

**Inviting Applications for Appointment of Primary Grades Employees to
the Post of Management Assistant Grade III-2021**

**Applications to be submitted through Online Application System according to the
provisions of the Commission Circular No. 10/2019 dated 18.10.2019**

Applications are invited from the eligible primary grades employees to the post of Management Assistant Grade III, who have satisfied the requirements/qualifications mentioned below.

1) Qualifications

1.1 Should have passed in at least six (06) subjects at not more than two (02) sittings at the G.C.E. (Ordinary Level) Examination.

AND

Should have completed at least three (03) years of satisfactory service as at 02.10.2019 in a permanent post in the UGC or a Higher Educational Institution/Institute carrying a salary scale, the initial of which shall be less than Rs.27,794/- p.m. as at 02.10.2019.

OR

1.2 Drivers with not less than three (03) years of satisfactory permanent service as at 02.10.2019 in the UGC or a Higher Educational Institution/Institute.

OR

1.3 Should be an employee of the UGC or a Higher Educational Institution/Institute carrying a salary scale the initial of which is less than Rs.27,794/-p.m. as at 02.10.2019 and who has completed three (03) years of satisfactory service in a permanent post in the UGC or a Higher Educational Institution/Institute and who is over thirty (30) years of age as at 02.10.2019, irrespective of the educational qualifications stipulated at 1.1.

All the above Qualifications and Experience should have been obtained on or before 02.10.2019.

2) Applicable Circulars Provisions/Commission Decisions

2.1 Schemes of recruitment for the post of Clerk Grade III, and Commission Circulars Nos. 50 of 27.11.1979, 692 of 18.10.1996, 742 of 15.09.1998, and 10/2019 of 18.10.2019 are applicable for this recruitment.

2.2 Commission Circular No.10/2019

This circular provision is **applicable only for this recruitment and the next subsequent** recruitment for appointment of Primary Grades Employees to the post of Management Assistant Grade III.

Primary grades employees who **will not be successful/ will not apply/ will not take part a part or whole recruitment process** at this recruitment and the next subsequent recruitment process under any circumstance or have been **recruited** to a post categorized under U-PL category on or **after 03.10.2016, have to apply for the post of Management Assistant Grade III under the limited category B as per the provision laid down by the Commission Circular No. 06/2018 of 16.07.2018.**

2.3 The Commission at its 939th meeting held on 29.04.2016 has decided that when recruitment of minor employees to the post of Clerk Grade III is made, the provisions of the Establishments Circular Letter No.03/2013 could be exempted for the employees on probationary period of one (01) year, if such employees have already been confirmed at least once in another post in the University System.

3) Examination Scheme

3.1	Language and Essay	1 ½ hours	150 marks
3.2	General and Local Knowledge	1 hour	100 marks
3.3	General Intelligence	1/2 hour	100 marks
3.4	Arithmetic including Tots	1 hour	100 marks
3.5	Aptitude for Clerical work	1 hour	<u>100 marks</u>
Total			<u>550 marks</u>

A candidate is deemed to have passed this examination if he/she has either obtained at least 40% in each of the five (05) subjects or obtained at least 40% in each of three (03) subjects with an average mark of not less than 45%.

4) Medium of Written Examination

- 4.1 Examination will be conducted in Sinhala, Tamil and English mediums.
- 4.2 Candidates will be allowed to sit for all examination papers only in the medium which they have mentioned in the online application system.
- 4.3 No candidate will be allowed to change the medium of examination under any circumstance.

5) Interview

- 5.1 Only those who pass the written examination will be called for a structured interview.
- 5.2 The factors considered in the interview are as follows:
 - 5.2.1 Satisfactory service which is proved by the documents available in the personal file and the three (03) increments earned annually for three (03) years immediately prior to 02.10.2019.
 - 5.2.2 Special report submitted by the Head of the Division/Department.
 - 5.2.3 Extra qualifications/skills.
 - 5.2.4 Performance at the interview.
 - 5.2.5 Knowledge in Typing and/or Accounting will be an added qualification.
- 5.3 In terms of the Commission Circular No. 692 dated 18.10.1996, marks will be allocated for the written examination and the interview as follows.
 - 5.3.1 Written Examination - 75%
 - 5.3.2 Interview - 25%

Note :

Please note that the selection of candidates to the post of Management Assistant Grade III will be decided based on the order of merit of the aggregate marks obtained by the candidates at the written examination and the interview and the order of preferences of the candidates to accept the appointment at the places where vacancies exist.