



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 962

No.20, Ward Place,  
Colombo 07

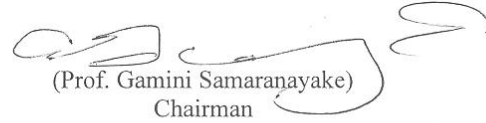
12.08.2011

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**SCHEME OF RECRUITMENT / POST OF PERSONAL SECRETARY TO CHAIRMAN, UGC  
AND VICE-CHANCELLOR OF A UNIVERSITY**

Your attention is drawn to Commission Circular No. 922 of 23.06.2010 issued on schemes of recruitment of posts carrying salary scales denoted by U-EX 1(IV) and above.

2. The Commission at its 828<sup>th</sup> meeting held on 23.06.2011 decided to amend the existing scheme of recruitment of the post of Personal Secretary to Chairman/UGC and Vice-Chancellor of a University as given in the annexed schedule.
3. The amended scheme of recruitment is effective from 01.08.2011 and the existing scheme of recruitment is rescinded.
4. 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

File No. UGC/HR/2/3/186

**SCHEME OF RECRUITMENT –**  
**PERSONAL SECRETARY TO CHAIRMAN, UGC AND VICE-CHANCELLOR OF A UNIVERSITY**

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
<p>Personal Secretary to Chairman, UGC and Vice Chancellor of a University</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 Personal Secretary to Chairman, UGC and Vice-Chancellor of a University and having earned all three increments.</p>	<p>By inviting applications within the University Grants Commission and Higher Educational Institutions in the first instance.</p> <p>If no suitable applicants are available recruitment should be made by open advertisement.</p> <p><b><u>Internal Category</u></b></p> <p>(A) 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;</p> <p><i>Part I-100% marks</i></p> <p>(i.) Knowledge of the Universities Legislations, Rules and Regulations.</p> <p>(ii.) Overall functioning of the University System and University Administration.</p>	<p><b><u>Internal Category</u></b></p> <p>(i) A holder of the post of Staff Assistant (Stenography) or Staff Assistant or above with adequate proficiency in Stenography</p> <p>The candidates should possess :-</p> <p>(a) Very good conversational and written ability in English and Sinhala/Tamil</p> <p>(b) Word Processing skills and ability to handle modern office equipment</p>

Post and Salary Code	Method of Recruitment	Qualifications
	<p><u>Part II – 100% marks</u></p> <p>(i) Paper to test the Stenography knowledge and IT.</p> <p>(ii) Communication skills and Public Relations; Skills in the use of English; Ability to translate from English to Sinhala/Tamil and vice-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.</p> <p>(B) A structured interview to assess oral communication skills relevant to aptitude and abilities for public relations.</p> <p>(Candidates who have scored 40% or more than 40% from each of the above paper will be summoned for the interview and the pass mark of the structured interview should be 40% or above).</p>	

<b>Post and Salary Code</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
	<p><b><u>External Category</u></b></p> <p>(A) Eligible applicants will be required to sit a trade test conducted by the University Grants Commission or any organization determined by the Commission.</p> <p>(B) <i>A structured interview to assess oral communication skills relevant to aptitude and abilities for public relations.</i></p> <p><i>(Candidates who have scored 40% or more than 40% from the above trade test will be summoned for the interview and the pass mark of the structured interview should be 40% or above).</i></p>	<p><b><u>External Category</u></b></p> <p>(i) Should possess a Degree from a recognized University/HEI with not less than three (03) years of experience in the relevant field.</p> <p><b>OR</b></p> <p>Should possess two year Diploma with a Certificate in Secretarial Practice with not less than five (05) years of experience in the relevant field.</p> <p><b>AND</b></p> <p>(ii) Should have adequate proficiency in the following</p> <p>(a) Stenography/Secretarial ability in English and Sinhala/Tamil.</p> <p>(b) Word Processing skills and ability to handle modern office equipment.</p>