



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 971

No.20, Ward Place,  
Colombo 07  
15.11.2011

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**AMENDMENTS TO THE SCHEME OF RECRUITMENT OF THE POST OF ACCOUNTANT/ BURSAR/ INTERNAL AUDITOR AND THE EFFICIENCY BAR (EB) REQUIREMENTS APPLICABLE TO EXECUTIVE GRADES {U-EX 1(IV) & U-EX 2(III) SALARY CODES} & ACADEMIC SUPPORT STAFF {U-AS 2(I) SALARY CODE}**

**(I) AMENDMENTS TO THE SCHEME OF RECRUITMENT OF THE POST OF ACCOUNTANT/ BURSAR/ INTERNAL AUDITOR STIPULATED IN COMMISSION CIRCULAR NO. 922 OF 23<sup>RD</sup> JUNE 2010.**

The University Grants Commission at its 837<sup>th</sup> meeting held on 03<sup>rd</sup> November 2011 decided to amend the existing scheme of recruitment for the post of Accountant/ Bursar/ Internal Auditor.

The amended scheme of recruitment which is effective from 15<sup>th</sup> November 2011 is sent herewith.

The grace period which will be operative upto 30.06.2013 as per Commission Circular No.927 of 19.07.2010 will be applicable to the above revised scheme of recruitment as well.

**(II) EFFICIENCY BAR (EB) REQUIREMENTS APPLICABLE TO EXECUTIVE GRADES { U-EX 1(IV) & U-EX 2(III) SALARY CODES & ACADEMIC SUPPORT STAFF ( U-AS 2(I) SALARY CODE}**

The Commission also having noted that the grace period granted by Commission Circular No.927 is applicable to Efficiency Bar requirements too as decided at its 833<sup>rd</sup> meeting held on 01.09.2011, decided to withdraw the concession given to employees who have reached 45 years of age, exempting from the written component of the EB requirements, at the end of the grace period given by above Commission Circular.

In the above circumstances;

- (a) The EB requirements of the employees who are holding the posts in U-EX 1(IV) and U-EX 2(III) salary codes as at 30<sup>th</sup> June 2010 and holding the posts in U-AS 2(I) salary code and Works Superintendents (Special Grade) in U-MN 4(I) salary code could be evaluated by an interview upto 30<sup>th</sup> June 2013 in order to ensure that they have satisfied the EB requirements. The interview may have a written component as determined by the Selection Committee.
- (b) An employee who has reached the age of 45 years at the time of completion of the relevant salary step/years of service on which he has to satisfy the EB requirements, will be exempted from the written component (if any) of the interview mentioned in (a) above. This will be applicable only upto 30<sup>th</sup> June 2013.

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- (c) The interview, for evaluation on completion of the EB requirements, be held in the Higher Educational Institution by a Selection Committee nominated by the UGC or the Governing Authority of the Higher Educational Institution concerned or the UGC, as done at present. When these categories of employees are successful at the evaluation they could be placed at the salary point in the relevant salary scale on completion of the EB requirements.
- (d) EB requirements which have been specified in Commission Circular No. 922 for the employees carrying salary codes of U-EX 1(IV) and U-EX 2(III) will be fully operative with effect from 01.07.2013.
- (e) Action will be taken to inform the EB requirements for the posts categorized under the U-AS 2(I) salary code and Works Superintendents (Special Grade) in U-MN 4(I) salary code in due course.

The following Establishments Circular Letters are hereby rescinded ;

Establishments Circular Letter No. 16/1990 dated 11.04.1990  
Establishments Circular Letter No. 17/1990 dated 17.04.1990  
Establishments Circular Letter No. 12/1995 dated 30.10.1995  
Establishments Circular Letter No. 14/1997 dated 21.07.1997

Please take action accordingly and to keep the relevant officers informed of the above.

  
(Prof. Gamini Samaranyake)  
Chairman

- Cc:
1. Secretary/Ministry of Higher Education
  2. Chairman's Office/UGC
  3. Vice-Chairman/UGC
  4. Members of the UGC
  5. Secretary/UGC
  6. Deans of Faculties
  7. Registrars of Universities
  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 Campus /Institutes
  12. Deputy Bursars/Snr .Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
  13. Chief Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
  16. Secretaries of Trade Unions
  17. Auditor -General

File No. UGC/HR/1/2/407 (2010)

<p><b>Accountant / Bursar /Internal Auditor U-EX-3(II) [A-01 (a)]</b></p>	<p><b>Method of Recruitment</b></p> <p>By open advertisement 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><b>Qualifications</b></p> <p>1. (a) Should possess a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent.</p> <p>AND</p> <p>(b) Should possess at least six (06) years of experience in Accounting and/or Auditing in an executive capacity after acquiring the qualifications at 1(a) above.</p> <p>OR</p> <p>2. A holder of the post of Deputy Accountant/ Deputy Bursar/Deputy Internal Auditor in the university system who possesses three (03) years of satisfactory service in that post and confirmed in the post with qualification at 1(a) above. At least one (01) year out of the above three (03) years of experience should be after acquiring the qualification at 1(a) above.</p> <p>OR</p> <p>3. A holder of the post of Senior Assistant Accountant/Senior Asst. Bursar/Senior Assistant Internal Auditor in the university system who is confirmed in that post and possesses ten (10) years of experience in accounting and/or auditing in an executive</p>
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		<p>capacity and at least eight (08) years of satisfactory service in the post of Senior Assistant Accountant/Senior Assistant Bursar / Senior Assistant Internal Auditor in the university system with qualification as at 1(a) above. Three (03) years of such experience should be after acquiring the qualification at 1(a) above.</p> <p>OR</p> <p>4 A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the university system who is confirmed in that post with Master's Degree in Accountancy / Finance / Management* from a recognized University /HEI and possesses the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with not less than twelve (12) years of experience in accounting and /or auditing in an executive capacity after successfully completion of the above Intermediate qualification. At least ten (10) years of such experience should be in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor or above in the university system.</p> <p>OR</p>
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<p>5. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the university system who possesses three (03) years of satisfactory service in that post and confirmed in the post with a Degree from a recognized University/HEI and the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent / Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor, with not less than fourteen (14) years of experience in accounting and/or auditing in an executive capacity after obtaining the above Intermediate qualification/HNDA. At least five (05) years of such experience should be at the level of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor and/or Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the grade of U-EX 2(II) in the university system.</p>		
<p>OR</p> <p>6 A holder of the post of Deputy Accountant / Deputy Bursar / Deputy Internal Auditor in the university system who possesses a Degree from a recognized University/HEI or Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent or Higher</p>		

National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor with not less than eighteen (18) years of experience in Accounting or Auditing in the university system out of which at least three (03) years should be in the post of Deputy Accountant / Deputy Bursar / Deputy Internal Auditor in the university system and confirmed in that post.

**Note :** *'Accounting and/or Auditing' experience means, experience gained in an executive capacity in Accounting and/or Auditing in a State or Reputed Private Sector Organization.*

\* *Term 'Management' means a Degree in Management/Public Administration/Business Administration with major component in Accounting and Finance.*