



# 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 following two (02) posts in the University Grants Commission Secretariat ;

**(A) POST OF ASSISTANT SECRETARY (LEGAL & DOCUMENTATION)**

**(B) POST OF ASSISTANT NET WORK MANAGER, GRADE II**

**(1) Qualifications:**

**(A) POST OF ASSISTANT SECRETARY (LEGAL & DOCUMENTATION)**

- (a) An Attorney-at-Law with a Degree in Law/Legal Studies with not less than two (02) 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 after obtaining the above qualifications.

**OR**

- (b) An 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 after obtaining the above qualifications.

**Salary Scale:** U-EX 1(II), Rs. 50,625 – 3 x 1,125 – 54,000 (EB) 55,335 ; 12 x 1,335-71,355 p.m.  
(In addition, the Government approved allowances are payable.)

**Selection Criteria:** Selection will be made by a structured interview.

**(B) POST OF ASSISTANT NET WORK MANAGER, GRADE II**

- (i) A First or Second Class in the B.Sc Special Degree in Computer Science/Computer Engineering from a recognized University.

**OR**

- (ii). (a) A pass in the B.Sc. Special Degree in Computer Science/ Computer Engineering from a recognized University.

**or**

A First or Second class in the B.Sc. General Degree with Computing as a subject component from a recognized University.

**and**

- (b) One year experience in the field of Computing/ Networking.

**OR**

- (iii) (a) A pass in the B.Sc. General Degree with Computing as a subject component from a recognized University.

**or**

A First or Second class in the B.Sc. General Degree (where computing is not a subject component) from a recognized University.

**and**

- (b) Two years experience in the field of Computing/Networking.

**OR**

- (iv) A pass in the B.Sc. General Degree (where Computing is not a subject Component) from a recognized University.

**and**

Three years experience in the field of Computing/Networking.

**OR**

- (v) Any other Degree.

**and**

A Postgraduate Diploma in Computer Science/Computer Technology from a recognized University.

**and**

One year experience in the field of Computing/Networking.

**OR**

- (vi) 15 years experience as a Computer Programmer in the University Service.

**Salary Scale :** U-AS 2 (II) - Rs. 50,625 – 3x1,335 – 54,630 (EB) 55,965 – 14x1,335-74,655 p.m.  
(In addition, the Government approved allowances are payable.)

**Selection Criteria:** Selection will be made by aptitude test and interview.

**(2) Other benefits applicable to the posts :**

**(i). Provident Fund and Contributory Pension 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 Pension Fund by the employer.

**(ii). 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.

**(3) 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 the relevant certificates to reach on or before 21.05.2021 (Specimen application form is available in the UGC website, i.e. www.ugc.ac.lk ). Applications sent in the prescribed form will only be accepted.

- (ii). The name of the post applied for, 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.**