

FOR INTERNAL CANDIDATES ONLY



UNIVERSITY GRANTS COMMISSION

VACANCIES IN THE UGC AND THE HIGHER EDUCATIONAL INSTITUTIONS

Applications are invited from suitably qualified internal candidates who serve at UGC or any other HEI which is under the purview of UGC for the following posts in the University System. The persons appointed will be expected to make a significant contribution to the management of the University Grants Commission and Higher Educational Institutions/ Institutes (HEIs).

(A) POST OF SENIOR ASSISTANT SECRETARY/ SENIOR ASSISTANT REGISTRAR

QUALIFICATIONS

Category A

A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution, who was qualified to that post under category A (External) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications;

- (i) A Bachelor's Degree with First or Second Class from a recognized University/HEI.

OR

- (ii) A Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration / Management* from a recognized University/ HEI. (**Fields of study other than Administration/Management, as defined in Commission Circular No. 05/2014 of 19.05.2014 and Commission Circular No.09/2020 of 12.11.2020*)

AND

Five (05) years of service in that post.

Category B

A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution, who was qualified to that post under category B (Internal) of the Scheme of Recruitment concerned, and confirmed in that post, possessing a Bachelor's Degree from a recognized University/HEI.

AND

Five (05) years of service in that post.

(B) POST OF SENIOR ASSISTANT ACCOUNTANT/ SENIOR ASSISTANT BURSAR / SENIOR ASSISTANT INTERNAL AUDITOR

QUALIFICATIONS

Category A

A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution, who was qualified to that post under category A (External) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications;

- (i) Pass in the Final II examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.

OR

- (ii) A Bachelor's Degree specialized in Accounting/Finance from a recognized University/HEI.

OR

- (iii) A Bachelor's Degree from a recognized University/HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.

OR

- (iv) The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

Five (05) years of service in that post.

Category B

1. A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution who was qualified to that post as per the category B1(a)(Internal) of the relevant Scheme of Recruitment of the post, and confirmed in that post, possessing following qualifications or qualifications under category A above;

- (i) A Bachelor's Degree with Accounting/ Finance as a subject from a recognized University/HEI

AND

- (ii) Completion of the Intermediate level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.

OR

The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

Five (05) years of service in that post.

2. A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution who was qualified to that post as per the category B1(b) (Internal) of the relevant Scheme of Recruitment of the post, and confirmed in that post, possessing following qualifications or qualifications under category A above;

- (i) Completion of the Intermediate level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent.

OR

- (ii) The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

Five (05) years of service in that post.

SALARY SCALE

This post carries the consolidated salary scale of U-EX 2(II), Rs. 66180 - 8x1335; 8x1630 - 89900/- p.m. However, appointees will be placed at the appropriate point of the salary scale applicable as at the date of appointment.

In addition, the Government approved allowances applicable to the University System will be paid.

SELECTION CRITERIA

Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

GENERAL CONDITIONS

- (i) Applications for the above posts should be made in the prescribed form sent herewith or could be downloaded from the UGC Website www.ugc.ac.lk. Duly completed applications should be forwarded **with copies of all relevant certificates to be considered (Educational, Professional, Training, IT related & Service Certificates and Extra - Curricular Activities, etc.)** to reach the **Additional Secretary/ Human Resources, University Grants Commission, No. 20, Ward Place, Colombo 07, on or before April 20, 2023. Applications sent in the specified forms will only be accepted.**

***Note:** Details of all relevant certificates should be mentioned in the appropriate sections of the application and certified copies of them should be attached with the application. Any other certificates submitted after submission of the application, at the interview or later will not be accepted.*

- (ii) The name of the post in respect of which the application is sent should be stated on the top left hand corner of the envelope.
- (iii) All prospective candidates are required to forward a scanned advanced copy of their application (along with all annexures) saved as PDF and Word file to the email recruitments.sarsab@ugc.ac.lk on or before the closing date of applications.

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- (iv) **Candidates should channel their applications through the Heads of their respective Institutions.**
- (v) **These posts are transferable. However, successful candidates should be prepared to serve at the Higher Educational Institutions / Institutes to which he/she is initially posted, during the period of probation.**
- (vi) The Commission reserves the right to short list the candidates and also to post selected candidates to any Higher Educational Institution.
- (vii) **Applications received after the closing date/ not in conformity with the above requirements /incomplete applications will be rejected.**

SECRETARY

University Grants Commission
No. 20, Ward Place
Colombo 07.

March 20, 2023