



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 915

No. 20, Ward Place,
Colombo 07.
August 25, 2009.

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**Schemes of Recruitment – Post of Audit Assistant Grade II, Grade I
& Senior Audit Assistant**

Your reference is invited to Commission Circular No. 903 of 24 December, 2008 regarding the scheme of recruitment for the post of Audit Assistant Grade II.

The Commission at its 781st meeting held on 04.06. 2009 decided;

- i to amend the Scheme of Recruitment for the post of Audit Assistant Grade II by substituting the word “Primary” appearing under (b)(i) of qualifications in the Scheme of Recruitment with the word “Preliminary”.
- ii to implement the Schemes of Recruitment for promotional grades for Audit Assistant, Grade I and Senior Audit Assistant as stated in the annexed schedule.

Accordingly, the approved schemes of recruitment for the posts of Audit Assistant Grade II, Grade I and Senior Audit Assistant are sent herewith.

These schemes of recruitment will come into effect from 01.09.2009.

Please take action accordingly.

(Prof. Gamini Samaranayake)
Chairman

- Copies to:
1. Chairman’s Office/UGC
 2. Vice-Chairman/UGC
 3. Members of the UGC
 4. Secretary/UGC
 5. Deans of Faculties
 6. Registrars of Universities
 7. Financial Controller/UGC
 8. Bursars of Universities
 9. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
 10. Deputy Registrars/Snr. Asst. Registrars/Asst. Registrar of Campuses/Institutes
 11. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
 12. Chief Internal Auditor/UGC
 13. Govt. Audit Superintendents of Universities
 14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEII
 15. Secretaries of Trade Unions
 16. Auditor-General
- File No. UGC/HR/2/3/235

SCHEME OF RECRUITMENT – POST OF AUDIT ASSISTANT, GRADE II

Post and Salary Code	Method of Recruitment	Qualifications
<p>Audit Assistant Grade II U-MN 2 (ii) (A-06)</p>	<p>By advertisement within the UGC and Higher Educational Institutions/Institutes in the first instance. If no suitable applicants are available, recruitment by open advertisement.</p> <p>Selection by interview</p>	<p>a) Passes in 04 subjects with 02 credits under the old syllabus or 03 subjects with 02 credits under the new syllabus of the G.C.E. (Advanced Level) examination and Credit passes for English Language/ English Literature and Mathematics/ Commercial Arithmetic at the G.C.E. (Ordinary Level) examination.</p> <p>And</p> <p>b) i) Preliminary Level/ /Licentiate I / Foundation Level of Institute of Chartered Accountants in Sri Lanka or ii) Foundation Level of Chartered Institute of Management Accountants or iii) Any other qualification determined by the Commission as equivalent to above (b) (i) and (ii)</p> <p>And</p> <p>c) At least two years experience in Auditing in State or recognized Private organization.</p> <p>Age: Not more than 45 years for external candidates.</p> <p>Note: In the case of Internal candidates, experience in Accounting/Auditing In the University system/ Public Sector/Recognized Private Organisation may be considered for the purpose of reckoning experience in Auditing mentioned in (c) above.</p>

SCHEME OF RECRUITMENT – POST OF AUDIT ASSISTANT, GRADE I & SENIOR AUDIT ASSISTANT

Post and Salary Code	Method of Recruitment	Qualifications
Audit Assistant Grade I U-MN 2 (I) (A-05)	By promotion. Selection by interview.	08 years experience as an Audit Assistant Gr. II
Senior Audit Assistant U-MN 4(I) (A-04(d))	By promotion. Selection by structured interview.	05 years experience as an Audit Assistant Grade I