



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 17 /2022

No. 20, Ward Place,
Colombo 07.

22.12.2022

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF AUDIT ASSISTANT

Your attention is invited to the Scheme of Recruitment for the post of Audit Assistant given in Commission Circular No. 05/2020 of 10.08.2020.

2. The Commission, at its 1087th and 1091st meetings held on 06.10.2022 and 02.12.2022, respectively, having noted the disparities identified in salary scales of U-MN 2(I) and U-MN 4(II) assigned to the promotions of the post of Audit Assistant Gr. I and Staff Audit Assistant, respectively, decided to amend the existing Scheme of Recruitment for the post of Audit Assistant.

3. Accordingly, amended Scheme of Recruitment of the post of Audit Assistant and its promotional grades are given in **Annex I** and provisions of this circular will come into effect from 01.11.2022.

4. The Scheme of Recruitment for the post of Audit Assistant specified in Commission Circular No. 05/2020 is hereby rescinded.

5. Please take action accordingly.

Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Education
 2. Chairman's Office/ UGC
 3. Vice-Chairman/ UGC
 4. Members of the UGC
 5. Secretary/ UGC
 6. Registrars of Universities
 7. Deans of Faculties
 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. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor-General

Post & Salary Code	Method of Recruitment	Qualifications
		<p>4. Minimum of two (02) years experience in Auditing in State Corporation or recognized Private Organization.</p> <p>Preference will be given to those who possess an acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.</p> <p>Note: In the case of Internal Candidates, experience in Accounting/ Auditing in the University System/ Public Sector/ Recognized Private Organization may be considered for the purpose of reckoning experience in Auditing mentioned in 4 above.</p> <p>Age: Should be not less than 18 years and not more than 45 years of age at the closing date of applications. The upper age limit will not apply to the internal candidates.</p>
<p>Audit Assistant, Gr. I U-MN 2(I)</p>	<p>By promotion. Selection by interview.</p>	<p>Audit Assistants Grade II who have been confirmed in their posts and have completed 08 years of satisfactory service in the post of Audit Assistant Grade II will be eligible for consideration for promotion to Grade I.</p>
<p>Senior Audit Assistant U-MN 4(I)</p>	<p>By promotion. Selection by interview.</p>	<p>Audit Assistant Grade I who have been confirmed in their posts and have completed 05 years of satisfactory service in the post of Audit Assistant Grade I will be eligible for consideration for promotion to the post of Senior Audit Assistant.</p>