

UNIVERSITY GRANTS COMMISSION

VACANCY

POST OF PUBLIC RELATIONS OFFICER

The Commission invites applications from suitably qualified persons for the post of Public Relations Officer at the University Grants Commission.

Qualifications:

(a) Should possess a Degree from a recognized university/HEI who is confirmed in the present post in the UGC/Higher Educational Institution/ Institute.

OR

(b) A holder of the post of Staff Assistant of the UGC/Higher Educational Institution/ Institute who has completed at least three (03) years of service and confirmed in that grade.

OR

(c) A confirmed employee in the present post in the UGC/Higher Educational Institution/Institute who is in a post categorized as U –MN 1(III) & U-MT 1 (II) and above.

Age

: Age limit will not be applicable to internal candidates

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: by an aptitude test and structured interview

Other Conditions:

(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 relevant certificates to reach **on or before November 30, 2021** (specimen application form is available on the UGC website www.ugc.ac.lk)

- (ii). The name of the post in respect of which the application is sent, should be stated on the top left hand corner of the envelope.
- (iii) Candidates are required to forward a scanned advanced copy of their applications with all the annexures to the email ex@ugc.ac.lk on or before the closing date of applications.
- (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 HEIs' will be rejected.
- (v) Applications received after the closing date/not in conformity with the above requirements and incomplete applications will be rejected.
- (vi) University Grants Commission reserves the right to shortlist the candidates.

Secretary

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

November 16, 2021

UNIVERSITY GRANTS COMMISSION

FORM OF APPLICATION FOR THE INTERNAL CANDIDATES

	ndicate the nam					ement)					
01. (a) Name with i	nitials	:									
(b)	Names denote	d by Initials	:				,					
02.	Whether Re	v./Mr./Mrs./N	Iiss	: [
03.	(a) Postal A	ddress nge should be		:								
		icated immed)								
	(b) Contact	Telephone No	0.	;								
	(c) E-mail A	ldress:										
04.	National Ide	ntity Card N	0.	:								
05.	(a) Date of	of Birth		:	Year	N.	Ionth	Date	2			-
		s at the closing plications	g date	:	Years	M	onths	Day	S			
)6.	Civil Status			: [j
)7.	(State registr give re	ner Citizen of whether by d ration) if by re- eference numb	ecent egistra er &	or by tion, date	: [10		

	(b)	Whether you have been convicted for a civil or criminal case previous	sly:					
		If 'Yes' state further information on the same	:				v	
08.	Race (State	whether Sinhala, Tamil, person of Interestion	ndian Ori	igin or M	(uslim)			
09.	Euuca	tion .	×					
		Schools Attended	Year	From Month	Date	Year	To Month	Date
ŀ	1.		1 cal	WIOIIII	Date	1 cai	MOITH	Date
-	2.							
-	3.							
-	4.			-				
-	5.							

10. Qualifications

(Qualifications should be obtained as at the closing date of the applications. All qualifications to be considered should be indicated in the application and the certified copies of certificates should be attached to the application)

(a) University Education:

Degrees/Diplomas	Class	University	Date of Commencement			Effective Date			Duration
			Year	Month	Date	Year	Month	Date	
1.									
2.									
3.									
4.									

(b) Professional Qualifications:

Institution	Qualifications Obtained	Date of Commencement			H	Duration		
Histitution	—————————————————————————————————————	Year	Month	Date	Year	Month	Date	
1.								
2.								
3.								
4.	8.							
5.								

(C) Postgraduate Qualifications:

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

(d) Training/Workshops attended:

(Attach copies of certificates)

	Name of the Training		From			То			
Institution	Programme/Workshop	Year	Month	Date	Year	Month	Date	Duration	
) 2									

		Name of the Training		From			То		
	Institution	Programme/Workshop							Duration
1.			Year	Month	Date	Year	Month	Date	
19									
2.									
3.									
4.									
Any	other academic	distinctions scholarship	s, meda	als, priz	zes etc	.:			
	cate the Institute ch copies of certific	tion from which such aw	ards ha	ave bee	n obta	ined)			
(Atta	ch copies of certific	cates)							
Resear	ch & Publicatio	ns if any :							
		, please use separate she	et of sa	ime siz	e)				
	est examination	passed in :							
Sinh	ala/Tamil								
(a)	Present Occup	pation :							
()			2						
	1. Post		:						
	2. Date of app	pointment to such post	:						
	3. Whether co	onfirmed in the present p	ost :						
	4. Place of wo	rk with the Address	:						
	5. Salary Scal	_	•						
	6. Present Sal	ary a. Basic Sal	ary:						

b. Allowances:

11.

12.

13.

14.

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

	Department/			Perio	d of Se	ervice		Salary	
Post	Institution	Institution From			To		Scale	Duration	
	Control of the Section of the Sectio	Year	Month	Date	Year	Month	Date		
		15							
								1	

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

(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
	(*)		
ports			

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

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:	Signature of Applicant
Secretary University Grants Commission I certify that the particulars given in numbers 01 to 14 of this application are correct according to the applicant's personnel file.	
Checked by-	
Signature :	Signature & Rubber Stamp of the Head of the Establishments Division/Personnel Division
Designation :	Date :
Date :	
Application is recommended and forwarded. can be/cannot be released.	If he/she is selected for the said post he/she
Vice-Chancellor/Secretary/Registrar Rector/Director	Date:

Institution/Institute:....