



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 01 / 2017

No. 20, Ward Place,  
Colombo 07.

January 2, 2017

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **SCHEME OF RECRUITMENT FOR THE POST OF ACCOUNTANT/BURSAR/INTERNAL AUDITOR**

Your attention is invited to the Scheme of Recruitment of the post of Accountant/Bursar/Internal Auditor stipulated in Commission Circular No. 971 of 15.11.2011.

2. The Commission at its 953<sup>rd</sup> meeting held on 17.11.2016 having considered a proposal made by the Committee of Vice-Chancellors and Directors (CVCD) for inclusion of additional category of qualifications, decided to amend the Scheme of Recruitment of the post of Accountant/Bursar/Internal Auditor, as given in **Annex I**.
3. The amended Scheme of Recruitment is effective from 02.01.2017.
4. Accordingly, the Scheme of Recruitment for the post of Accountant/Bursar/Internal Auditor mentioned in Commission Circular No. 971 of 15.11.2011 is rescinded with effect from 02.01.2017.
5. Please take action accordingly.

  
**Professor Mohan de Silva**  
Chairman

Copies :

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

UGC/HR/2/3/210

Designation	Method of Recruitment	Qualifications
<p><b>Accountant/Bursar/Internal Auditor</b></p> <p>Salary Code : U-EX3(II)</p>	<p>By open advertisement</p> <p>Selection by a structured interview</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p>	<p>1. (a) Should possess the Membership of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent ;</p> <p><b>and</b></p> <p>(b) Should possess at least six (06) years of experience in accounting and/or auditing in an executive capacity after acquiring the qualification at 1(a) above.</p> <p><b>OR</b></p> <p>2. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission or Higher Educational Institution/Institute with the following ;</p> <ul style="list-style-type: none"> <li>• Confirmed in that post with three (03) years of satisfactory service in that post of which one (01) year should be after acquiring the qualification at 1(a) above.</li> </ul> <p><b>OR</b></p> <p>3. A holder of the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the University Grants Commission or Higher Educational Institution/Institute with all of the following ;</p>

		<ul style="list-style-type: none"> <li>• Confirmed in that post with ten (10) years of experience in accounting and/or auditing in an executive capacity ;</li> <li>• At least eight (08) years of satisfactory service of above ten (10) years should be in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the University System;</li> <li>• Three (03) years of above eight (08) years of experience should be after acquiring the qualification at 1(a) above.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>4. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational Institution/Institute with all of the following ;</p> <ul style="list-style-type: none"> <li>• Confirmed in that post ;</li> <li>• Possess Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent ;</li> <li>• Possess a Masters' Degree in Accountancy/Finance/Management* from a recognized University/HEI ;</li> <li>• Twelve (12) years of experience in accounting and/or auditing in an executive capacity after successful completion of the Intermediate qualification of the CASL or its equivalent ;</li> </ul>
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		<ul style="list-style-type: none"> <li>• Ten (10) years of above experience should be in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor or above in the University System.</li> </ul> <p><b>OR</b></p> <p>5. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational Institution/Institute with all of the following ;</p> <ul style="list-style-type: none"> <li>• Confirmed in that post with three (03) years of satisfactory service in that post ;</li> <li>• Possess a Bachelor's Degree from a recognized University/ HEI ;</li> <li>• Possess Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent</li> </ul> <p><b>or</b></p> <p>Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor ;</p> <ul style="list-style-type: none"> <li>• Fourteen (14) years of experience in accounting and/or auditing in an executive capacity after obtaining the Intermediate qualification/HNDA stated above ;</li> <li>• At least five (05) years of such experience should be in the post of Deputy Accountant/ Deputy</li> </ul>
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Bursar/ Deputy Internal Auditor and/ or in the post of Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University system carrying the salary scale denoted by salary code U-EX 2(I).

**OR**

6. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational Institution/Institute with all of the following;

- Confirmed in that post ;
- Possess a Bachelor's Degree from a recognized University/HEI

**or**

the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent

**or**

Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor ;

- Not less than eighteen (18) years of experience in accounting and/or auditing in the University system;
- Three (03) years of above experience should be in the post of Deputy Accountant/Deputy

		<p>Bursar/Deputy Internal Auditor in the University System.</p> <p><b>OR</b></p> <p>7. A holder of the post of Accountant Grade II of the Sri Lanka Accountants' Service with the following ;</p> <ul style="list-style-type: none"> <li>• Should possess the Membership of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent ;</li> </ul> <p><b>or</b></p> <p>Master's Degree in Accountancy/Finance /Management* from a recognized University/ HEI.</p> <p><b>Note:</b> '<i>Accounting and/or Auditing</i>' experience means, experience gained in an executive capacity in Accounting and/or Auditing in a State or Reputed Private Sector Organization.</p> <p>*Term '<i>Management</i>' means a Degree in Management/ Public Administration/ Business Administration with major component in Accounting and Finance.</p>
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