



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 09/2015

No. 20, Ward Place,  
Colombo 07.

August 25, 2015

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **WRITTEN EXAMINATION FOR PROMOTION TO GRADE II OF THE POSTS OF CLERK/STORE KEEPER/SHROFF/COMPUTER APPLICATIONS ASSISTANT**

Your attention is invited to Commission Circular No.185 of 02.07.1982 as amended by Establishments Circular Letter No. 1/1994 of 26.01.1994 and Establishments Circular Letter No. 17/2013 of 20.12.2013 on the above subject.

2. The Commission at its 917<sup>th</sup> meeting held on 21.05.2015 decided to include a new section, as part (C), to the Paper II of the written examination for promotion to Grade II of the posts of Clerk/Store Keeper/Shroff/Computer Applications Assistant.
3. The employees who have been confirmed in Grade III and have completed six (06) years of satisfactory service in the post concerned are eligible to sit this examination.
4. Accordingly, the question papers of the written examination for promotion to Grade II of the posts of Clerk, Shroff, Store-Keeper and Computer Applications Assistant will be prepared as follows ;

#### ***Paper I- University Legislation, Administrative and Disciplinary Procedures including Office System and Relationship between Current Affairs and University Affairs***

Candidates are required to answer five (05) questions out of nine (09) questions.

Areas to be covered - Universities Act, Ordinances, Statutes and Regulations, Circular instructions regarding administrative, establishments and disciplinary matters; drafting of official letters and memoranda to be submitted to the Commission and to the Governing Authorities of Higher Educational Institutions; Indexing; Office Systems; Filing; Relationship between current affairs & university affairs, etc.

#### ***Paper II- Accounts, Financial & Stores Procedures, Arithmetic, Commercial Arithmetic, Mathematics and Computing***

Candidates are required to answer five (05) questions from the following three parts of A, B and C, with a minimum of two (02) questions from Part A and with a minimum of one(01) question from each part B and C ;

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**Part A - [Four (04) questions]**

Areas to be covered - Arithmetic, Commercial Arithmetic, Mathematics

**Part B - [Three (03) questions]**

Areas to be covered - Accounts, Financial & Stores Procedures

**Part C - [Three (03) questions]**

Areas to be covered - Computing Skills including Internet, E-mail, Basic Computer Security, Word processing and Spreadsheets

5. Duration of each question paper will be three (03) hours. The candidates who have scored 40% marks or above in each paper will be summoned for the interview.
6. Applications for the written examination will be invited by the UGC annually from the employees who become eligible as at 31<sup>st</sup> December of each year.
7. In terms of Commission Circular No. 816 of 01.01.2003, the effective date of promotion of the successful candidates at the interview will be the date on which the employees become eligible for promotion to Grade II, i.e. the date on which he/she completed the six (06) years of service in the Grade III. However, if any eligible employee has not applied for the promotion in the eligible year or not been successful at the examination applicable to that particular year; but, has been successful at a subsequent examination in one of his/her next due attempts, his/her date of promotion should not be backdated to his/her date of eligibility. The effective date of the promotion of such an employee should be backdated only to his/her due date falling within the year which is relevant to his/her successful attempt. For this purpose, an example is given in Annex I.
8. Commission Circular No. 185 of 02.07.1982 and Establishments Circular Letter No. 1/1994 of 26.01.1994 are hereby rescinded.
9. Please comply with the above provisions and bring the same to the notice of all categories of staff concerned.

**Prof. Mohan de Silva**  
Chairman

Copies :

1. Secretary/ Ministry of Higher Education & Research
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

ANNEX I

**Example :**

'X' was appointed to Grade III of one of the above posts, on 15.01.2005 and he completed the six(06) years of satisfactory service on 15.01.2011. The written examinations for promotion to Grade II, were conducted as follows ;

<b>Eligible Year</b>	<b>Year of the Written Examination conducted</b>
2011	2012
2012	2013
2013	2014

**His date of eligibility - 15.01.2011**

- (a) Accordingly, for his 1<sup>st</sup> attempt ;  
He should sit the exam held in 2012  
if successful, his Date of Promotion should be - 15.01.2011 (Date of eligibility)
- (b) If not successful in year 2012,  
for the 2<sup>nd</sup> attempt ; He should sit the exam held in 2013  
if successful, his Date of Promotion should be - 15.01.2012
- (c) If not successful in year 2013,  
for the 3<sup>rd</sup> attempt ; He should sit the exam held in 2014  
if successful, his Date of Promotion should be - 15.01.2013
- (d) However, if he sat the exam as his 2<sup>nd</sup> attempt in 2014 without applying  
for the 2013 exam, and  
if successful, his Date of Promotion should be - 15.01.2013 (since he  
missed his 2<sup>nd</sup> due  
attempt in 2013)