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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு  
**UNIVERSITY GRANTS COMMISSION**

මගේ අංකය  
எனது இலக்கம்  
My Number } UGC/HR/1/2/423(2025)

තැපැල් පෙට්ටිය  
அஞ்சல் பெட்டி  
Post Office Box } 1406

ඔබේ අංකය  
உமது இலக்கம்  
Your Number }

20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.  
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.  
20, Ward Place, Colombo 07, Sri Lanka.

May 30, 2025

Registrars of Universities  
Rectors of Campuses  
Directors of Institutes

**CALLING APPLICATIONS FOR THE POSTS OF ASSISTANT SECRETARY/ASSISTANT REGISTRAR AND ASSISTANT ACCOUNTANT/ASSISTANT BURSAR/ASSISTANT INTERNAL AUDITOR**

The University Grants Commission (UGC) has taken steps to recruit suitably qualified candidates from both internal and external categories for the posts of Assistant Secretary (AS)/Assistant Registrar (AR) and Assistant Accountant (AA)/Assistant Bursar (AB)/Assistant Internal Auditor (AIA) within the university system.

Accordingly, the Department of Examinations will be responsible for processing the applications and conducting the written examination for both categories of candidates. The examination is scheduled to be held in August 2025.

In view of that, I enclose herewith the following advertisements with regard to calling applications for the posts of Assistant Secretary/Assistant Registrar & Assistant Accountant/Assistant Bursar/Assistant Internal Auditor internally and externally in the University System.

1. Internal Advertisement – **Annex I**
2. Gazette Notification (30.05.2025) – **Annex II**

Please make necessary arrangements to take appropriate steps to ensure that these advertisements are duly circulated among eligible employees attached to your Higher Educational Institution/Institute.

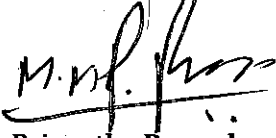
Furthermore, Higher Educational Institutions/Institutes are required to pay attention to the following facts;

1. Accepting the applications for the above-mentioned examination will be through **ONLINE SYSTEM** and the closing date will be **June 20, 2025**.
2. Hence, Higher Educational Institutions/Institutes are required to advice the prospective candidates to carefully follow the instructions given by the Department of Examinations before submitting the online application.

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3. Prospective candidates should submit a printed copy of the application which is submitted and downloaded through the online system, to the Personnel Division/Establishments Division of the respective Higher Educational Institution/Institute for inclusion of their Personal Files.
4. All details given in the applications should be checked along with the Personal Files of the candidates concerned and the Officer in Charge shall personally certify that all information are true and correct.
5. It is responsibility of the respective Higher Educational Institution/Institute that maintain proper records pertaining to each and every application submitted to the Department of Examinations by the employees of your Institution/Institute.
6. Instructions for forwarding the applications of successful candidates at the written examinations, through your Higher Educational Institution/Institute will be issued in due course.

Please take action accordingly, and your co-operation in this regard is greatly appreciated.



**Dr. Priyantha Premakumara**  
Secretary

Copy - Senior Assistant Secretary/Personnel Division, UGC