



UNIVERSITY GRANTS COMMISSION VACANCY

POST OF STENOGRAPHER (ENGLISH) ON SUBSTITUTE BASIS

The University Grants Commission being the apex body of the University System will entertain applications from suitably qualified candidates for the post of Stenographer (English) on Substitute Basis at the University Grants Commission who have more than 10 years' experience in a Government Departments, State Corporations, Statutory Boards or reputed private sector organizations in a similar post.

The candidates should be able to take down minutes of the meetings and prepare reports.

Method of Recruitments: Selection will be made by an interview.

Allowance: Fixed monthly allowance will be paid according to the experience of candidates as follows;

Experience	Fixed Allowance (Rs.)
10 to 15 Years	Rs. 44,488.00
More than 15 Years	Rs. 47,350.00

Provident Fund: 10% and 15% of the salary by the employee and employer respectively, will be credited to the Universities Provident Fund.

Employees Trust Fund: 3% of the salary by the employer.

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 qualifications to reach on or before **16th May 2018** (Specimen application form is available on the UGC website, i.e. www.ugc.ac.lk). **Applications sent in the specified form will only be accepted.**
- (ii). The name of the post in respect of which the applications are 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 by following a suitable method.**

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

2018.05.02