UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 05/2022

No. 20, Ward Place
Colombo 07

February 22, 2022

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), TECHNICAL OFFICER (CHEMICAL) AND TECHNICAL OFFICER (AUDIO VISUAL)

Your attention is invited to Commission Circular No. 21/2018 of 26.12.2018, Letter No. UGC/HR/2/3/183 of 21.03.2019, Commission Circulars No. 21/2018(i) of 16.10.2020 and 13/2020 of 23.12.2020 on Schemes of Recruitment applicable for the above posts.

2. The University Grants Commission at its 1068th meeting held on 16.12.2021 having deliberated the existing Schemes of Recruitment for the posts of Technical Officer (ICT), Technical Officer (Civil), Technical Officer (Electrical), Technical Officer (Mechanical), Technical Officer (Chemical) and Technical Officer (Audio Visual), decided to create next promotional grades of such posts as, Grade II and Grade I under the approved salary scales of U-MT 1(II) and U-MT 1(I), respectively.

3. Accordingly, Schemes of Recruitment for the posts of Technical Officer (ICT), Technical Officer (Civil), Technical Officer (Electrical), Technical Officer (Mechanical), Technical Officer (Chemical) and Technical Officer (Audio Visual) Grade III, Grade II and Grade I under the salary scales of U-MT 1(III), U-MT 1(II), U-MT 1(I) respectively, are given in **Annex I.**

4. The provisions of this Circular are effective from 01st February 2022.

5. The Schemes of Recruitment referred in Commission Circulars No. 21/2018 of 26.12.2018, 21/2018(i) of 16.10.2020 and 13/2020 of 23.12.2020 for the posts of Technical Officer (ICT), Technical Officer (Civil), Technical Officer (Electrical), Technical Officer (Mechanical), Technical Officer (Chemical) and Technical Officer (Audio Visual) will be repealed with the effective date of this Circular, without prejudice to any action taken so far in terms of the said circulars.

6. Please take action accordingly.

Senior Prof. Sampath Amaratunge
Chairman

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16. Secretaries of Trade Unions
17. Auditor –General

File No. UGC/HR/2/3/183

Annex I

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

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Technical Officer (ICT) Grade III U- MT 1 (III)	By advertisement within the UGC and HEIs in first instance. If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government. Selection by written and/or practical test and an interview.	External Category (i) Should have passed in three (3) subjects at the G.C.E. (A/L) examination in one sitting in any Stream. AND (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. * Preference will be given for those who have work experience in ICT. Internal Category (i) Having obtained the qualifications required by the external candidates above. 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.
Technical Officer (ICT) Grade II U- MT 1 (II)	By promotion Selection by interview	A Technical Officer (ICT) Grade III, who has completed six (06) years of satisfactory service in that grade may be considered for promotion.
Technical Officer (ICT) Grade I U- MT 1 (I)	By promotion Selection by interview	A Technical Officer (ICT) Grade II, who has completed four (04) years of satisfactory service in that grade may be considered for promotion.

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

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Technical Officer (Civil) Grade III U- MT 1 (III)	By advertisement within the UGC and HEIs in first instance. If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government. Selection by written and/or practical test and an interview.	External Category (i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Physical Science Stream. AND (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. Internal Category (i) Having obtained the qualifications required by the external candidates above. 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.
Technical Officer (Civil) Grade II U- MT 1 (II)	By promotion Selection by interview	A Technical Officer (Civil) Grade III, who has completed six (06) years of satisfactory service in that grade may be considered for promotion.
Technical Officer (Civil) Grade I U- MT 1 (I)	By promotion Selection by interview	A Technical Officer (Civil) Grade II, who has completed four (04) years of satisfactory service in that grade may be considered for promotion.

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

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Technical Officer (Mechanical) Grade III U- MT 1 (III)	By advertisement within the UGC and HEIs in first instance. If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government. Selection by written and/or practical test and an interview.	External Category (i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Physical Science Stream. AND (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. Internal Category (i) Having obtained the qualifications required by the external candidates above. 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.
Technical Officer (Mechanical) Grade II U- MT 1 (II)	By promotion Selection by interview	A Technical Officer (Mechanical) Grade III, who has completed six (06) years of satisfactory service in that grade may be considered for promotion.
Technical Officer (Mechanical) Grade I U- MT 1 (I)	By promotion Selection by interview	A Technical Officer (Mechanical) Grade II, who has completed four (04) years of satisfactory service in that grade may be considered for promotion.

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

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Technical Officer (Electrical) Grade III U- MT 1 (III)	By advertisement within the UGC and HEIs in first instance. If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government. Selection by written and/or practical test and an interview.	External Category (i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Physical Science Stream. AND (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. Internal Category (i) Having obtained the qualifications required by the external candidates above. 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.
Technical Officer (Electrical) Grade II U- MT 1 (II)	By promotion Selection by interview	A Technical Officer (Electrical) Grade III, who has completed six (06) years of satisfactory service in that grade may be considered for promotion.
Technical Officer (Electrical) Grade I U- MT 1 (I)	By promotion Selection by interview	A Technical Officer (Electrical) Grade II, who has completed four (04) years of satisfactory service in that grade may be considered for promotion.

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

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Technical Officer (Chemical) Grade III U- MT 1 (III)	By advertisement within the UGC and HEIs in first instance. If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government. Selection by written and/or practical test and an interview.	External Category (i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in one sitting in Science Stream AND (ii) (a) Diploma in Medical Laboratory Technology OR (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. Note: Acceptability of the qualification mentioned in above (ii) (b) shall be judged by the Faculty concerned. Internal Category (i) Having obtained the qualifications required by the external candidates above. 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.
Technical Officer (Chemical) Grade II U- MT 1 (II)	By promotion Selection by interview	A Technical Officer (Chemical) Grade III, who has completed six (06) years of satisfactory service in that grade may be considered for promotion.
Technical Officer (Chemical) Grade I U- MT 1 (I)	By promotion Selection by interview	A Technical Officer (Chemical) Grade II, who has completed four (04) years of satisfactory service in that grade may be considered for promotion.

SCHEME OF RECRUITMENT FOR THE POST OF TECHNICAL OFFICER (AUDIO VISUAL)

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Technical Officer (Audio Visual) Grade III U- MT 1 (III)	By advertisement within the UGC and HEIs in first instance. If no suitable applicants are available internally recruitment by an Open advertisement following the procedure approved by the Government. Selection by written and/or practical test and an interview.	External Category (i) Should pass in three (3) subjects at the G.C.E. (A/L) examination in any Stream. AND (ii) (a) Having obtained a certificate of proficiency not below than the N.V.Q Level 5 in the field of Electronics and Telecommunication/ Electronics /Multimedia or Audio Visual Techniques from an Institution recognized by Tertiary and Vocational Education Commission or a Statutory Institution which has been established by an Act passed by the Parliament. OR (b) Having obtained technical qualifications in the field of Electronics and Telecommunication/ Electronics/ Multimedia or Audio Visual Techniques accepted as equivalent to the above qualification of (ii) (a) by Tertiary and Vocational Education Commission with one year experience in Audio Visual work in a reputed organization. Internal Category (i) Having obtained the qualifications required by the external candidates above. 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.

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Technical Officer (Audio Visual) Grade II U- MT 1 (II)	By promotion Selection by interview	A Technical Officer (Audio Visual) Grade III, who has completed six (06) years of satisfactory service in that grade may be considered for promotion.
Technical Officer (Audio Visual) Grade I U- MT 1 (I)	By promotion Selection by interview	A Technical Officer (Audio Visual) Grade II, who has completed four (04) years of satisfactory service in that grade may be considered for promotion.

Note:

The Commission at its 1042nd meeting held on 05.11.2020 decided that the current holders of the posts of Audio Visual Technical Officers in Grade II, Grade I and Higher Grade should be considered in terms of the Commission Circular No. 818 of 29.01.2003 and Commission Circular No. 922 of 23.06.2010, on personal to the holder basis until their services ceased to be operative due to retirement, resignation, deceased, etc. Thereafter, respective HEIs should take necessary steps to create posts of Technical Officer (Audio Visual) carrying the salary scale denoted by the salary code of U-MT 1.