



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 15 /2022

No. 20, Ward Place  
Colombo 07

November 01, 2022

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **SCHEMES OF RECRUITMENT FOR THE POSTS OF DEPUTY SECRETARY/DEPUTY REGISTRAR AND DEPUTY ACCOUNTANT/DEPUTY BURSAR/DEPUTY INTERNAL AUDITOR**

Your attention is invited to the Schemes of Recruitment of the posts of Deputy Secretary/Deputy Registrar and Deputy Accountant/Deputy Bursar/Deputy Internal Auditor specified in Commission Circular No. 11/2017 of 06.04.2017.

2. The University Grants Commission at its 1081<sup>st</sup> meeting held on 07.07.2022 noted that as per 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 which are effective from 17.03.2017, external recruitment is not made for the said posts, hence external experience gained outside the university system before joining the university system is not considered as fulfilment of number of years of experience required to be completed to apply for the posts of Senior Assistant Secretary/Senior Assistant Registrar and Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor.

3. Since no external recruitment is available for the posts of Deputy Secretary/Deputy Registrar and Deputy Accountant/Deputy Bursar/Deputy Internal Auditor which are the next promotional avenues of the posts of Senior Assistant Secretary/Senior Assistant Registrar and Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor, the Commission decided to amend the Schemes of Recruitment applicable to the posts of Deputy Secretary/Deputy Registrar and Deputy Accountant/Deputy Bursar/Deputy Internal Auditor, to consider only the relevant experience gained in the university system to be counted for the eligibility for the posts of Deputy Secretary/Deputy Registrar and Deputy Accountant/Deputy Bursar/Deputy Internal Auditor.

4. The Commission, however, decided to consider the experience of the administrative and financial officers gained outside the university system before joining the university system which had already been considered for their appointment/promotion to the posts of Senior Assistant Secretary/Senior Assistant Registrar and Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor when considering the eligibility of such staff for promotion to the posts of Deputy Secretary/Deputy Registrar and Deputy Accountant/Deputy Bursar/Deputy Internal Auditor.

5. The Schemes of Recruitment for the posts of Deputy Secretary/Deputy Registrar and Deputy Accountant/Deputy Bursar/Deputy Internal Auditor, as amended accordingly, are given in **Annex I** and **Annex II** respectively.

Contd./...

6. The provisions of this circular are effective from November 01, 2022.
7. The Schemes of Recruitment for the posts of Deputy Secretary/Deputy Registrar and Deputy Accountant/Deputy Bursar/Deputy Internal Auditor specified in Annex V and VI of Commission Circular No. 11/2017 of 06.04.2017, will be repealed with the implementation of this circular.
8. Please bring the contents of this circular to the notice of the employees concerned.



**Senior Prof. Sampath Amaratunge**  
Chairman

- Copies:
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  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 Deputy Secretary/Deputy Registrar**

Post	Method of Recruitment	Qualifications
<p><b>Deputy Secretary/ Deputy Registrar</b></p> <p>U-EX 2 (a)</p>	<p>By promotion.</p> <p>By internal advertisement and Selection by a Structured Interview.</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p> <p>Appointments will be given according to the order of merit of the marks scored at the structured interview depending on the availability of vacancies.</p>	<p>(a) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of three (03) years and confirmed in that post and possesses a Bachelor's Degree with First or Second Class and a Postgraduate Degree at Masters' level or higher in Administration or Management* from a recognized University/ HEI with not less than ten (10) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and/or Senior Assistant Secretary/ Senior Assistant Registrar in the university system after obtaining the Bachelor's Degree.</p> <p>OR</p> <p>(b) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Degree at Master's level or higher in Administration or Management* from a recognized University/ HEI with not less than twelve (12) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and/or Senior Assistant Secretary/ Senior Assistant Registrar in the university system after obtaining the Bachelor's Degree.</p> <p>OR</p> <p>(c) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Diploma of not less than one year duration in Administration or Management* from a recognized University/HEI with not less than fourteen (14) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and/or Senior Assistant Secretary/ Senior Assistant Registrar in the university system after obtaining the Bachelor's Degree.</p> <p>OR</p>

Post	Method of Recruitment	Qualifications
		<p>(d) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of eight (08) years and confirmed in that post and possesses a Bachelor's Degree from a recognized University/HEI with not less than fifteen (15) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and/or Senior Assistant Secretary/ Senior Assistant Registrar in the university system of which at least five (05) years should be after obtaining the Bachelor's Degree.</p> <p>OR</p> <p>(e) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of ten (10) years of which minimum three (03) years of service should be in the U-EX 2 (I) grade and confirmed in that post with a total of fifteen (15) years of administrative experience in the posts of Assistant Secretary/ Assistant Registrar and/or Senior Assistant Secretary/ Senior Assistant Registrar in the university system.</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"> <li>• <i>Public/ Business Administration</i></li> <li>• <i>Management</i></li> <li>• <i>Public Policies</i></li> <li>• <i>Human Resource Management</i></li> <li>• <i>Economics</i></li> <li>• <i>Law</i></li> <li>• <i>Financial Management</i></li> <li>• <i>Project Planning and Management</i></li> <li>• <i>Information Technology or</i></li> <li>• <i>Any other discipline of which at least 50% total credit load of subject components should be from Management/Administration</i></li> </ul>

**Scheme of Recruitment for the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor**

Post	Method of Recruitment	Qualifications
<p><b>Deputy Accountant/ Deputy Bursar/Deputy Internal Auditor</b></p> <p>U-EX 2(a)</p>	<p>By promotion.</p> <p>By internal advertisement and selection by a structured interview.</p> <p>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</p> <p>Appointments will be given according to the order of merit of the marks scored at the structured interview depending on the availability of vacancies.</p>	<p>(a) A person holding a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent.</p> <p>AND</p> <p>Should possess at least three (03) years of experience in the post of Senior Assistant Accountant / Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post.</p> <p>OR</p> <p>(b) A holder of the post of Senior Assistant Accountant / Senior Assistant Bursar / Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a Bachelor's Degree from a recognized University/HEI and Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or a certificate of Intermediate Level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with at least three (03) years of service after being placed on the U-EX 2(I) salary scale.</p> <p>OR</p> <p>(c) A holder of a post of Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a Bachelor's Degree from a recognized University/HEI or the Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor with not less than fifteen (15) years of experience in</p>

**Annex II**

<b>Post</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
		<p>Accounting and/or Auditing in the posts of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor and/or Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the university system of which eight (08) years of such experience should be in the post of Senior Assistant Bursar/Senior Assistant Accountant/ Senior Assistant Internal Auditor in the university system and also have completed at least five (05) years of service after obtaining the Bachelor's Degree.</p> <p>OR</p> <p>(d) A holder of the post of Senior Assistant Accountant/Senior Assistant Bursar / Senior Assistant Internal Auditor in the university system and confirmed in that post with fifteen (15) years of experience in accounting and/or auditing in the posts of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor and/or Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the university system of which ten (10) years of service should be in the post of Senior Assistant Accountant /Senior Assistant Bursar / Senior Assistant Internal Auditor in the university system with at least three (03) years of service in the U-EX 2 (I) grade.</p>

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