



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 09/2015 (i)

No. 20, Ward Place,  
Colombo 07.

April 26, 2016

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.09/2015 of 25.08.2015 under the above caption.

2. The Commission at its 937<sup>th</sup> meeting held on 24.03.2016 decided to amend the number of questions required to be answered from each part of Paper II of the said written examination, mentioned in para 4 of Commission Circular No. 09/2015, as follows;

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

Candidates are required to answer five (05) questions from the three parts of A, B and C in the following manner ;

**a minimum of two (02) questions from Part A**

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

**Areas to be covered - Arithmetic, Commercial Arithmetic, Mathematics**

**and**

**a minimum of two (02) questions from part B and/or Part C**

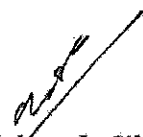
**Part B - [Three (03) questions]**

**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**

3. Please comply with the above provisions and bring the same to the notice of all categories of staff concerned.

  
Prof. Mohan de Silva  
Chairman

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