



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 10 /2024

No. 20, Ward Place,
Colombo 07.

April 09, 2024

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

EXTERNAL RECRUITMENTS TO NON-ACADEMIC NON-ADMINISTRATIVE POSTS IN THE UNIVERSITY SYSTEM

Your attention is invited to the Commission Circular No. 876 of 06.06.2006, Establishments Circular Letter No. 10/2007 dated 01.11.2007 and Commission Circular No. 17/2017 dated 21.08.2017 on the above subject and related instructions issued in this connection.

02. The Commission, at its 1121st meeting held on 21.03.2024, having considered the Cabinet Decision No. අමප/23/0868/607/077 dated 29.05.2023 on "Revision of the method of recruitment of employees for University non-academic staff vacancies through the name lists provided by the Ministry of Education" and concurrence received by the Department of Management Services through the letter no. DMS/1528(S) Vol-II dated 28.02.2024, decided to inform the Governing Authorities to make all external recruitments for the posts of non-academic staff come under the Management Assistant (Technical) U-MT 1, Management Assistant (Non-Technical) U-MN 1 and Primary grades under the salary codes U-PL 1, U-PL 2 and U-PL 3 which appointments are presently being made through name lists provided by the Ministry of Education, by calling applications through open advertisements as per the relevant approved Schemes of Recruitment.

03. Accordingly, all external recruitments for the posts belongs to the staff categories in Management Assistant (Technical), Management Assistant (Non-Technical) and Primary grades should be done by calling applications through open advertisement as per the approved Schemes of Recruitment, subject to prevailing government restrictions on recruitment, if any.

04. The above procedure shall be followed for the recruitment of the referred posts from the effective date of this circular, disregarding the actions already taken in the process of recruitments for such posts, provided no appointments have been made to those due to present restrictions.

05. The above recruitment procedure will come into effect from 10.04.2024.

06. With the implementation of the above provisions, Commission Circular No. 876 of 06.06.2006, Establishments Circular Letter No. 10/2007 dated 01.11.2007 and Commission Circular No. 17/2017 dated 21.08.2017 and related instructions issued in this connection will be rescinded.

07. Please take action accordingly.

Senior Prof. Chandana P. Udawatte

Vice-Chairman
Acting Chairman

Contd.../

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

File No. UGC/HR/2/3/37(II)