



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

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

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

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

13. Highest examination passed in :
Sinhala/Tamil

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	Duration
		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			

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

Name :

Designation :

Date :

.....
Signature & Rubber Stamp of
the Head of the Establishments
Division/Personnel Division

Date :

Application is recommended and forwarded. If he/she is selected for the said post he/she can be/cannot be released.

.....
Vice-Chancellor/Secretary/Registrar
Rector/Director

Date:

Institution/Institute:.....