



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 Higher Educational Institutions / Institutes. The persons appointed will be expected to make a significant contribution to the management of Higher Educational Institutions / Institutes.

POST OF ASSISTANT SECRETARY / ASSISTANT REGISTRAR

QUALIFICATIONS:

- (a) Should possess a Degree with First or Second Class from a recognized University / Higher Educational Institute.
- OR
- (b) Should possess a Degree with a Postgraduate Degree / Postgraduate Diploma in the following fields from a recognized University / Higher Educational Institute.
- 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 : Please submit a single application for both posts mentioned under this category.

SELECTION CRITERIA:

- (i) Selections will be made in order of merit which will be decided on the basis of aggregate marks of a written examination (75% marks will be allocated) and a structured interview (25% marks will be allocated).
- (ii) The eligible applicants are required to pass a written examination covering the following areas :-
- Paper I - IQ and reasoning
 Paper II - Management Competencies
 Paper III - English Language
- (iii) The candidates who have obtained 40% marks or above from each of the above papers will be summoned for a structured interview of which the pass mark is also 40%

POST OF ASSISTANT ACCOUNTANT / ASSISTANT BURSAR / ASSISTANT INTERNAL AUDITOR

QUALIFICATIONS:

1. Pass in the Final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.
- OR
2. (a) (i) Should possess a Special Degree in Accounting from a recognized University / Higher Educational Institute
- OR
- (ii) Should possess a Degree from a recognized University / Higher Educational Institute with a pass in the Intermediate Level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.
- OR
- (iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.
- AND
- (b) Two (02) years of working experience in Accounting / Auditing in a Government / State Corporation or reputed private sector organization.

Note: Please submit a single application for all posts mentioned under this category.

SELECTION CRITERIA:

- (i) Selections will be made in order of merit which will be decided on the basis of aggregate marks of a written examination (75% marks will be allocated) and a structured interview (25% marks will be allocated).
- (ii) The eligible applicants are required to pass a written examination consisting of the following areas:-
- Paper I - IQ and reasoning
 Paper II - Accounting & Finance
 Paper III - English Language
- (iii) The candidates who have obtained 40% marks or above from each of the above papers will be summoned for a structured interview of which the pass mark is also 40%

SALARY:

U-EX I(II) Rs. 26020 - 3 x 585 - 27775 (EB) 28420; 12x645 - 36160/ = p.m.

In addition the Government approved allowances will be paid.

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 percentum (10%) of the salary will be credited by the employee and fifteen percentum (15%) of the salary by the employer of which 8% of the salary will be credited to the Universities Pension Scheme and seven percentum (7%) to the Universities Provident Fund by the employer.

EMPLOYEES TRUST FUND BENEFIT:

Three percentum (03%) of the salary by the employer.

NOTES:

- (i) An Application Processing Fee of Rs. 1000/- should be paid for each application. This payment should be made to the credit of the UGC Collection Account No. 0002323287 at Torrington Branch of the Bank of Ceylon by filling in the paying in voucher for payment of cash to the UGC. Every application should be accompanied by the counterfoil of the paying-in-voucher authenticated by the seal of the above mentioned bank and the signature of an Authorized Officer on such counterfoil. It should be paid before the closing date of applications and should be pasted in the relevant cage of the application form. This is a non refundable payment. It is advisable to keep a photocopy of the receipt with the candidate. Applications submitted without this receipt will not be entertained.
- (ii) All cages in the application form including data sheet should be filled and signed where applicable.
- (iii) It is essential to mention the medium in which the candidate intends to sit the examination.
- (iv) Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, Attorney-at-law, Notary Public, Commissioned Officer in the Armed Force or an Officer holding a permanent post in Public Service whose annual initial salary is more than Rs. 240,360.00.
- (v) Application forms could be obtained from the Senior Assistant Secretary / Human Resources Department of the UGC by hand or by post sending a self addressed stamped envelope 9"x4" in size before 30th June 2015. Application forms could also be downloaded from the UGC website www.ugc.ac.lk
- (vi) Duly completed applications should be forwarded with copies of relevant certificates under Registered Cover indicating the post applied for on the top left hand corner of the envelope to reach the Senior Assistant Secretary / Human Resources, University Grants Commission, No. 20, Ward Place, Colombo 07, on or before 10th July 2015.
- (vii) 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.
- (viii) Successful candidates should be prepared to serve at the Higher Educational Institutions / Institutes to which He / She is posted at least during the period of probation.
- (ix) The Commission reserves the right to short list the candidates.
- (x) 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.

Date: 1st June 2015.