



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO.05/2020

No. 20, Ward Place,
Colombo 07.

August 10, 2020

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEME OF RECRUITMENT FOR THE POST OF AUDIT ASSISTANT

Your attention is invited to the Scheme of Recruitment of the post of Audit Assistant given in Commission Circular No. 915 of 25.08.2009.

02. The Commission at its 1032nd meeting held on 11.06.2020 having considered that the approval has been granted by the Department of Management Services to re-assign the salary code of U-MN 2 for the post of Audit Assistant as existed prior to conducting the Cadre Review, decided to amend the existing Scheme of Recruitment of the post of Audit Assistant and create its promotional grades, as given in **Annex I** of the Circular.

03. The amended Scheme of Recruitment is effective from 04.08.2020.

04. Accordingly, the Higher Educational Institutions/Institutes are instructed to absorb the existing employees in the post of Audit Assistant carrying the salary code of U-MN 1, to the corresponding salary step of the salary scale of U-MN 2 as the case may be, as shown in the Procedure for Absorption of Present Holders of the post of Audit Assistant given in **Annex II**, with effect from 04.08.2020 without back wages being paid for the period they spent in the post of Audit Assistant under the salary code of U-MN 1.

05. Further, the salary code of U-MN 1 mentioned against the post of Audit Assistant in the Cadre Reports should be amended as U-MN 2, and the clause given therein as "Personal to the holder basis" referring to the incumbent Audit Assistants under the salary code of U-MN 2, should be removed.

06. With the absorption of present holders of the post of Audit Assistant to the salary code of U-MN 2, the period of service of those who spent in the post of Audit Assistant under the salary code of U-MN 1 should also be taken into account when and where necessary for reckoning of number of years of service required to be completed for promotion to the Audit Assistant Grade I, Staff Audit Assistant and Senior Staff Audit Assistant as the case may be.

07. The Scheme of Recruitment of the post of Audit Assistant laid down in Commission Circular No. 915 is rescinded with the implementation of this Circular from 04.08.2020.

08. Please take action accordingly.

Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education, Technology and Innovations
 2. Chairman's Office/UGC
 3. Vice-Chairperson/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Registrars of Universities
 7. Deans of Faculties
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 13. Internal Auditor/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/2/3/235

SCHEMES OF RECRUITMENT FOR THE POST OF AUDIT ASSISTANT

Post & Salary Code	Method of Recruitment	Qualifications
<p>Audit Assistant, Gr. II</p> <p>U-MN 2(II)</p>	<p>By advertisement within the University System in the first instance. If not suitable applicants are available, recruitment by open advertisement.</p> <p>Selection by interview.</p>	<p>1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-</p> <p>(i) Sinhala Language/ Tamil Language (ii) English Language/ English Literature (iii) Mathematics</p> <p>AND</p> <p>2. Should have passed in all subjects at G.C.E (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)</p> <p>AND</p> <p>3. <u>Post specific qualifications:</u></p> <p>(a) Preliminary Level/ Licentiate I/ Foundation Level/ CAB I/ Executive Level of Institute of Chartered Accountants in Sri Lanka or equivalent.</p> <p>or</p> <p>(b) Foundation Level of Chartered Institute of Management Accountants (CIMA).</p> <p>or</p> <p>(c) Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE).</p> <p>or</p> <p>(d) Membership of Association of Accounting Technicians (AAT) of Association of Accounting Technicians of Sri Lanka.</p> <p>AND</p> <p>4. Minimum of two (02) year experience in Auditing in State or recognized Private Organization.</p>

Post & Salary Code	Method of Recruitment	Qualifications
		<p>Preference will be given to those who possess an acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.</p> <p>Note: In the case of Internal Candidates, experience in Accounting/ Auditing in the University System/ Public Sector/ Recognized Private Organization may be considered for the purpose of reckoning experience in Auditing mentioned in 4 above.</p> <p>Age: Should be not less than 18 years and not more than 45 years of age at the closing date of applications. The upper age limit will not apply to the internal candidates.</p>
<p>Audit Assistant, Gr. I U-MN 2(I)</p>	<p>By promotion. Selection by interview.</p>	<p>Audit Assistants Grade II who have been confirmed in their posts and have completed 08 years of satisfactory service in the post of Audit Assistant Grade II will be eligible for consideration for promotion to Grade I.</p>
<p>Staff Audit Assistant U-MN 4(II)</p>	<p>By promotion. Selection by interview.</p>	<p>Audit Assistants Grade I who have been confirmed in their posts and have completed 05 years of satisfactory service in the post of Audit Assistant Grade I will be eligible for consideration for promotion to the post of Staff Audit Assistant.</p>
<p>Senior Staff Audit Assistant U-MN 4(I)</p>	<p>By promotion. Selection by interview.</p>	<p>Staff Audit Assistants who have been confirmed in their posts and have completed 05 years of satisfactory service in the post of Staff Audit Assistant will be eligible for consideration for promotion to the post of Senior Staff Audit Assistant.</p>

Procedure for absorption of present holders of the post of Audit Assistant

1) Present holders in the post of Audit Assistant Grade II under the Salary Code of U- MN 2(II)

Existing Grade	Relevant existing Salary Step of the Salary Code	Grade after absorption	To be absorbed to the Corresponding Salary Step of the Salary Code
Audit Assistant – Grade II	U-MN 2(II)* (*Personal to the holder basis)	Audit Assistant – Grade II	U-MN 2(II)

2) Present holders in the post of Audit Assistant Grade II under the Salary Code of U- MN 1(III)

Existing Grade	Relevant existing Salary Step of the Salary Code	Grade after absorption	To be absorbed to the Corresponding Salary Step of the Salary Code
Audit Assistant – Grade II	U-MN 1(III)	Audit Assistant – Grade II	U-MN 2(II)

With the absorption of respective employees in the post of Audit Assistant to the salary code of U-MN 2, the period of service of those who spent in the post of Audit Assistant under the salary code of U-MN 1(III) should also be taken into account when and where necessary for reckoning of number of years of service required to be completed for promotion to the Audit Assistant Grade I, Staff Audit Assistant and Senior Staff Audit Assistant as the case may be.

Department of Human Resources
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