



UNIVERSITY GRANTS COMMISSION

VACANCIES IN THE UNIVERSITY GRANTS COMMISSION AND HIGHER EDUCATIONAL INSTITUTIONS / INSTITUTES

Applications are invited from suitably qualified persons 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 (HEI).

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

Qualifications;

- (a) Should possess a Degree with First or Second Class from a recognized University/HEI with not less than five (05) years of administrative experience after obtaining the first Degree.
- OR
- (b) Should possess a Degree and a Postgraduate Degree or a Postgraduate Diploma of not less than one year duration in the following fields from a recognized University / HEI with not less than five (05) years of administrative experience after obtaining the first Degree.
- Public / Business Administration
 - Management
 - Public Policies
 - Human Resource Management
 - Economics
 - Law
 - Financial Management
 - Project Planning and Management
 - Information Technology or
 - Any other discipline with a significant component of Management / Administration.

Note:

"Administrative Experience" means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University / HEI. Experience gained in specialized fields such as Finance / Engineering or other Technical fields are not considered for this purpose.

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

Qualifications;

1. (a) Should possess a pass in the final examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent
- OR
- (b) Should possess a Degree from a recognized University / HEI, and a Certificate of Intermediate Level of the Institute of Chartered Accountants of Sri Lanka or its equivalent.
- AND
2. At least three (03) years of experience in Accounting and/or Auditing in an executive capacity after acquiring the qualifications at 1(a) or 1(b) above.

Note:

"Accounting and/or Auditing experience" means the experience gained in an executive capacity in accounting and/or auditing in a state or reputed private sector organization.

SALARY SCALE

U-EX 2(II) Rs. 32,745 - 8x645; 8x790 - 45,225/ = p.m.

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

SELECTION CRITERIA

Selection by a structured interview.

SABBATICAL LEAVE

The selected candidates for any of the posts advertised will be eligible for one year sabbatical leave with full pay on completion of 07 years of service. An Officer proceeding abroad on sabbatical leave is also eligible to receive passage for himself/herself and the spouse.

GRATUITY

Gratuity payments will be in accordance with the provisions of the payment of Gratuity Act No. 12 of 1983

PROVIDENT FUND & PENSION BENEFITS

Ten per centum (10%) of the salary will be credited by the employee and fifteen per centum (15%) of the salary by the employer of which eight per centum (8%) of the salary will be credited to the Universities Pension Scheme and seven per centum (07%) to the Universities Provident Fund by the employer.

EMPLOYEES TRUST FUND BENEFIT

Three per centum (03%) of the salary by the employer.

GENERAL CONDITIONS

- i. Application forms could be downloaded from the UGC Web Site www.ugc.ac.lk until 14.05.2015 or obtained from the Human Resources Department of the University Grants Commission Secretariat before 08.05.2015. Applications sent in the specified format will only be accepted.
- ii. Duly completed applications should be forwarded with copies of relevant certificates (Educational / Professional / Service) to reach the Senior Assistant Secretary / Human Resources, University Grants Commission, No. 20, Ward Place, Colombo 07, on or before 15th May 2015.
- iii. The post applied should be stated on the top left hand corner of the envelope.
- iv. **Candidates in the service of the University Grants Commission and Higher Educational Institutions / Institutes, Government Departments, State Corporations and Statutory Bodies should channel their applications through the Heads of the respective Institutions.**
- v. **These posts are transferable. However, during the probationary period, successful candidates should be prepared to serve at the Higher Educational Institutions / Institutes to which he/she is initially posted.**
- vi. The Commission reserves the right to shortlist the candidates and also to place selected candidates at any Higher Educational Institution.
- vii. Applications received after the closing date / incomplete applications / not in conformity with the above requirements will be rejected.

CHAIRMAN

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

April 23, 2015