Level) Examination are exempted.

**AND**

- (ii) After completion of above requirement under (i) above and having completed three (03) years of service, and earned all three increments, pass a written test on the following subjects :-
  - (a) Legislation pertaining to University Education and Labour Laws
  - (b) Ordinances, Regulations and Rules pertaining to Higher Educational Institutions
  - (c) Administrative and Disciplinary Procedures of Higher Educational Institutions
  - (d) Financial Procedures of Higher Educational Institutions

(Candidates should be required to possess a detailed knowledge of (ii)(a)(b) and (c) and a satisfactory competency of (ii)(d).

**AND**

- (iii) Pass a Viva-Voce examination/Structured interview

**EFFICIENCY BAR REQUIREMENTS FOR  
ASSISTANT REGISTRAR ( LIBRARY SERVICES)**

An Assistant Registrar ( Library Services) should satisfy the following Efficiency Bar requirements before he/she completes 04 years of service in that post **having earned three increments.**

**EFFICIENCY BAR**

- (i) (a) Either pass in an English Language Paper conducted by the University Grants Commission

**OR**

- (b) Obtain a Diploma in English from a recognized Higher Educational Institution.

**OR**

- (c) Obtain a pass in English at the G.C.E.(Advanced Level) Examination.

**AND**

- (ii) Pass a written test on the following subjects:-

- (a) Work pertaining to a Library in a University.  
(b) Administrative and Disciplinary procedures of Higher Educational Institutions.  
(c) Financial Procedures of Higher Educational Institutions.

( Candidates are required to possess a detailed knowledge of (ii) (a) and (b) and a general understanding of (ii) (c).

- (iii) Pass a Viva-Voce examination.



**EFFICIENCY BAR REQUIREMENTS FOR**  
**ENGINEERING STAFF IN THE U-EX 1 (IV) GRADE**

The staff belongs to the Salary Code U-EX 2(III) and categorized under Engineering Service by the Commission Circular No: 905<sup>th</sup> of 29<sup>th</sup> January 2009 should satisfy the following Efficiency Bar requirements at the time they complete three (03) years of service in that post from the date of appointment to the posts concerned having earned all increments.

***EFFICIENCY BAR***

- (i) Pass a written examination on the following subjects:-
- (a) Matters relating to the work perform
  - (b) University affairs in general
  - (c) Administrative , Disciplinary and Financial procedures of Higher Educational Institutions.
  - (d) English Language

{Candidates should be required to possess a detailed knowledge of (a) and general understanding of (b) (c ) and (d) }.

**AND**

- (ii) Pass a Viva-Voce examination/ Structured Interview.

**EFFICIENCY BAR REQUIREMENTS APPLICABLE FOR**  
**TECHNICAL STAFF IN THE U-EX 1 (IV) GRADE**

The Technical staff belongs to the Salary Code U-EX 1(IV) and categorized under the Other Staff by the Commission Circular No: 905<sup>th</sup> of 29<sup>th</sup> January 2009 should satisfy the following Efficiency Bar requirements at the time they complete four (04) years of service in that post from the date of appointment to the posts concerned having earned three increments.

***EFFICIENCY BAR***

- (i) Pass a written examination on the following subjects:-
- (a) Matters relating to the work performed.
  - (b) Administrative, Disciplinary & Financial Procedures of Higher Educational Institutions
  - (c) University affairs in general
  - (d) English Language

{Candidates should be required to possess a detailed knowledge of (a) and general understanding of (b) (c) and (d) }.

**AND**

- (ii) Pass a Viva-Voce examination/ Structured Interview.

**Note :** The above Efficiency Bar Requirements are applicable to the following staff

Senior Staff Technical Officer  
Audio Visual Technical Officer Grade I

**EFFICIENCY BAR REQUIREMENTS FOR**  
**PERSONAL SECRETARY TO CHIEF/PRINCIPAL EXECUTIVE OFFICER**

A Personal Secretary to Chief /Principal Executive Officer should have satisfied the following Efficiency Bar requirements before he/she completes four (04) years of service in that post having earned all the increments.

***EFFICIENCY BAR***

- (i) (a) Either pass in a English Language Paper conducted by the University Grants Commission

**OR**

- (b) Obtain a Diploma in English from a recognized Higher Educational Institution

**OR**

- (c) Obtain a pass in English at the GCE (Advanced Level) Examination

**AND**

- (ii) After completion of above requirement under (i) above and having completed three (03) years of service, pass a written test on the following subjects :-

- (a) Communication skills, presentation skills, public relations
- (b) Ordinances, Regulations and Rules pertaining to Higher Educational Institutions
- (c) Administrative and Disciplinary Procedures of Higher Educational Institutions
- (d) Financial Procedures of Higher Educational Institutions

(Candidates should be required to possess a detailed knowledge of (ii)(a)(b) and (c) and a satisfactory competency of (ii)(d).

**AND**

- (iii) Obtained a pass mark at 40% or above at the structured interview.

**EFFICIENCY BAR REQUIREMENTS APPLICABLE FOR  
ASSISTANT DIRECTOR/ PHYSICAL EDUCATION- U EX 1(IV)**

*An Assistant Director/ Physical Education should satisfy the following Efficiency Bar requirements at the time he/she completes four (04) years of service from the date of appointment to the post of Assistant Director/ Physical Education having earned all increments.*

***EFFICIENCY BAR***

*(i) Pass a written examination on the following subjects:-*

- (a) Administrative , Disciplinary and Financial Procedures of Higher Educational Institutions*
- (b) Matters relating to work performed.*
- (c) University Affairs in general*

**AND**

*(ii) Pass a Viva- Voce examination.*

**EFFICIENCY BAR REQUIREMENTS FOR  
ALL OTHER STAFF IN THE U-EX 1 (IV) GRADE**

Holders of all other posts where an EB requirements are not specified above and belongs to the Salary Code U-EX 1(IV) and categorized under the Other Staff by the Commission Circular No: 905<sup>th</sup> of 29<sup>th</sup> January 2009 should satisfy the following Efficiency Bar requirements at the time they complete four (04) years of service in that post from the date of appointment to the posts concerned having earned three increments.

***EFFICIENCY BAR***

- (i) Pass a written examination on the following subjects:-
- (a) Matters relating to the work performed.
  - (b) Administrative, Disciplinary & Financial Procedures of Higher Educational Institutions
  - (c )University affairs in general
  - (d ) English Language

{ Candidates should be required to possess a detailed knowledge of (a) and general understanding of (b) (c ) and (d) }.

**AND**

- (ii) Pass a Viva-Voce examination/ Structured Interview.