



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 05 /2024

No. 20, Ward Place,
Colombo 07.

February 27, 2024

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

MARKING SCHEMES FOR THE STRUCTURED INTERVIEWS - RECRUITMENT TO THE POSTS OF REGISTRAR AND BURSAR/ INTERNAL AUDITOR

The posts of Registrar and Bursar are considered as key positions of Administrative and Financial Officer Grades in a University thus maintaining a uniform and fair marking scheme and evaluation process is vital to ensure that the most suitable persons are selected to the respective posts.


02. Having considered the fact that different Universities follow different marking schemes at the selection committees held for the above posts and they carry vast deviations from each other, the Commission at its 1119th meeting held on 22.02.2024 decided to introduce marking schemes for the posts of Registrar and Bursar/ Internal Auditor as **Annex I** and **Annex II** respectively in order to maintain uniformity of the recruitment process of these posts.

03. The Commission further decided that the proposed marking schemes shall be applicable to all future recruitments of the referred posts disregarding that marking schemes have already been approved by respective Councils for the same.

04. However, the breakdown of the marks under each criterion of evaluation which is not specifically mentioned in the above marking schemes (criteria 1, 2 and 3) should be approved by the respective Councils prior to conducting the structured interview for that particular post.

05. The provisions of this circular will come into effect from 01.03.2024.

06. Please take action accordingly.



Senior Prof. Sampath Amaratunge
Chairman

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 2. Vice-Chairman/UGC
 3. Members of the UGC
 4. Secretary/UGC
 5. Registrars of Universities
 6. Deans of Faculties
 7. Accountant/UGC
 8. Bursars of Universities
 9. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 10. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes

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11. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
12. Internal Auditor/UGC
13. Chairman's Office/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/1/30(2024)

POST OF REGISTRAR
MARKING SCHEME FOR THE STRUCTURED INTERVIEW

(Maximum Marks)

1. Qualifications (relevant to the post of Registrar) over & above the minimum requirement specified by the relevant Scheme of Recruitment	20%
2. Training in fields of Management & Administration and IT Qualifications	10%
3. Experience gained in fields of Management & Administration over & above the period specified in the relevant Scheme of Recruitment	10%
4. Presentation on the intended plan of the Administrative Leadership or Pre-Informed Situation Analysis	10%
5. Interview Performance	40%
<ul style="list-style-type: none"> • Knowledge of the University System • Knowledge of the Administrative Procedures <ul style="list-style-type: none"> - Evidence of having sound knowledge of the Universities Act, E-code, Circulars, Procedures in University System - Evidence of having effective and efficient management skills in relation to HR & Student Affairs • Problem Solving Ability • Analytical/ Conceptual Skills • Ability to communicate professionally with clarity and confidence 	 05 05 10 10 05
6. Personal Integrity	05%
7. Personality & Leadership including extra-curricular activities	05%
TOTAL	----- <u>100</u>

POST OF BURSAR/ INTERNAL AUDITOR
MARKING SCHEME FOR THE STRUCTURED INTERVIEW

(Maximum Marks)

1. Qualifications (relevant to the post of Bursar/ Internal Auditor) over & above the minimum requirement specified by the relevant Scheme of Recruitment	20%
2. Training in fields of Financial Administration/ Financial Management and IT Qualifications	10%
3. Experience gained in fields of Financial Administration/ Financial Management over & above the period specified in the relevant Scheme of Recruitment	10%
4. Presentation on the intended plan of the Financial Administration or Pre-Informed Situation Analysis	10%
5. Interview Performance	40%
• Knowledge of the University System	05
• Knowledge of Financial Administrative Procedures	
- Evidence of having sound knowledge of the Universities Act, Financial procedures, relevant circulars	05
- Evidence of having practical application of financial procedures	05
• Problem Solving Ability	10
• Analytical/ Conceptual Skills	10
• Ability to communicate professionally with clarity and confidence	05
6. Personal Integrity	05%
7. Personality & Leadership including extra-curricular activities	05%
TOTAL	----- <u>100</u>