



University Grants Commission

Competitive Written Examination for recruitment to the posts of Assistant Secretary/ Assistant Registrar and Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor in the University System – 2017

Internal Category

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

1. The term ‘Chairman’ shall mean the Chairman 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. **Closing date of the Applications is 13.11.2017.** The written examination will be conducted by the Department of Examinations on January 2018.
5. The date of the written examination will be informed to the candidates by the Department of Examinations, Sri Lanka.
6. 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 web site of the Department of Examinations.

Note: No claims will be entertained with regard to loss or any delay of applications or any related letter through post.

Any prejudice arising as a result of delaying the submission of applications 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 UMN-I(II) / U-MTI(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. (The limit which has been imposed on the age of the candidates would not be a restriction on eligibility for a period of five (05) years commencing from the closing date of the applications. i.e. 13.11.2017)

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 UMN-1(II) / U-MT I(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. (The limit which has been imposed on the age of the candidates would not be a restriction on eligibility for a period of five (05) years commencing from the closing date of the applications. i.e. 13.11.2017)

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 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:

Recruitments 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;

Post	Subjects	Total Marks	Pass Mark
Assistant Secretary/ Assistant Registrar	3. English Language	100	40
	5. Legislation pertaining to University System	100	40
	6. General Administration and Financial Procedures	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 won't 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 & fulfilled the requirements at (2) above shall be summoned for a structured interview.

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. Appointments shall be made according to the order of merit depending on the availability of vacancies based on the quota allocated for External & Internal categories.

Medium of Examination:

1. Examination shall be conducted in all three languages (Sinhala/ Tamil/ English).
2. Candidates are required to sit for all examination papers in the medium which he/she mentioned in the application form except English Language Paper.
3. No candidate will be allowed to change the medium of examination under any circumstances.

Process of Applying:

1. Applications should be prepared as per the specimen including item No. 01-06 of the data sheet to the 1st page, item No. 01- 08 of the application to the 2nd page and the rest should be included in page No. 03 & 04. All self-hand written applications which followed the specimen should be submitted only in **English Medium**. Since any incompliance with the specimen and incomplete applications are rejected without giving any notice, it is advisable to ensure that whether the application complies with the specimen, all relevant information are included and the counterfoil of the bank deposit slip is pasted after including the information on payment of examination fee. Further it would helpful to keep copies of the completed application and the counterfoil of the bank deposit slip.
2. Every applicant should submit only one application form including all the posts he/she wishes to apply for.
3. Application Processing Fee:

Application Processing Fee for posts under each category (i.e. Assistant Secretary/ Assistant Registrar and Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor) is Rs.500/- . This payment should be made to the credit of the UGC Collection Account No. 2323287 at Torrington Branch of the Bank of Ceylon by filling the cash deposit slip for payment of cash to the UGC. Every application should be accompanied by the counterfoil of the bank deposit slip authenticated by the seal of the above mentioned bank and the signature of an Authorized Officer on such counterfoil. Payment should be made before the closing date of applications and the counterfoil of the bank deposit slip should be securely pasted in the relevant cage of the application form. Money orders or stamps won't be accepted as examination fee.

The payment is non-refundable and under no circumstance the payment would be changed for any other examination. It is advisable to keep a copy of the counterfoil with the candidate. Applications submitted without this counterfoil will not be entertained.

If any candidate is willing to sit the examination for both Administrative (Assistant Secretary/ Assistant Registrar) and Financial Administrative (Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor) posts, under internal category, he/she should make the payment of Rs. 1000/- as the examination processing fee.

4. Application forms could also be downloaded from the UGC Web Site **www.ugc.ac.lk**
5. All cages in the application form including data sheet should be filled and signed where applicable.
6. It is essential to mention the medium in which the candidate intends to sit the examination.
7. Candidates in the service of the University Grants Commission and Higher Educational Institutions/ Institutes, should channel their applications through the Heads of the respective Institutions.
8. Successful candidates should be prepared to serve at the Higher Educational Institutions/ Institutes to which he/ she is posted at least during the period of probation.
9. Applications received after the closing date/ incomplete applications/ applications not in conformity with the above requirements will be rejected.

Admission to the Examination:

1. Admission forms will be issued by the Commissioner General of the Examinations to the candidates who are within the relevant age limit (the limit which has been imposed on the age of the candidates would not be a restriction on eligibility for a period of five (05) years commencing from the closing date of the applications. i.e. 13.11.2017), have paid the examination fees on or before the closing date of applications and has forwarded the duly completed applications along with the counterfoil of the bank slip, based on the assumption that only the qualified people as per the internal advertisement have applied for the same. Once the admission forms are issued, a newspaper notification will be published by the Department of Examinations informing the same. If any candidate has not received the admission form even after the expiry of two three days after such notification he/she should inquire from the Organization and Foreign Examinations branch of the Department of Examinations. Any inquiring candidate as mentioned above should precisely mention the name of the examination, full name of the applicant, NIC No. and the address. If the candidate is residing outside Colombo area, it is much advantageous to send a request letter including above information to the fax No. mentioned in the advertisement along with a convenient fax No. to which a copy the admission form could be obtained. It would be advisable to keep copies of the application,

counterfoil of the deposit slip to prove any fact on inquiry by the Department of Examinations in such a situation.

2. Candidates should sit the examination at the prescribed examination hall. Every candidate should submit the attested admission form to the Hall In-charge on the first day of the Examination.
3. All candidates are subjected to the examination rules and regulations imposed by the Commissioner General of the Examinations and any violation of such will lead to punishments imposed by the Commissioner General of Examinations.

Note: Issuance of Admission forms to a candidate would not be an acceptance or confirmation that he/ she has fulfilled all the requirements to sit the examination.

Syllabus and papers relating to Written Examination:

Post of Assistant Secretary/Assistant Registrar

Paper	Duration	Description
<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"> • Comprehension • Letter / Memo/ Notes writing ability • Translation from Sinhala /Tamil to English
<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"> - Applicability of rules and regulations through case studies - Powers and functions of decision making bodies in HEIs - Ordinances, Statutes, By-laws, Regulations and Rules pertaining to HEIs.
<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"> - Analytical ability through case studies - Ability to read and understand relevant aspects of subject matters/problems and respond to the issues in terms of existing rules and regulations - Knowledge on Schemes of Recruitment and procedure for appointments / promotions

		<ul style="list-style-type: none"> - Handling general administrative matters - Disciplinary matters
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Post of Assistant Accountant/Assistant Bursar/Assistant Internal Auditor

Paper	Duration	Description
<u>Paper - 03</u> English Language	1 ½ hours	<p>The knowledge of Grammar and Presentation Skills of the candidates relating to the following areas will be tested</p> <ul style="list-style-type: none"> - Comprehension - Letter / Memo/ Notes writing ability - Translation from Sinhala /Tamil to English
<u>Paper - 05</u> Legislation pertaining to University system	03 hours	<p>The knowledge of the candidates relating to the following areas will be tested.</p> <ul style="list-style-type: none"> - Applicability of rules and regulations through case studies - Powers and functions of decision making bodies in HEIs - Ordinances, Statutes, By-laws, Regulations and Rules pertaining to HEIs.
<u>Paper - 07</u> Accounting and Financial Procedures	03 hours	<p>The knowledge of the candidates relating to the following areas will be tested.</p> <ul style="list-style-type: none"> - Preparation of final accounts in HEIs - Bank reconciliation statements - Stock verification - Procurement procedures in the HEIs - Cash flow statements - Audit procedures in HEIs

Identity of Candidates:

A candidate shall have his National Identity Card and the Admission Card with him/her in the examination hall when he/she presents himself/herself for the examination. If the candidate is unable to forward his/her identity when requested to do so by the Supervisor, the production of the valid passport would be suffice.

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.

Monthly salary Scale:

As per the Commission Circular No. 17/2016 dated 05.12.2016, this post carries the consolidated salary scale of U-EX 1 (II), Rs. 49860 - 3x1125 – 53235(EB) 54475; 12x1240 – 69355 p.m. as at 01.01.2020. However, appointees will be placed at the appropriate salary step as given in the Appendix II of that Circular with effect from the date of assumption of duties.

In addition, the Government approved allowances will be paid.

Gratuity:

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

Provident Fund & Pension Benefits:

Ten percentum (10%) of the salary will be credited by the employee and fifteen percentum (15%) of the salary by the employer of which eight percentum (8%) of the salary will be credited to the Universities Pension Scheme and seven percentum (7%) to the Universities Provident Fund by the employer.

Employees Trust Fund Benefit:

Three percentum (03%) of the salary by the employer.

Publishing the internal advertisement

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

Chairman

University Grants Commission