



## UNIVERSITY GRANTS COMMISSION

UGC/HR/1/2/433 (2012)

No.20, Ward Place,  
Colombo 07

October 22, 2012

- Secretary - University Grants Commission
- Registrar - University of Colombo  
University of Peradeniya  
University of Sri Jayewardenepura  
University of Kelaniya  
University of Moratuwa  
University of Jaffna  
Open University of Sri Lanka  
University of Ruhuna  
Eastern University, Sri Lanka  
Sabaragamuwa University of Sri Lanka  
Rajarata University of Sri Lanka  
South Eastern University of Sri Lanka  
Wayamba University of Sri Lanka  
Uva- Wellassa University of Sri Lanka  
University of Visual and Performing Arts
- Rector - Sripalee Campus  
Vavuniya Campus  
Trincomalee Campus
- Director - Postgraduate Institute of Agriculture  
Postgraduate Institute of Medicine  
Postgraduate Institute of Pali & Buddhist Studies  
Postgraduate Institute of Archaeology  
Postgraduate Institute of Management  
Postgraduate Institute of Science  
Postgraduate Institute of English  
Institute of Indigenous Medicine  
Institute of Human Resource Advancement  
University of Colombo, School of Computing  
Gampaha Wickramarachchi Ayurveda Institute  
National Institute of Library & Information Science  
Institute of Technology, University of Moratuwa  
Institute of Biochemistry Molecular Biology & Biotechnology  
National Centre for Advanced Studies in Humanities  
Swami Vipulanandha Institute of Aesthetic Studies  
Institute of Agro-Technology & Rural Sciences

### **VACANCIES**

I enclose the advertisement calling applications for the following posts in the University System;

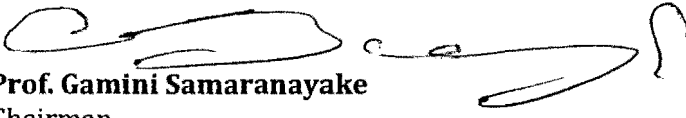
→ P.T.O.

1. Deputy Secretary/ Deputy Registrar
2. Deputy Accountant/Deputy Bursar/Deputy Internal Auditor

I shall be grateful if you could kindly bring the above advertisements to the notice of the employees concerned attached to your Higher Educational Institution.

Specimen application form is also attached hereto.

Please make arrangements to forward all applications to the Addl. Secretary/Human Resources Department, University Grants Commission **within three days from the closing date i.e. November 09, 2012.**

  
**Prof. Gamini Samaranayake**  
Chairman

**FOR INTERNAL CANDIDATES ONLY**



**UNIVERSITY GRANTS COMMISSION**

**VACANCIES IN THE UGC AND THE HIGHER EDUCATIONAL INSTITUTIONS**

Applications are invited for the following posts from suitably qualified internal candidates. The persons appointed will be expected to make a significant contribution to the management of the Higher Educational Institutions.

**POSTS OF DEPUTY SECRETARY/ DEPUTY REGISTRAR**

**QUALIFICATIONS**

(a) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of three (03) years and confirmed in that post and possesses a Degree with First or Second Class and a Postgraduate Degree at Master's level or higher in Administration or Management from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the first Degree.

OR

(b) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Degree and a Postgraduate Degree at Master's level or higher in Administration or Management from a recognized University/ HEI with not less than twelve (12) years of administrative experience after obtaining the first Degree.

OR

(c) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Degree and a Postgraduate Diploma of not less than one year's duration in Administration or Management from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree.

OR

*Contd/...*

(d) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of eight (08) years and confirmed in that post and possesses a Degree from a recognized University/HEI with not less than fifteen (15) years of administrative experience. Such candidate should also have completed at least five (05) years of administrative experience after obtaining the first Degree.

OR

(e) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of ten (10) years of which minimum three (03) years of service should be in the U-EX 2 (I) grade and confirmed in that post with a total of fifteen (15) years of administrative experience.

OR

(f) Employees who are eligible in terms of Commission Circular No. 927 of 19.07.2010

**Note :**

***“Administrative Experience” means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State/Public Corporation or in a Reputed Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/ Engineering or other Technical fields are not considered for this purpose.***

**POST OF DEPUTY ACCOUNTANT / DEPUTY BURSAR / DEPUTY INTERNAL AUDITOR**

**QUALIFICATIONS**

1. A person holding a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent

AND

Should possess at least three (03) years of experience in the post of Senior Assistant Accountant / Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post.

OR

**Contd/..**

2. A holder of the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a Degree from a recognized University/HEI and Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or a certificate of Intermediate Level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with at least three (03) years of service after being placed on the U-EX 2(I) salary scale.

OR

3. A holder of the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a degree from a recognized University/HEI or the Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor with not less than fifteen (15) years of experience in Accounting and/or Auditing in an executive capacity of which eight (08) years of such experience should be in the post of Senior Assistant Bursar/Senior Assistant Accountant/ Senior Assistant Internal Auditor in the university system and also have completed at least five (05) years of service after graduation.

OR

4. A holder of the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the university system and confirmed in that post with fifteen (15) years of experience in accounting and/or auditing in an executive capacity of which ten (10) years of service should be in the post of Senior Assistant Bursar/Senior Assistant Accountant/Senior Assistant Internal Auditor in the university system with at least three (03) years of service in the U-EX 2 (I) grade.

OR

5. Employees who are eligible in terms of Commission Circular No. 927 of 19.07.2010

**Note :**

***"An Accounting and/or Auditing Experience" means, the experience gained in an executive capacity in Accounting and/or Auditing in a State or Reputed Private Sector Organization.***

***Contd/....***

**SALARY SCALE**

U-EX 2 (a) - Rs. 43,645 - 16x1050 - 60,445 p.m.

**SELECTION CRITERIA**

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

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**GENERAL CONDITIONS**

- (i) Applications for the above posts should be made in the prescribed form sent herewith or could be downloaded from the UGC Website [www.ugc.ac.lk](http://www.ugc.ac.lk). Duly completed applications should be forwarded with copies of relevant certificates to reach the **Additional Secretary/ Human Resources, University Grants Commission, No.20, Ward Place, Colombo 07, on or before November 09, 2012.**
- (ii) The name of the post in respect of which the application is sent should be stated on the top left hand corner of the envelope.
- (iii) Candidates should channel their applications through the Heads of their respective Institutions.
- (iv) Applications received after the closing date and incomplete applications will be rejected.

**CHAIRMAN**

University Grants Commission  
20 Ward Place  
Colombo 07.

October 22, 2012