



UNIVERSITY GRANTS COMMISSION

Commission Circular No: 866

20, Ward Place,
Colombo 07.

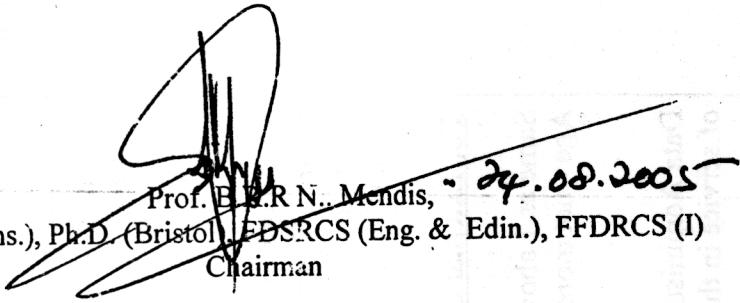
24th August, 2005.

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

SCHEMES OF RECRUITMENT FOR THE POSTS OF DATA ADMINISTRATOR GRADE II & GRADE I

The University Grants Commission at its 686th meeting held on 18th May, 2005 has approved the annexed schemes of recruitment for the posts of Data Administrator, Grade II & Grade I to be implemented with effect from: 01.01.2005.

Please take action accordingly.


Prof. E. R. N. Mendis, 24.08.2005
EDS(Hons.), Ph.D. (Bristol), EDSRCS (Eng. & Edin.), FFDRCS (I)
Chairman

- Copies to:
1. Chairman's Office/UGC
 2. Vice-Chairman/UGC
 3. Members of the UGC
 4. Secretary/UGC
 5. Deans of Faculties
 6. Registrars of Universities
 7. Financial Controller/UGC
 8. Bursars of Universities
 9. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes.
 10. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
 11. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
 12. Chief Internal Auditor/UGC
 13. Govt. Audit Superintendents of Universities
 14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
 15. Secretaries of Trade Unions
 16. Auditor-General

File No. UGC.TR/2/3/226

SCHEMES OF RECRUITMENT FOR THE POST OF DATA ADMINISTRATOR GRADE II AND GRADE I

Post & Salary Code	Method of Recruitment	Qualifications
<p>Data Administrator Grade II A-05</p>	<p>By advertisement within the UGC or Higher Educational Institution/ Institute. in the first instance.</p> <p>By external advertisement if no qualified candidates are available.</p> <p>Selection by test on Computer skills including Programming plus an interview.</p>	<p><u>For Internal Candidates</u></p> <p>1. i. Degree of a recognized University.</p> <p>ii. Three years of experience in Computer Programming.</p> <p>OR</p> <p>2. An employee of the UGC/Higher Educational Institution/ Institute. who is in a post in A-06 or above salary scale with ten (10) years experience in the Computer field.</p> <p>OR</p> <p>3. A confirmed employee of the UGC/Higher Educational Institution/Institute with five (05) years experience in computer field in the University System including not less than 03 years of experience in Computer Programming.</p> <p><u>For External Candidates</u></p> <p>Same as 1 above for internal candidates.</p> <p>Age - not more than 45 years</p> <p>Data Administrator Grade II who has completed 05 year period of service in that grade can be considered for promotion.</p>
<p>Data Administrator Grade I A-04(d)</p>	<p>By promotion. Selection by structured interview.</p>	