



UNIVERSITY OF VAVUNIYA

Establishments Branch,
26.07.2023.

Notice to all permanent Non-Academic Staff of the University

INTERNAL TRANSFER FOR NON-ACADEMIC STAFF OF THE UNIVERSITY OF VAVUNIYA

As per the Internal Establishments Circular Letter No. 02/2022, Applications for Internal Transfer are hereby called from all the employees of the Management Assistants, Works Aides and Laboratory Attendants. Employees who have served five (05) years or more in one place as at 31.07.2023 must apply for the transfer.

Employees who were retained from transfer in the last year by the Head of the Department for a period of one year based on exigencies of services, should also apply for transfer this year.

Therefore, the eligible staff are requested to submit their applications for the internal transfer at the Establishments Branch on or before 07.08.2023. Application form can be obtained from the Establishments Branch or download from the University website.

Deputy Registrar/Est.

26/7/23

Deputy Registrar
Establishments Branch,
University of Vavuniya,
Sri Lanka.

CC : Registrar
Dean's of Faculties
Heads of Departments/ Divisions /Units