



UNIVERSITY GRANTS COMMISSION

VACANCIES

The University Grants Commission being the apex body of the University System will entertain applications from suitably qualified persons for the Post of Temporary Research Assistant for a period of one year which could be extended and Post of Book Keeper, Grade II Seg "B"

01. POST OF TEMPORARY RESEARCH ASSISTANT

Qualifications:

1. A First or a Second Class (Upper Division) in a Special Degree Examination in any subject.

OR

2. A Second Class (Lower Division) in a Special Degree Examination in any subject.

OR

3. An ordinary pass at the B.A/B.Sc. Special Degree Examination in any subject.

Note:

- (a) An applicant who is eligible under (3) above, could be considered for appointment only if no applicant is qualified under (1) or (2) above.
- (b) An applicant who is eligible under (2) above, could be considered for appointment only if no applicant is qualified under (1) above.

Salary Scale: U-AC I – 2016 as at 01.01.2020 – Rs. 40, 920 p.m.(fixed)

As per Commission Circular 17/2016 above salary will be implemented in five stages from 2016 to 2020. Full salary will be operative from 2020.

Accordingly, Initial Salary step for 2017 is Rs.29, 190 and Adjustment Allowance of Rs.6, 454 (in addition to this salary Cost of Living Allowance of Rs.7, 800 will be paid)

Selection Criteria: Selection will be made by structured interview

OTHER BENEFITS APPLICABLE TO THE POST

(i). ***Provident Fund and Contributory Pensions Scheme***

10% and 7% of the salary by the employee and employer respectively, will be credited to the Universities Provident Fund. 8% of the salary will be credited to the Pensions Fund by the employer.

(ii). ***Employees Trust Fund***

3% of the salary by the employer.

02. POST OF BOOK-KEEPER GRADE II "SEG B"

Qualifications:

- i G.C.E. (Ordinary Level) Examination in six (6) subjects at not more than two (2) sittings with at least three (3) credit passes including credit passes in Sinhala/ Tamil /English Language or Literature and Arithmetic/ Commercial Arithmetic/ Mathematics.

AND

- ii. **EITHER** (a) The National Certificate in Business Studies of the Sri Lanka Technical College / Polytechnic Institute under the Ministry Of Higher Education;

- OR** (b) Passes in three (3) subjects, including Accountancy and Commerce & Finance on one and the same occasion at the G.C.E. (Advanced Level) Examination.

Salary Scale: U - MN 1 - 2016 as at 01.01.2020 – Rs. 30725 – 17x300 - 35825 p.m.

As per Commission Circular 17-2016 above Salary scale will be implemented in five stages from 2016 to 2020. Full salary scale will be operative from 2020.

Accordingly Initial salary step for 2017 is Rs. 21932 /- and adjustment allowance of Rs: 7352/- (in addition to this Salary Government approved other allowances will be paid.)

Method of Recruitments:

Selection by interview and test in Accounts

Age:

Not more than 45 years.

(Age limit will not be applicable to those who are in the service of the University Grants Commission and the Higher Educational Institutions, Government Departments, Public Corporations and Statutory Boards).

OTHER BENEFITS APPLICABLE TO THE POSTS

(iii). **Provident Fund and Contributory Pensions Scheme**

10% and 7% of the salary by the employee and employer respectively, will be credited to the Universities Provident Fund. 8% of the salary will be credited to the Pensions Fund by the employer.

(iv). **Employees Trust Fund**

3% of the salary by the employer.

(iii). **Gratuity**

Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.

Application Procedure:

- (i). Duly filled specimen application form should be sent to **Senior Assistant Secretary/Personnel, University Grants Commission, No:20, Ward Place, Colombo 07 under registered cover along with copies of relevant certificates to reach on or before 08th May 2017.** (Specimen application form is available on the UGC website, i.e. www.ugc.ac.lk).
- (ii). The name of the post in respect of which the applications is sent, should be stated on the top left hand corner of the envelope.
- (iii). Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- (iv). Applications received after the closing date and incomplete applications will not be entertained.
- (v). University Grants Commission reserves the right to shortlist the candidates.

Secretary,
University Grants Commission,
No: 20, Ward Place,
Colombo - 07.

20th April 2017