



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 15/2017

No. 20, Ward Place,  
Colombo 07.

June 28, 2017

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**SCHEMES OF RECRUITMENT OF THE POSTS OF ASSISTANT  
SECRETARY/ASSISTANT REGISTRAR AND ASSISTANT ACCOUNTANT/ ASSISTANT  
BURSAR/ ASSISTANT INTERNAL AUDITOR**

Your attention is invited to the Schemes of Recruitment of the posts of Assistant Secretary/ Assistant Registrar and Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor specified in Commission Circular No. 948 of 10.03.2011 and also the Efficiency Bar requirements applicable to such posts as mentioned in Commission Circular No. 922 of 23.06.2010.

02. The Commission at its 965<sup>th</sup> meeting held on 01.06.2017 decided to amend the Schemes of Recruitment of the above posts in connection with the procedure adopted to make recruitments to such posts.

03. Accordingly, all the applicants under external and internal categories will be summoned to sit the written examination conducted by the Department of Examinations, without verifying their qualifications, and thereafter, applications of only the successful candidates at the written examination, will be scrutinized so as to verify whether such candidates have fulfilled the required qualifications and other requirements in terms of the Scheme of Recruitment, to the closing date of the advertisement.

04. The applicants will have only two (02) attempts to sit the written examination for each post of Assistant Secretary/ Assistant Registrar or Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor under each category, i.e. 02 attempts under internal category and 02 attempts under external category, which will be altogether 4 attempts for an internal candidate if he is eligible to sit the exam under the both categories for a particular post. Accordingly, counting of two attempts of the applicants will commence from the next immediate written examination to be conducted in future, and this will be applicable to the candidates those who have already sat the previous examinations, as well.

05. The applicants under the external category should be in the age between 22 - 30 years and the applicants under internal category should not be more than 53 years.

06. However, for the internal candidates the age limit of 53 years will not be considered for a period of 05 years commencing from the closing date of the advertisement to be published for the next immediate recruitment in order to give them opportunity to utilize the 2 attempts as mentioned in para. 04 above, to sit the upcoming written examinations.

07. The schemes of recruitment of the posts of Assistant Secretary/ Assistant Registrar and Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor as amended accordingly, and given in **Annex I** and **Annex II** respectively, will come into effect from 03.07. 2017.

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08. The Efficiency Bar requirements applicable to the posts of Assistant Secretary/ Assistant Registrar and Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor given in Commission Circular No. 922 are also produced with the amended schemes of recruitment by adding the words "as a subject" after the word "English" to the 'Note' specified in the Efficiency Bar requirements.

09. Please take action accordingly.

  
**Professor Mohan de Silva**  
Chairman

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