



**University Grants Commission**

***Limited (Internal) competitive examination for recruitment to the posts of Assistant Secretary/Assistant Registrar and Assistant Accountant/Assistant Bursar/Assistant Internal Auditor in the University System - 2025***

Applications are invited from suitably qualified internal candidates who are employed in the University Grants Commission or Universities/ Higher Educational Institutions which are governed by University Grants Commission for the above posts. Examinations will be held in examination centers located in Colombo only.

1. The term ‘Secretary’ shall mean the Secretary of the University Grants Commission.
2. The recruitments are made to the posts of Assistant Secretary/Assistant Registrar and Assistant Accountant/Assistant Bursar/Assistant Internal Auditor by the said written examination.
3. The Examination shall be conducted by the Commissioner General of Examinations subject to the directions of the University Grants Commission.
4. Accepting the applications for the above-mentioned examination will commence online from the Monday following the Friday of the publication of this Gazette Notification.
5. **Closing date of the Applications is 20<sup>th</sup> June 2025** and the written examination will be conducted by the Department of Examinations on August 2025.
6. The date of the written examination will be informed to the candidates by the Department of Examinations, Sri Lanka.
7. The Department of Examinations will take action to send the results of written examination to the candidates personally or results will be published on [www.results.exams.gov.lk](http://www.results.exams.gov.lk) web site of the Department of Examinations.

**Notes:**

- No claims will be entertained with regard to loss or any delay of documents related to this written examination and any other correspondence related thereto through post.
- Any prejudice arising as a result of delaying the submission of application till the deadline should be borne by the applicants.

**Qualifications for recruitment:**

General Qualifications for recruitment:

- (i) Be a citizen of Sri Lanka
- (ii) Be a person of an excellent moral character
- (iii) Be of sound physical and mental capability to serve in any part of the island

**Qualifications - Post of Assistant Secretary/Assistant Registrar**

- (a) An employee who possesses a Bachelor's Degree from a recognized University/HEI and is confirmed in the present post of the Commission/Higher Educational Institution/Institute.

**OR**

- (b) A holder of a post categorized under U-MN 1(II)/U-MT 1(II) or above of the Commission/ a Higher Educational Institution/ Institute and confirmed in that post.

Age: Should not be more than fifty-three (53) years. (However, the provisions of Section 06 of Commission Circular No. 15/2017 shall apply)

**Qualifications - Post of Assistant Accountant/ Assistant Bursar/Assistant Internal Auditor**

- 1. (a) An employee who possesses a Bachelor's Degree with Accounting as a subject from a recognized University / HEI and is confirmed in the present post of the Commission/Higher Educational Institution/Institute.

**OR**

- (b) A holder of a post categorized under U-MN 1(II)/U-MT 1(II) or above of the Commission/ a Higher Educational Institution/Institute and confirmed in that post.

**AND**

- 2. At least two (02) years of working experience in the Finance/Auditing Departments/ Division of the Commission/ a Higher Educational Institution/Institute.

Age: Should not be more than fifty-three (53) years. (However, the provisions of Section 06 of Commission Circular No. 15/2017 shall apply)

**Restrictions of Eligibility:**

- 1. In terms of the recruitment procedure no candidate shall be permitted to sit the written examination for a particular category of post either under external category or internal category more than two (02) attempts (The attempts made before 31.12.2016 would not be considered in this regard).
- 2. If any internal candidate is eligible under the both categories of internal and external, for a particular post (i.e. Assistant Secretary/Assistant Registrar or Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor) he/she shall be permitted four (04) attempts to sit the written examination on the basis of two (02) attempts under internal category and two (02) attempts under external category for each post (The attempts made before 31.12.2016 would not be considered in this regard).

3. All required qualifications should be acquired at the closing date of the Gazette Notification and the Internal Advertisement.
4. Any person who is ordained in any religious order shall not be allowed to sit the written examination for recruitment.

**Recruitment procedure:**

Recruitment will be made through a written examination and a structured interview.

1. All applicants under each category of posts are required to pass a written examination covering the relevant subject areas applicable to the respective category as follows;

<b>Post</b>	<b>Subjects</b>	<b>Total Marks</b>	<b>Pass Mark</b>
Assistant Secretary / Assistant Registrar	3. English Language	100	40
	5. Legislation pertaining to University System	100	40
	6. General Administration and Financial Procedure	100	40
Assistant Accountant / Assistant Bursar / Assistant Internal Auditor	3. English Language	100	40
	5. Legislation pertaining to University System	100	40
	7. Accounting & Financial Procedures	100	40

2. The applicants who have been successful at the written examination shall be required to submit sufficient documentary evidence for the qualifications mentioned in the application, prior to the structured interview, as informed by the UGC. All such qualifications should be acquired at the closing date of the advertisement. If any such candidate fails to submit documentary evidence to prove the particulars mentioned in the application before the given date, he/she shall not be summoned for the structured interview. Succeeding at the written examination will not be accepted as being eligible for an appointment.
3. The applicants who have scored 40% marks or above for each of the papers in the written examination and fulfilled the requirements at (2) above shall be selected and a number of candidates, three times the number of vacancies, will be summoned for a structured interview based on the sum of their marks.
4. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for an appointment.
5. Selection shall be done in the order of merit based on the aggregate marks of the written examination (75%) and the structured interview (25%).

6. The appointing authority will determine the number of appointments and the effective date of the appointment as per the merit order based on the number of posts allocated for External and Internal categories, subject to the availability of vacancies.

**Medium of Examination:**

1. Examination shall be conducted in all three languages (Sinhala/ Tamil/ English).
2. Candidates must appear for all examination papers except the English Language Paper in the language medium he/she has indicated in his/her application.
3. No candidate will be allowed to change the medium of examination under any circumstances.

**Process of applying and examination conditions:**

1. The online examination application must be completed in English only. The Department will notify the applicant that the soft copy submitted online is accepted/not accepted as a valid application by sending a short message (SMS) to the mobile phone number used to access the system or by sending an e-mail to the e-mail address. Before completing the online application, please download the Instructions for applying for the examination. Follow the instructions carefully while filling the application form. Any amendment made to the application form after receiving a printed copy will not be considered a valid amendment. Incomplete applications will be rejected without notice.

Candidates currently employed by the University Grants Commission and Higher Education Institutions, Government Departments, State Corporations and Statutory Boards should submit a copy of the application to the Heads of Institutions for inclusion in their personal files, and should submit a copy of the application certified by the Head of Institution and a letter of confirmation of service when called for the interview.

2. Every applicant should submit only one application form including all the posts which they wish to apply.
3. It is essential that the candidate indicates the language medium in which he/she intends to sit for the examination.
4. The examination fee is Rs. 1200/-. Payment should be made only under the following fee payment methods provided in the online system.
5. When paying examination fees, payments should be made only through the online system using the following fee payment methods.
  - By any Bank Credit Card
  - By any Bank Debit Card with the Facility of Internet Transactions
  - Online Banking Method of Bank of Ceylon
  - By any Branch of the Bank of Ceylon

Note:

- (a) Instructions on how to make payments using the above methods are posted on the website under the technical instructions related to the exam.
  - (b) You will be notified via SMS or e-mail that your payment has been received. The full amount of the examination fee must be paid and applications that have been underpaid or overpaid will be rejected. The Sri Lanka Examinations Department is not responsible for any errors that may occur in the payment of examination fees through the above payment methods.
  - (c) The amount paid for the exam will not be refunded or transferred to another exam for any reason.
6. The Commissioner General of Examinations will issue examination admission forms through only online to candidates who have submitted duly completed applications on or before the closing date for receipt of applications, paid the prescribed examination fee, and are within the age limit specified in the gazette notification, on the premise that only those who meet the qualifications specified in the gazette notification have applied. As soon as the examination admission forms are issued, the Sri Lanka Examinations Department will notify the applicants through a notification/short message stating the same. If a candidate has not received his/her admit card, he/she should inquire about it from the Institutional Examinations Organization Branch of the Department of Examinations of Sri Lanka, as stated in the advertisement. When making such an inquiry, the applicant must correctly state the name of the examination for which he/she has applied, the applicant's full name, National Identity Card number and address. If the applicant is a resident outside Colombo, it would be more effective to send a request letter to the fax number mentioned in the advertisement, stating the details along with the applicant's fax number, where a copy of the examination admission form can be obtained promptly by fax. It would be useful to keep a printed copy of the completed application form with you to confirm any information requested by the Examinations Department.
7. **Punishments for provision of false information:** Accurate and true information should be provided at the time of filling the application form. If the non-suitability of any candidate is disclosed at any time i.e. before the examination, during the examination period, after the examination or at any other time, the candidature would be cancelled in terms of the rules of this examination. If it is disclosed that any false information is provided with prior knowledge of the candidate or that he/she has purposely omitted any important information that person would be vacated from the service in the University System.
8. A candidate should sit the examination at the prescribed examination hall. Every candidate should submit his/her attested admission form on the day of the examination. A set of rules to be followed by every candidate is published at the beginning of this Gazette. Examination candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the release of results. Violation of these rules will render him or her liable to a penalty imposed by the Commissioner General of Examinations.

Note:

Issuance of an examination admission form to a candidate shall not be deemed to be an acknowledgement that he or she has met the qualifications to appear for the examination.

9. **Identity of candidates:** Candidates must prove their identity to the satisfaction of the Supervisor for each subject they appear for in the examination hall. Any of the following documents will be accepted for this purpose.

- (a) National Identity Card
- (b) Valid Passport
- (c) Valid Sri Lankan Driving License

Candidates must also enter the examination hall without covering their faces and without electronic communication devices so that their identity can be verified. Candidates who refuse to verify their identity will not be admitted to the examination hall. Furthermore, candidates must remain without covering their faces and ears from the moment they enter the examination hall until the examination is concluded and they leave.

10. After the University Grants Commission has provided the interview marks to the Sri Lanka Department of Examinations, a final priority list based on the sum of the marks of the written examination (75%) and the structured interview (25%) will be prepared by the Sri Lanka Department of Examinations and issued to the Secretary, University Grants Commission and the Sri Lanka Department of Examinations will then take steps to send a result sheet indicating the marks obtained in each subject/total marks in the written examination to all candidates who appeared for the examination or to release the results through the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).
11. Successful candidate should be prepared to serve at the University Grants Commission / Higher Educational Institutions/Institutes to which he/she is posted at least during the period of probation.
12. Applications received after the closing date/ incomplete applications/applications not in conformity with the above requirements will be rejected.

**Monthly salary scale:**

This post carries the consolidated salary scale of U-EX 1 (II), Rs. 85,305 – 3x2,020 – 91,365 (EB) 93,765; 12x 2,400 - 122,565.

In addition, the Government approved allowances will be paid.

**Gratuity:**

Gratuity payments will be in accordance with the provisions of the payments of Gratuity Act No.12 of 1983.

**Provident Fund and Pension Benefits:**

Ten per centum (10%) of the salary will be credited by the employee and fifteen per centum (15%) of the salary by the employer of which eight per centum (8%) of the salary will be

credited to the Universities Pension Scheme and seven per centum (7%) to the Universities Provident Fund by the employer.

**Employees Trust Fund Benefit:**

Three per centum (03%) of the salary by the employer.

**Syllabus and papers relating to Written Examination**

**Post of Assistant Secretary / Assistant Registrar**

<b>Paper</b>	<b>Duration</b>	<b>Description</b>
<u>Paper 03</u> English Language	1 ½ hours	The knowledge of Grammar and Presentation Skills of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> <li>• Comprehension</li> <li>• Letter/ Memo /Notes writing ability</li> <li>• Translation from Sinhala/Tamil to English</li> </ul>
<u>Paper 05</u> Legislation pertaining to University system	03 hours	The knowledge of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> <li>• Applicability of rules and regulations through case studies</li> <li>• Powers and functions of decision-making bodies in HEIs.</li> <li>• Ordinances, Statutes, By-laws, Regulations and Rules pertaining to HEIs.</li> </ul>
<u>Paper 06</u> General Administration & Financial Procedures	03 hours	The knowledge of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> <li>• Analytical skills through case studies</li> <li>• Ability to read and understand relevant aspects of subject matters/problems and respond to the issues in terms of existing rules and regulations</li> <li>• Knowledge of Schemes of Recruitment procedure for appointments/promotions.</li> <li>• Handling general administrative matters</li> <li>• Disciplinary matters</li> </ul>

**Post of Assistant Accountant / Assistant Bursar / Assistant Internal Auditor**

<b>Paper</b>	<b>Duration</b>	<b>Description</b>
<u>Paper 03</u> English Language	1 ½ hours	The knowledge of Grammar and Presentation Skills of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> <li>• Comprehension</li> <li>• Letter/ Memo /Notes writing ability</li> <li>• Translation from Sinhala/Tamil to English</li> </ul>
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<u>Paper 07</u> Accounting and Financial Procedures	03 hours	The knowledge of the candidates relating to the following areas will be tested. <ul style="list-style-type: none"> <li>• Preparation of final accounts in HEIs</li> <li>• Bank reconciliation statements</li> <li>• Stock verification</li> <li>• Procurement procedures in the HEIs</li> <li>• Cash flow statements</li> <li>• Audit procedures in the HEIs</li> </ul>

The marking procedure for the structured interview is as follows.

<b><u>Marking procedure for the structured interview</u></b>	
<b><u>Assistant Secretary/Assistant Registrar (Internal Category)</u></b>	
1. Educational and professional qualifications above the minimum requirement	20%
2. Relevant experience	10%
3. Training (short-term)	10%
4. Interview skills	40%
5. Extracurricular activities and personality	10%
6. Special report (including service record and salary increment information)	10%

**Marking procedure for the structured interview**

**Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor (Internal Category)**

1. Educational and professional qualifications above the minimum requirement	20%
2. Relevant experience	10%
3. Training (short-term)	10%
4. Interview skills	40%
5. Extracurricular activities and personality	10%
6. Special report (including service record and salary increment information)	10%

**Publishing the Advertisement**

If any non-compliances arise between the Sinhala, Tamil, English versions of this advertisement priority will be given to the Sinhala advertisement.

**Secretary**

University Grants Commission

30.05.2025