



UNIVERSITY GRANTS COMMISSION

VACANCIES AT GAMPAHA WICKRAMARACHCHI UNIVERSITY OF INDIGENOUS MEDICINE

The University Grants Commission is in the process of setting up Gampaha Wickramarachchi University of Indigenous Medicine. Accordingly applications are invited from suitably qualified candidates to take up the posts of Registrar and Bursar at Gampaha Wickramarachchi University of Indigenous Medicine in terms of section 144 of the Universities Act No. 16 of 1978 as amended. The closing date of applications is 31.12.2020.

POST OF REGISTRAR

The Registrar is a full time officer of the University, Ex-officio Secretary of the Council and the Senate and the Assistant Accounting officer of the University. He/She shall be the custodian of the property of the University and, subject to the direction and the control of the Vice Chancellor, be responsible for the general administration of the University.

The University Grants Commission is searching for dynamic individual to join the top management of the Gampaha Wickramarachchi University of Indigenous Medicine and contribute to the socio- economic development of the country through improvement of quality and relevance of higher education.

Preference will be given to applicants possessing experience in modern management practices, proven leadership skills, creative and innovative approaches to problem solving, competency in English and Excellent Interpersonal and communication skills.

QUALIFICATIONS

(a) Should possess a Degree with First or Second Class and a Postgraduate Degree at the level of Ph.D. in Administration or Management from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the first Degree.

OR

(b) Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Masters' level in Administration or Management from a recognized University /HEI with not less than twelve (12) years of administrative experience after obtaining the first Degree.

OR

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- (c) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Masters' Degree in Administration or Management of not less than one (01) year's duration from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(I) grade of the Commission/ a Higher Educational Institution/Institute.

OR

- (d) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Postgraduate Diploma of not less than one year's duration in Administration or Management from a recognized University/HEI with not less than fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(I) grade of the Commission/a Higher Educational Institution/Institute.

OR

- (e) An Attorney-at-Law with a Degree from a recognized University/HEI who has completed three (03) years of satisfactory service in the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute with fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of a Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(I) grade of the Commission/a Higher Educational Institution/Institute.

OR

- (f) A holder of the post of Deputy Secretary/Deputy Registrar who is a graduate from a recognized University/HEI with eighteen (18) years of administrative experience of the Commission/a Higher Educational Institution/Institute out of which at least three (03) years should be in the post of Deputy Secretary/Deputy Registrar and confirmed in that post.

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.

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POST OF BURSAR

The Bursar should be a committed, enthusiastic and energetic individual holding the vital responsibility and ensuring excellence in all financial matters of the new University which includes the smooth functioning of all projects and program budgeting requirements, internal and external monthly, quarterly and annual reporting requirements and management of subordinate staff to keep par with the Mission of the University.

QUALIFICATIONS

1. (a) Should possess the Membership of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent ;

AND

(b) Should possess at least six (06) years of experience in accounting and/or auditing in an executive capacity after acquiring the qualification at 1 (a) above.

OR

2. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission or Higher Educational Institution/Institute with the following;
- Confirmed in that post with three (03) years of satisfactory service in that post of which one (01) year should be after acquiring the qualification at 1(a) above.

OR

3. A holder of the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the University Grants Commission or Higher Educational Institution/Institute with all of the following;
- Confirmed in that post with ten (10) years of experience in accounting and/or auditing in an executive capacity;
 - At least eight (08) years of satisfactory service of above ten (10) years should be in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the University System;
 - Three (03) years of above eight (08) years of experience should be after acquiring the qualification at 1(a) above.

OR

4. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational Institution/Institute with all of the following;
- Confirmed in that post;

- Possess the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;
- Possess a Masters' Degree in Accountancy/Finance/Management* from a recognized University/HEI;
- Twelve (12) years of experience in accounting and/or auditing in an executive capacity after successful completion of the Intermediate qualification of the CASL or its equivalent;
- Ten (10) years of above experience should be in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor or above in the University system.

OR

5. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational Institution/Institute with all of the following;

- Confirmed in that post with three (03) years of satisfactory service in that post;
- Possess a Bachelor's Degree from a recognized University/HEI;
- Possess Intermediate qualification of the institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent

or

- Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor;
- Fourteen (14) years of experience in accounting and/or auditing in an executive capacity after obtaining the Intermediate Qualification/HNDA stated above;
- At least five (05) years of such experience should be in the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor and/or in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the University system carrying the salary scale denoted by salary code U-EX 2(I).

OR

6. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational Institution/Institute with all of the following;

- Confirmed in that post;
- Possess a Bachelor's Degree from a recognized University/HEI

or

the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent

or

Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor;

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- Not less than eighteen (18) years of experience in accounting and/or auditing in the University system;
- Three (03) years above experience should be in the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University System.

OR

7. A holder of the post of Accountant Grade II of the Sri Lanka Accountants' Service with the following;
- Should possess the Membership of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;
- or**
- Master's Degree in Accountancy/Finance/Management* from a recognized University/HEI.

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.

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

SALARY SCALE

Registrar

As per the Commission Circular No. 17/2016 (v) dated 01.06.2018, this post carries the consolidated salary scale of

U-EX 3 (I) - Rs. 104,000- 3x2,170; 11x2,700 – 140,210 p.m. as at 01.01.2020.

Bursar

As per the Commission Circular No. 17/2016 (v) dated 01.06.2018, this post carries the consolidated salary scale of

U-EX 3 (II) - Rs. 95,320- 7x2,170; 11x2,700 – 140,210 p.m. as at 01.01.2020.

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

OTHER BENEFITS

- a) The holders of the posts of Registrar and Bursar will be eligible for sabbatical leave in terms of the existing regulations.
- b) The holders of the above posts are entitled for an assigned vehicle with the approved fuel allowance.

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- c) Gratuity payment will be in accordance with the provisions of the Payment of Gratuity Act No. 12 of 1983.
- d) The selected candidates will become contributors to the Universities Provident Fund and Universities Pension Scheme in terms of the existing regulations. The appointee is required to contribute 10% of the monthly salary to the Provident fund while the employer will contribute a sum equivalent to 15% of that salary of which 8% is credited to the Pension Scheme, 7% to the Provident Fund and 3% to the Employee Trust Fund.

The employees who will not be able to serve twenty years or more in the University System from the date of appointment to the compulsory age of retirement (Non Academic – 60 years) will not be contributed to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.

METHOD OF RECRUITMENT

- a). Selection by structured interview.
- b). Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

GENERAL CONDITIONS

- (i) The employees of the Government Departments/Corporations should forward their applications through the Heads of respective Departments/Corporations along with a certified statement of the present salary particulars. They may send an advanced copy of the application to the University Grants Commission directly. The applications which are not received through the proper channel on or before the closing date will not be considered.
- (ii) Applications for the above posts should be made in the prescribed form which could be downloaded from the UGC Website www.ugc.ac.lk. Duly completed applications should be forwarded under **registered cover with certified copies of all relevant certificates to be considered (Educational, Professional, Training, IT related, Service Certificates and Extra-Curricular Activities, etc.)** to reach the **Senior Assistant Secretary/ Human Resources Department, University Grants Commission, No. 20, Ward Place, Colombo 07, by December 31, 2020. Applications sent in the specified forms will only be accepted.**
- (iii) 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.
- (iv) All prospective candidates are required to forward a scanned copy of the their application along with all annexures to the email recruitmentsgwu@gmail.com
- (v) Only the qualifications, experience or any other merits gained as at the closing date of applications would be considered for evaluation at the structured interview.

- (vi) The University Grants Commission reserves the right to shortlist the candidates. **Applications received after the closing date/ not in conformity with the above requirements /incomplete applications will be rejected without intimation.**

SECRETARY

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

December 9, 2020