



**Internal Candidates Only**

**UNIVERSITY GRANTS COMMISSION**

**VACANCY**

**POST OF PERSONAL SECRETARY TO CHAIRMAN/UGC**

The University Grants Commission (UGC), the apex body of the University System will entertain applications from suitably qualified persons for the post of Personal Secretary to Chairman/UGC.

**Qualifications**

- (i). A holder of the post of Staff Management Assistant or above with adequate proficiency in Stenography
- (ii). An acceptable qualification in computer applications of not less than six (6) months duration obtained from a recognized Institute.

The candidate should possess :-

- (a) Very good conversational and written ability in English and Sinhala/Tamil
- (b) Word processing skills and ability to handle modern office equipment

**Salary Scale**

**U-EX 1(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)

**Selection Criteria**

Eligible applicants will be required to sit a written test conducted by the UGC. The written test will consist of two papers, carrying a total weightage of 50% in the overall assessment.

The papers will cover the following subject areas ;

- (i) Knowledge of the University legislation, Rules and Regulations
- (ii) Overall functioning of the University System and University Administration

### Other Conditions

- (i) Applications for the above post should be made in the prescribed application form which could be downloaded from the UGC Web Site: [www.ugc.ac.lk](http://www.ugc.ac.lk).
- (ii) Duly completed applications should be forwarded with copies of relevant certificates to reach the Senior Assistant Secretary/ Personnel, University Grants Commission, No. 20, Ward Place, Colombo-07 on or before December 18, 2024. Applications sent in the prescribed form will only be accepted.
- (iii) The name of the post applied for, should be stated on the top left-hand corner of the envelope.
- (iv) Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of the Higher Educational Institutions will be rejected.
- (v) Applications received after the closing date and incomplete applications will not be entertained.
- (vi) University Grants Commission reserves the right to shortlist the candidates.

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

November 28, 2024

**UNIVERSITY GRANTS COMMISSION**

**FORM OF APPLICATION FOR THE INTERNAL CANDIDATES**

**POST:** .....

(Indicate the name of the post as given in the advertisement)

**01. (a) Name with initials** :


**(b) Names denoted by Initials** :


**02. Whether Rev./Mr./Mrs./Miss** :

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**03. (a) Postal Address** :


(Any change should be communicated immediately)

**(b) Contact Telephone No.** :


**(c) E-mail Address :**


**04. National Identity Card No.** :

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**05. (a) Date of Birth** :

Year	Month	Date

**(b) Age as at the closing date of applications** :

Years	Months	Days

**06. Civil Status** :

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**07. (a) Whether Citizen of Sri Lanka (State whether by decent or by registration) if by registration, give reference number & date of certificate of citizenship** :

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**(b) Professional Qualifications:**

Institution	Qualifications Obtained	Date of Commencement			Effective Date			Duration
		Year	Month	Date	Year	Month	Date	
1.								
2.								
3.								
4.								
5.								

**(C) Postgraduate Qualifications :**

Postgraduate Degree/Diploma	University	By Course or By Research	Date of Commencement			Effective Date			Duration (Prescribed period of Registration)
			Year	Month	Date	Year	Month	Date	
1.									
2.									
3.									
4.									
5.									

**(d) Training/Workshops attended:**

(Attach copies of certificates)

Institution	Name of the Training Programme/Workshop	From			To			Duration
		Year	Month	Date	Year	Month	Date	
1.								
2.								
3.								
4.								

IT related Training/Workshops								
Institution	Name of the Training Programme/Workshop	From			To			Duration
		Year	Month	Date	Year	Month	Date	
1.								
2.								
3.								
4.								

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11. Any other academic distinctions scholarships, medals, prizes etc.:  
(indicate the Institution from which such awards have been obtained)  
(Attach copies of certificates)

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12. Research & Publications if any :  
(If space is insufficient, please use separate sheet of same size)

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13. Highest examination passed in :  
Sinhala/Tamil

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14. (a) Present Occupation :

1. Post :

2. Date of appointment to such post :

3. Whether confirmed in the present post :

4. Place of work with the Address :

5. Salary Scale of the post :

6. Present Salary a. Basic Salary :

b. Allowances :

(b) Previous appointments if any, with dates:  
(Attach copies of service certificates)

Post	Department/ Institution	Period of Service						Salary Scale	Reason for Cessation of Employment
		From			To				
		Year	Month	Date	Year	Month	Date		

15. (a) Period of experience gained as at the closing date of Applications relevant to the post applied :

Years	Months	Days

(b) If you have obtained no-pay leave during this period, state reasons and the period of such leave :

16. Extra Curricular activities :  
(If space is insufficient, please use separate sheet of same size)

	Event	Achievements	Level
Sports			

Other Certificates	Subject	Level
Positions held in Professional Body/Societies/Organizations/etc.	Positions	Professional Body/Society//Organization
Achievements		

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**17. (Names of two non related referees with addresses and Contact Nos. )**

Name	Designation	Address	Contact No: Email Address
1.			
2.			

**I do hereby certify that particulars submitted by me in this application are true and accurate. I am aware that if any of these particulars are found to be false or inaccurate, I am liable to be disqualified before selection and to be dismissed without any compensation if the inaccuracy is detected after appointment .**

**Date:** .....

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**Signature of Applicant**



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**For Internal Applicants Only.**

**Secretary,  
University Grants Commission.**

**Application is recommended and forwarded. I certify that the particulars given in numbers 01 to 14 of this application are correct according to the applicant's personnel file and if he / she is selected for the said post he / she can be / cannot be released.**

**Remarks if any :**

**Vice-Chancellor/Secretary/Registrar  
Rector/Director/SAS/Personnel/UGC**

**Institute:.....**

**Date: .....**

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