



UNIVERSITY GRANTS COMMISSION

VACANCY

POST OF MANAGEMENT ASSISTANT (BOOK-KEEPING), GRADE III

The University Grants Commission being the apex body of the University System will entertain applications from suitably qualified candidates for the Post of Management Assistant (Book-Keeping), Grade III at the University Grants Commission Secretariat.

Qualifications :

01. (I). Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-

- i. Sinhala Language/Tamil Language
- ii. English Language/English Literature
- iii. Mathematics

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(II).Should have passed in all subjects at G.C.E. (A/L) examination in the Commerce Stream (except the Common General Papers) at one sitting.

OR

02. (I). Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-

- i. Sinhala Language/Tamil Language
- ii. English Language/English Literature
- iii. Mathematics

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(II).Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Papers) at one sitting.

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(III).The National Certificate for Accounting Technician of the Sri Lanka Technical College/College of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.

Preference will be given to those who possess the following;

- (a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

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- (b) Two years of experience in the use of computer application packages.

Salary Scale: U - MN 1 (IIIA) - 2016 as at 01.01.2020 – Rs. 30725 – 17x300 - 35825 p.m.

As per Commission Circular 17/2016 above Salary scale will be implemented in five stages from 2016 to 2020. Full salary scale will be operative from 2020.

Accordingly, Initial salary step for 2019 is Rs. 27,794 /- and adjustment allowance of Rs.1,490/- (in addition to this salary, Government approved other allowances will be paid)

**Method of
Recruitments:**

Recruitments are done by Written Examination (75% marks) of following subjects and interview (25% marks).

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy
- Relevant Subject area

Age: Should be not less than 18 years and not more than 30 years of age on the closing date of applications

Eligibility:

- Should be a citizen of Sri Lanka
- Should be of good character

OTHER BENEFITS APPLICABLE TO THE POSTS

(i). Provident Fund and Contributory Pensions Scheme

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

(ii). **Employees Trust Fund**

3% of the salary 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.

Application Procedure:

- (i). Duly filled specimen application form should be sent to **Senior Assistant Secretary/Personnel, University Grants Commission, No: 20, Ward Place, Colombo 07 under registered cover along with copies of relevant certificates to reach on or before 12th April 2019.** (Specimen application form is available on the UGC website, i.e. www.ugc.ac.lk). **Applications sent in the specified form will only be accepted.**
- (ii). The name of the post in respect of which the applications are sent, should be stated on the top left hand corner of the envelope.
- (iii). 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.
- (iv). Applications received after the closing date and incomplete applications will not be entertained.
- (v). University Grants Commission **reserves the right to shortlist the candidates by following a suitable method.**

Secretary
University Grants Commission
No: 20, Ward Place
Colombo - 07