



UNIVERSITY GRANTS COMMISSION

VACANCY

The University Grants Commission being the apex body of the University System will entertain applications from suitably qualified persons for the following post in the University Grants Commission Secretariat;

POST OF ASSISTANT SECRETARY (LEGAL & DOCUMENTATION)

1. Qualifications:

- (a) An Attorney-at-Law with a Degree in Law/Legal Studies with not less than two (02) years of experience gained in Court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualifications.

OR

- (b) An Attorney-at-Law with not less than three (03) years of experience gained in court work, legal work and drafting legal documentation in a State/Corporation or reputed private sector organization or official bar after obtaining the above qualification.

2. Salary Code: U-EX 1(II)

- 3. Salary Scale: Rs. 85,305 – 3 x 2,020 – 91,365 (EB) 93,765 ; 12 x 2,400-122,565 p.m.**
(In addition, the Government approved allowances are payable.)

- 4. Selection Criteria:** Selection will be made by a structured interview.
Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

5. General Conditions Applicable to the Post :

Other Benefits:

(i). Provident Fund and Contributory Pension Scheme

10% and 7% of the salary by the employee and employer respectively, will be credited to the Universities Provident Fund. Further, 8% of the salary will be credited to the Pension Fund by the employer.

- The employees who will not be able to serve twenty years or more in the University System from the date of appointment to the compulsory age of retirement (Non Academic – 60 years) will not be contributed to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.*

(ii). **Employees Trust Fund**

3% of the salary will be credited by the employer.

(iii). **Gratuity**

Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.

Other Conditions:

(i). Application Processing Fee:

A non-refundable application processing fee of Rs. 1,000/- should be made to the University Grants Commission Account No. 0002323287 at Torrington Branch of the Bank of Ceylon. In the customer copy of the Bank Slip, should indicate your Name & Bank Details and **“Post of Assistant Secretary (L&D)”** as a reference.

Bank Slip should be affixed in the relevant box given in the application. Please note that the Bank Slips without details of the applicant will not be accepted.

(ii). Applications for the above post should be submitted on the prescribed application form, which can be downloaded from the “Career Opportunities” link on the UGC website www.ugc.ac.lk.

(iii). Duly completed application should be forwarded under **registered cover with copies of all relevant certificates** to reach the **Deputy Secretary /Personnel, University Grants Commission, No. 20, Ward Place, Colombo 07, by 03.08.2026. Applications sent in the specified form will only be accepted.**

(iv). **“Post of Assistant Secretary (L&D)”** should be indicated on the top left hand corner of the envelope.

(v). Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.

(vi). Applications received after the closing date/not in conformity with the above requirements/ incomplete applications will be rejected without intimation.

(vii). University Grants Commission reserves the right to shortlist the candidates.

Secretary

University Grants Commission
No: 20, Ward Place
Colombo – 07
19.07.2026