



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 05/2025

No. 20, Ward Place
Colombo 07

June 17, 2025

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEMES OF RECRUITMENT FOR THE POSTS OF SENIOR ASSISTANT SECRETARY/SENIOR ASSISTANT REGISTRAR, SENIOR ASSISTANT ACCOUNTANT/SENIOR ASSISTANT BURSAR/SENIOR ASSISTANT INTERNAL AUDITOR

Your attention is invited to the Schemes of Recruitment of the posts of Senior Assistant Secretary/Senior Assistant Registrar and Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor specified in Commission Circular No. 11/2017 of 06.04.2017 and Commission Circular No. 668 of 13.02.1996 on 'Schemes of Recruitment for Administrative and Financial Officers Grades', and Letter No. UGC/HR/1/APER/General of 10.04.2023.

2. The Department of Management Services by their letter of No. DMS/1528(S)V-II(T) dated 15.03.2023, based on the recommendation of the National Pay Commission, has informed to cancel the Commission Circular No. 668 of 13.02.1996 with effect from 01.01.2023 and other circulars which contain similar provisions with respect to creation of cadres accommodating promotions if any.

3. Accordingly, the University Grants Commission at its 1147th meeting held on 21.05.2025, decided to rescind the Commission Circular No. 668 of 13.02.1996 on 'Schemes of Recruitment for Administrative and Financial Officers Grades', with effect from 01.01.2023, without prejudiced to any action taken.

4. In line with the above decision, the Commission decided to amend the "Category C" of the Schemes of Recruitment for the posts of Senior Assistant Secretary/Senior Assistant Registrar and Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor specified in Annex I and Annex III of Commission Circular No. 11/2017 of 06.04.2017.

5. Accordingly, the amended Schemes of Recruitment of the posts of Senior Assistant Secretary/Senior Assistant Registrar and Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor along with the amended Efficiency Bar requirements, are annexed, as follows:

Scheme of Recruitment of the post of Senior Assistant Secretary/Senior Assistant Registrar - **Annex I**

Efficiency Bar requirements for the post of Senior Assistant Secretary/Senior Assistant Registrar - **Annex II**

Scheme of Recruitment of the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor - **Annex III**

Efficiency Bar requirements for the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor - **Annex IV**

6. The provisions of this Circular come in to force with effect from 17.06.2025.
7. Please bring the above to the notice of all concerned.



Senior Prof. Kapila Seneviratne
Chairman

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

File No. UGC/HR/2/3/160

SCHEME OF RECRUITMENT FOR THE POST OF SENIOR ASSISTANT SECRETARY/SENIOR ASSISTANT REGISTRAR

Post & Salary Code	Method of Recruitment	Qualifications
<p>Senior Assistant Secretary/ Senior Assistant Registrar</p> <p>U-EX 2(II)</p> <p>EB – U-EX 2(I) – After completion of 07 years of Service from the date of appointment as Senior Assistant Secretary/Senior Assistant Registrar [U-EX 2(II) salary code] and having earned all the increments.</p>	<p><u>Category A, B & C</u></p> <p>By internal advertisement.</p> <p>Selection by Structured Interview.</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Appointments will be given according to the merit order depending on the availability of vacancies.</p> <p>Department of Human Resources University Grants Commission No. 29, Ward 10 Colombo 6.</p>	<p><u>Category A</u></p> <p>A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution/Institute, who was qualified to that post under category A (External) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications;</p> <p>(i) A Bachelor's Degree with First or Second Class from a recognized University/HEI.</p> <p>OR</p> <p>(ii) A Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration / Management* from a recognized University/ HEI.</p> <p>AND</p> <p>Five (05) years of satisfactory service in that post.</p> <p><i>*The postgraduate qualifications of the relevant field of study shall be one of the following;</i></p> <ul style="list-style-type: none"> • 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

Annex I

Post & Salary Code	Method of Recruitment	Qualifications
		<p><u>Category B</u></p> <p>A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution/Institute, who was qualified to that post under category B (Internal) of the Scheme of Recruitment concerned, and confirmed in that post, possessing a Bachelor's Degree from a recognized University/HEI.</p> <p>AND</p> <p>Five (05) years of satisfactory service in that post.</p> <p><u>Category C</u></p> <p>A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution/Institute and confirmed in that post with at least eight (08) years of satisfactory service in that post.</p>

Department of Human Resources
University Grants Commission
No. 20, Ward Place
Colombo 07

EFFICIENCY BAR REQUIREMENTS FOR SENIOR ASSISTANT SECRETARY/ SENIOR ASSISTANT REGISTRAR (SAS/SAR)

A Senior Assistant Secretary/Senior Assistant Registrar should satisfy the following Efficiency Bar requirements in order to be placed on the U-EX 2 (I) grade by the time he/she completes seven (07) years of service from the date of appointment to the post of Senior Assistant Secretary/Senior Assistant Registrar having earned all the increments.

- (i) Obtain at least a Postgraduate Degree or Postgraduate Diploma of not less than one year's duration in Administration or Management* from a recognized University/Higher Educational Institution.

OR

Promotees in terms of Commission Circular No. 668 and under Category C of this Circular (Com. Cir. No. 05/2025) should obtain at least a Bachelor's Degree in Administration/ Management* from a recognized University/Higher Educational Institution.

**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

AND

- (ii) Pass a written examination on the following subjects :-

- (a) Legislation pertaining to University Education and Labour Laws
- (b) Ordinances, Regulations and Rules pertaining to Higher Educational Institutions
- (c) Administrative and Disciplinary Procedures of Higher Educational Institutions
- (d) Financial Procedures of Higher Educational Institutions.
- (e) English Language.

[Candidates are required to possess a detailed knowledge of (ii) (a) (b) (c) and (d) and a satisfactory level of competence of (ii) (e). However, candidates who have achieved the required competency level of English Language at the Efficiency Bar in the post of Assistant Secretary/Assistant Registrar, are exempted from the English Language paper (ii) (e)]

Pass mark of the written examination - 40%

AND

- (iii) Pass a Viva-Voce Examination (Structured Interview).

Pass mark of the structured interview - 40%

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University Grants Commission
No. 20, Ward Place
Colombo 07

SCHEME OF RECRUITMENT FOR THE POST OF SENIOR ASSISTANT ACCOUNTANT/SENIOR ASSISTANT BURSAR/SENIOR ASSISTANT INTERNAL AUDITOR

Post & Salary Code	Method of Recruitment	Qualifications
<p>Senior Assistant Accountant/ Senior Assistant Bursar/Senior Assistant Internal Auditor</p> <p>U-EX 2(II)</p> <p>EB - U-EX 2(I) - After completion of 07 years of Service from the date of appointment as Senior Assistant Secretary/Senior Assistant Registrar [U-EX 2(II) salary code] and having earned all the increments.</p>	<p><u>Category A, B & C</u></p> <p>By internal advertisement.</p> <p>Selection by Structured Interview.</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Appointments will be given according to the merit order depending on the availability of vacancies.</p> <p>Department of Human Resources University Grants Commission No. 20, Ward Place Colombo 07</p>	<p><u>Category A</u></p> <p>A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission or a Higher Educational Institution/Institute, who was qualified to that post under category A (External) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications;</p> <p>(i) Pass in the Final II examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.</p> <p>OR</p> <p>(ii) A Bachelor's Degree specialized in Accounting/Finance from a recognized University/HEI.</p> <p>OR</p> <p>(iii) A Bachelor's Degree from a recognized University/HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.</p> <p>OR</p> <p>(iv) The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.</p> <p align="center">AND</p> <p>Five (05) years of satisfactory service in that post.</p>

Annex III

Post & Salary Code	Method of Recruitment	Qualifications
<p>Department of Human Resources University Grants Commission No. 20, Ward Place Colombo 07</p>		<p>Category B</p> <p>1. A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission or a Higher Educational Institution/Institute who was qualified to that post as per the category B1(a) (Internal) of the relevant Scheme of Recruitment of the post, and confirmed in that post, possessing following qualifications or qualifications under category A above;</p> <p>(i) A Bachelor's Degree with Accounting/ Finance as a subject from a recognized University/HEI</p> <p>AND</p> <p>(ii) Completion of the Intermediate level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.</p> <p>OR</p> <p>The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.</p> <p>AND</p> <p>Five (05) years of satisfactory service in that post.</p> <p>2. A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission or a Higher Educational Institution/Institute who was qualified to that post as per the category B1(b) (Internal) of the relevant Scheme of Recruitment of the post, and confirmed in</p>

Annex III

Post & Salary Code	Method of Recruitment	Qualifications
	<p>Department of Human Resources University Grants Commission No. 20, Ward Place Colombo 07</p>	<p>that post, possessing following qualifications or qualifications under category A above;</p> <p>(i) Completion of the Intermediate level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.</p> <p>OR</p> <p>(ii) The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.</p> <p>AND</p> <p>Five (05) years of satisfactory service in that post.</p> <p><u>Category C</u></p> <p>A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission or a Higher Educational Institution/Institute and confirmed in that post with at least eight (08) years' of satisfactory service in that post.</p>

**EFFICIENCY BAR REQUIREMENTS FOR SENIOR ASSISTANT ACCOUNTANT/SENIOR ASSISTANT BURSAR/SENIOR ASSISTANT
INTERNAL AUDITOR (SAA/SAB/SAIA)**

A Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor should satisfy the following Efficiency Bar requirements in order to be placed on the U-EX 2 (I) grade by the time he/she completes seven (07) years of service from the date of appointment to the post of Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor having earned all the increments.

- (i) Completion of Final Examination of the Institute of Chartered Accountants, Sri Lanka or equivalent Postgraduate Degree in Finance/Accounting.

[Note – In terms of the Annex IV of Commission Circular No. 11/2017 of 06.04.2017, Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor who has completed or registered for a Postgraduate Degree in Management before the effective date of this Circular will also be considered for qualifying for the referred Efficiency Bar.]

OR

Promotees in terms of Commission Circular No. 668 and under Category C of this Circular (Com. Cir. No. 05/2025) should obtain at least any one of the following qualifications :-

- (a) Completion of Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka or UK or equivalent
- (b) Completion of Managerial Level Examination of the CIMA, UK or equivalent
- (c) Completion of the Higher National Diploma in Accountancy of the Sri Lanka Institute of Advanced Technological Studies.

AND

- (ii) Pass a written examination on the following subjects :-

- (a) Legislation pertaining to University education and University affairs in general
- (b) Financial Procedures of Higher Educational Institutions
- (c) Administrative and Disciplinary procedures
- (d) English Language.

[Candidates are required to possess a detailed knowledge of (ii) (a) (b) and (c) and a satisfactory level of competence of (ii) (d). However, candidates who have achieved the required competency level of English Language at the Efficiency Bar in the post of Assistant Accountant/Assistant Bursar/ Assistant Internal Auditor, are exempted from the English Language paper (ii) (d)]

Pass mark of the written examination – 40%

AND

- (iii) Pass a Viva-Voce examination (Structured Interview).

Pass mark of the structured interview - 40%

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