

FOR INTERNAL CANDIDATES ONLY



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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

VACANCIES IN THE UGC AND THE HIGHER EDUCATIONAL INSTITUTIONS/ INSTITUTES

Applications are invited from suitably qualified internal candidates as per the Commission Circular No. 15/2022 dated 01.11.2022, who serves at University Grants Commission (UGC) or any other Higher Educational Institutions/ Institutes (HEIs) which is under the purview of UGC for the following posts in the University System. The persons appointed will be expected to make a significant contribution to the management of the UGC and HEIs.

POST 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 Bachelor's 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 in the posts of Assistant Secretary/ Assistant Registrar and /or Senior Assistant Secretary/Senior Assistant Registrar in the University System after obtaining the Bachelor's 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 Bachelor's 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 in the posts of Assistant Secretary/ Assistant Registrar and /or Senior Assistant Secretary/Senior Assistant Registrar in the University System after obtaining the Bachelor's 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 Bachelor's Degree and a Postgraduate Diploma of not less than one year duration in Administration or Management* from a recognized University/HEI with not less than fourteen (14) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and /or Senior Assistant Secretary/Senior Assistant Registrar in the University System after obtaining the Bachelor's Degree.

OR

Contd/...02

(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 Bachelor's Degree from a recognized University/HEI with not less than fifteen (15) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and /or Senior Assistant Secretary/Senior Assistant Registrar in the University System of which at least five (05) years should be after obtaining the Bachelor's 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 in the posts of Assistant Secretary/ Assistant Registrar and /or Senior Assistant Secretary/Senior Assistant Registrar in the University System.

Note :

* The Postgraduate qualifications of the relevant field of study shall be one of the following;

- Public/ Business Administration
- Management
- Public Policies
- Human Resource Management
- Economics
- Law
- Financial Management
- Project Planning and Management
- Information Technology , or
- Any other discipline of which at least 50% total credit load of subject components should be from Management / Administration

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

QUALIFICATIONS

- a) 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

- b) 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 Bachelor's 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

- c) 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 Bachelor's 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 the posts of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor and /or Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University System 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 obtaining the Bachelor's Degree.

OR

- d) 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 the posts of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor and /or Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University System of which ten (10) years of service should be in the post of Senior Assistant Accountant /Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University System with at least three (03) years of service in the U-EX 2(I) grade.

SALARY SCALE

As per the Commission Circular No. 02/2025 dated 01.04.2025, this post carries the consolidated salary scale of U-EX 2 (a).

U-EX 2 (a)-2025
Rs. 150,530- 16x3,900 – 212,930 p.m.

In addition, the Government approved allowances applicable to the University System will be paid.

SELECTION CRITERIA:

- Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.
- Appointments will be given as per the availability of the Deputy Secretary/Deputy Registrar/Deputy Accountant/Deputy Bursar/Deputy Internal Auditor vacancies in the University system.

GENERAL CONDITIONS

- (i) Applications are invited through online and the **application portal will be opened from 03.04.2025 at 10.00 a.m. to 21.04.2025 at 4.15 p.m.**
- (ii) It is **compulsory** for the applicants to apply through the **online application** system introduced by the University Grants Commission to submit their applications.
- (iii) Visit the official website of the University Grants Commission **www.ugc.ac.lk** and click on the “HR” tab in the title bar.
- (iv) Details of all relevant certificates which to be considered at the interview should be mentioned in the appropriate sections of the online application and **certified copies must be attached and numbered in accordance with No. 19 in the printed application.** Any other certificates submitted at the interview or later will not be accepted.
- (v) Please note that, **only** the qualifications and certificates obtained by the applicant as at closing date of the online application i.e. 21.04.2025, mentioned and attached in the application will be considered at the structured interview.
- (vi) Applicants who hold the **salary scale U-EX 2(I)** are required to annex their salary placement letter over the Efficiency Bar level in accordance with No. 19 in the printed application.
- (vii) Every applicant should create a “**User Account**” to access the online application system.
- (viii) The applicants are responsible to submit the duly filled online application form on time and make sure that all details entered are true and accurate.

- (ix) After completing the online application, click on “**Save & Submit to UGC**” button.
- (x) The applicant cannot change the data entered again after submitting the application online.
- (xi) Click on “**Print**” button to download the application in PDF format.
- (xii) The applicant should **handover** duly filled Part I of the application with annexures **on or before 21.04.2025** to the Personnel Division (UGC), Non-academic Establishments, Administration/Human Resources Division of the respective Higher Educational Institutions/Institutes to fill the Part II of the application.
- (xiii) These **posts are transferable**. However, successful candidates should be prepared to serve at any Higher Educational Institutions / Institutes to which he/she is initially posted, during the period of probation.
- (xiv) The Commission reserves the right to short list the candidates and also to post selected candidates to any Higher Educational Institution.
- (xv) **Applications received after the closing date/ not in conformity with the above requirements /incomplete will be rejected.**

To be completed by the Personnel Division (UGC), Non-academic Establishments/Administration/Human Resources Divisions of the respective Higher Educational Institutions/Institutes

- (i) **Duly filled Part I and Part II** of the original application **with annexures** (Hard Copies) should be;
 - a. Scanned as one PDF File.
 - b. File name of the PDF should be the Application Number without any spaces
 - c. The above scanned copy should be uploaded through the online application system.
- (ii) Soon after uploading the duly filled Part I and Part II of the original application **with annexures**, the same (Hard Copy) should be forwarded to the UGC to be reached by the Deputy Secretary, Human Resources /UGC **on or before 30.04.2025**.

Deputy Secretary/ Human Resources Department
University Grants Commission
20, Ward Place
Colombo 07.

- (iii) **Applications received after the closing date/ not in conformity with the above requirements /incomplete will be rejected.**

Secretary
University Grants Commission
Colombo 07.

03.04.2025