



## UNIVERSITY GRANTS COMMISSION

### VACANCIES

The University Grants Commission (UGC) being the apex body of the University System will entertain applications from suitably qualified candidates for the following two posts at the University Grants Commission Secretariat ;

1. Post of Works Engineer (Civil) Grade III
2. Post of Personal Secretary to Chairman/UGC

### **1. POST OF WORKS ENGINEER (CIVIL) GRADE III**

#### **QUALIFICATIONS :**

- (a) Should have a B.Sc. Engineering Degree specializing in Civil Engineering from a University/ Higher Educational Institution recognized by the UGC and the Institution of Engineers Sri Lanka (IESL) and registered as an Associate Engineer or above at the Engineering Council of Sri Lanka (ECSL).

**OR**

- (b) Should have a Bachelor of Engineering Technology (BET) degree specializing in Civil Engineering Technology or Construction Technology from a University/ Higher Educational Institution recognized by the UGC with at least two (02) years of experience in Civil Engineering works in a recognized establishment, and registered as an Affiliate Engineer or above at the Engineering Council of Sri Lanka (ECSL).

**OR**

- (c) Should have a National Diploma in Technology specializing in Civil Engineering or equivalent with at least seven (07) years of experience in Civil Engineering works in a recognized establishment and registered as an Incorporated Engineer or above at the Engineering Council of Sri Lanka (ECSL).

**Note:** *'The in-plant training period shall not be counted for the period of experience.'*

#### **SELECTION CRITERIA :**

- a). Selection by a structured interview.
- b). Applicants who have scored 40% marks above at the structured interview are eligible to be considered for selection on merits basis.

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## **2. POST OF PERSONAL SECRETARY TO CHAIRMAN/UGC**

### **QUALIFICATIONS**

- (i). Should possess a Degree from a recognized University/HEI with not less than three (3) years of experience in the relevant filed

**OR**

Should possess two years Diploma with a Certificate in Secretarial Practice or equivalent qualification with not less than five (5) years of experience in the relevant filed

**AND**

- (ii). An acceptable qualification in computer applications of not less than six (6) months duration obtained from a recognized Institute.

**AND**

- (iii). The candidate should possess :-

- (a) Stenography/ Secretarial ability English and Sinhala/Tamil
- (b) Word processing skills and ability to handle modern office equipment

### **SELECTION CRITERIA :**

- (a) Eligible applicants will be required to sit a written test conducted by the UGC.
- (b) The written test will consist of two papers in the following subject areas ;

#### **Part I – 100% marks**

- (i) Knowledge of the University System
- (ii) IQ and General Knowledge

#### **Part II – 100% marks**

- (i) Test on IT Skills and Stenography
  - (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.
- (c) Candidates who have scored more than 40% from each of the above paper will be summoned for the structured interview and the pass mark of the structured interview should be 40% or above.



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**GENERAL CONDITIONS APPLICABLE TO THE BOTH POSTS :**

**SALARY SCALE :**

**U-EX I (II) - Rs. 50,625-3x1,125-54,000 (EB) 55,335-12x1,335-71,355 p.m.**

(In addition, the Government approved allowances are payable)

**OTHER BENEFITS :**

**(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. Further, 8% of the salary will be credited to the Pension Fund by the employer.

**(ii). Employees Trust Fund**

3% of the salary will be credited 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.

- The employees who will not be able to serve twenty years or more in the University System from the date of appointment to the compulsory age of retirement (Non Academic – 60 years) will not be contributed to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.

**OTHER CONDITIONS :**

- (i) Applications for the above post should be made in the prescribed form which could be downloaded from the UGC Website [www.ugc.ac.lk](http://www.ugc.ac.lk). Duly completed applications should be forwarded under **registered cover** or **hand delivered** with **copies of all relevant certificates** to reach the **Senior Assistant Secretary /Personnel, University Grants Commission, No. 20, Ward Place, Colombo 07, by April 1, 2025**. Applications sent in the **specified forms** 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/not in conformity with the above requirements/ incomplete applications will be rejected.
- (v) University Grants Commission reserves the right to shortlist the candidates.

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

March 10, 2025.