



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 21/ 2018

No. 20, Ward Place,
Colombo 07.


December 26, 2018

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**SCHEMES OF RECRUITMENT FOR THE POSTS OF TECHNICAL OFFICER (ICT),
TECHNICAL OFFICER (CIVIL), TECHNICAL OFFICER (ELECTRICAL), TECHNICAL
OFFICER (MECHANICAL) AND TECHNICAL OFFICER (CHEMICAL)**

The University Grants Commission having considered that the Department of Management services has approved new cadres for the posts of Technical Officer in Specific fields, decided to issue Schemes of Recruitment for the posts Technical Officer (ICT), Technical Officer (Civil), Technical Officer (Electrical), Technical Officer (Mechanical) and Technical Officer (Chemical).

2. Accordingly, the Commission at its 999th meeting held on 15.11.2018 approved the Schemes of Recruitment for the posts of Technical Officer (ICT), Technical Officer (Civil), Technical Officer (Electrical), Technical Officer (Mechanical) and Technical Officer (Chemical) as shown in **Annex I**.
3. The above Schemes of Recruitment will come into effect from 01.01.2019.
4. Please take action accordingly.


Professor Mohan de Silva
Chairman

Copies :

1. Secretary/ Ministry of Education & 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 Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/2/3/183

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SCHEME OF RECRUITMENT FOR THE POST OF TECHNICAL OFFICER (ICT)

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Technical Officer (ICT) Grade III</p> <p>Salary code : U- MT 1 (III)</p>	<p>By advertisement within the UGC and HEIs in first instance.</p> <p>If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government.</p> <p>Selection by written and/or practical test and an interview.</p>	<p><u>External Category</u></p> <p>(i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Science Subjects in the Science Stream; Subject combination/s to be decided by the Faculty concerned upon the recommendation of the Department.</p> <p style="text-align: center;">AND</p> <p>(ii) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology /Information and Communication Technology / Information Technology or Equivalent</p> <p>* Preference will be given for who have work experience in ICT.</p> <p><u>Internal Category</u></p> <p>(i) Having obtained the qualifications required by the external candidates above</p> <p>Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.</p>

Department of Human Resources
University Grants Commission
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SCHEME OF RECRUITMENT FOR THE POST OF TECHNICAL OFFICER (CIVIL)

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Technical Officer (CIVIL) Grade III</p> <p>Salary code : U- MT 1 (III)</p>	<p>By advertisement within the UGC and HEIs in first instance.</p> <p>If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government.</p> <p>Selection by written and/or practical test and an interview.</p>	<p><u>External Category</u></p> <p>(i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Physical Science Stream.</p> <p align="center">AND</p> <p>(ii) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Civil Engineering or Equivalent</p> <p><u>Internal Category</u></p> <p>(i) Having obtained the qualifications required by the external candidates above</p> <p>Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.</p>

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SCHEME OF RECRUITMENT FOR THE POST OF TECHNICAL OFFICER (ELECTRICAL)

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Technical Officer (Electrical) Grade III</p> <p>Salary Code: U- MT 1 (III)</p>	<p>By advertisement within the UGC and HEIs in first instance.</p> <p>If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government.</p> <p>Selection by written and/or practical test and an interview.</p>	<p><u>External Category</u></p> <p>(i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Physical Science Stream.</p> <p align="center">AND</p> <p>(ii) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Electrical Engineering/ or Equivalent</p> <p><u>Internal Category</u></p> <p>(i) Having obtained the qualifications required by the external candidates above</p> <p>Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.</p>

Deputy Director of Technical Education
 University Grants Commission
 No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
 Colombo 7.

SCHEME OF RECRUITMENT FOR THE POST OF TECHNICAL OFFICER (MECHANICAL)

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Technical Officer (Mechanical) Grade III</p> <p>Salary Code: U- MT 1 (III)</p>	<p>By advertisement within the UGC and HEIs in first instance.</p> <p>If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government.</p> <p>Selection by written and/or practical test and an interview.</p>	<p><u>External Category</u></p> <p>(i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Physical Science Stream.</p> <p align="center">AND</p> <p>(ii) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Mechanical Engineering/ or Equivalent</p> <p><u>Internal Category</u></p> <p>(i) Having obtained the qualifications required by the external candidates above</p> <p>Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.</p>

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SCHEME OF RECRUITMENT FOR THE POST OF TECHNICAL OFFICER (CHEMICAL)

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Technical Officer (Chemical) Grade III</p> <p>Salary Code: U- MT 1 (III)</p>	<p>By advertisement within the UGC and HEIs in first instance.</p> <p>If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government.</p> <p>Selection by written and/or practical test and an interview.</p>	<p><u>External Category</u></p> <p>(i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Science Stream</p> <p align="center">AND</p> <p>(ii) (a) Diploma in Medical Laboratory Technology</p> <p align="center">OR</p> <p>(b) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Chemistry/ Chemical Engineering</p> <p>Note : Acceptability of the qualification mentioned in above (ii) (b) shall be judged by the Faculty concerned</p> <p><u>Internal Category</u></p> <p>(i) Having obtained the qualifications required by the external candidates above</p> <p>Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.</p>

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