



16 / 2004

UNIVERSITY GRANTS COMMISSION

Commission Circular No.852

20, Ward Place,
Colombo 07.

25th October, 2004.

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes.

CHANGE OF DESIGNATION AND CREATION OF A PROMOTIONAL GRADE FOR THE POST OF TELEPHONE OPERATOR CUM- RECEPTIONIST, SPECIAL GRADE

Your kind attention is invited to the existing scheme of recruitment of the post of Telephone Operator-Cum-Receptionist, Special Grade, laid down in the annex ii sent along with the letter No. UGC/HR/2/3/182 of 12th February, 1998.

The University Grants Commission at its 671st meeting held on 30.09.2004 approved the following:-

- (i) Change of designation of Telephone Operator-Cum-Receptionist Special Grade as "Staff Assistant (Telephone Operator/ Receptionist)"
- (ii) Implementation of the promotional grade of "Senior Staff Assistant (Telephone Operator/Receptionist)" as indicated in the annexed schedule.

The provisions of this circular are effective from 01.01.2003.

Please take action accordingly.

. . 25.10.04

Prof. B.R.R.N. Mendis,
BDS(Hons.), Ph.D. (Bristol), FRSRCS (Eng. & Edin.), FFDRCS (I)
Chairman

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File No. UGC/HR/2/3/3

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**SCHEME OF RECRUITMENT FOR THE POST OF SENIOR STAFF ASSISTANT
(TELEPHONE OPERATOR/RECEPTIONIST)**

Post & Salary Code	Method of Recruitment	Qualifications
<p>Senior Staff Assistant (Telephone Operator/ Receptionist)</p> <p>A-04(d)</p>	<p>By promotion Selection by Interview</p> <p>Structured</p>	<p>Staff Assistant (Telephone Operator/Receptionist) with 05 years satisfactory service in that grade can be considered for promotion.</p> <p><u>Note :</u></p> <p>The Period of service rendered as a Telephone Operator-cum-Receptionist/Special Grade (ie: prior to re-designation of the post) can be considered for the purpose of reckoning the above 05 year period.</p>