

The University of Kelaniya is calling applications from suitably qualified persons to fill the vacancy for the following post up to **15th August 2025**.

Post of Senior Assistant Bursar or similar – On Assignment Basis

(Executive Officers, who are entitled to sabbatical leave are highly encouraged to apply)

Task of the assignment

Auditing the Bond and agreements together with personal files.

Drafting letters to Principal Debtors and Sureties.

Contacting Principal Debtors and Sureties with a view to expedite bond repayments.

Coordinate with the SAR/Legal and Documentation to file cases against non-responding bond violators.

Drafting council memos on individual defaulters.

Preparing and Submitting all required information to update the University Bond Violation Database.

Prepared and submitted monthly, quarterly, and mid-year progress reports to the Council.

Submitting management reports to Audit Committee.

Checking the balances of UPF and Pension of defaulters to recover part of the bonds to the soonest possible.

Checking upgrade of bonds of the employees who were on no pay leave.

Prepare midyear reports and report the progress to the Council.

Report to the Vice-Chancellor and Registrar on a regular basis to monitor progress of recovering the bonds.

Qualifications

Salary and benefits – Senior Assistant Bursar or similar

Rs. 131,490/- (Basic Salary + Cost of Living (Fixed)) + incentive (incentive payments based on performance targets decided by the University Council)

How to Apply:

Application

All applications together with copies of relevant certificates should be forwarded to the Acting Deputy Registrar/Academic Establishments, University of Kelaniya, Dalugama, Kelaniya, under registered cover to her on or before 15th August 2025. Incomplete, illegible, or late applications will be rejected. The post should be indicated on the top left-hand corner of the envelope.

The above assignment is specialty to expedite bond recovery based on the requirement of the Audit Committee. The decision of recruitment for above assignment shall be the decision of the Council.

Applications from employees in the Government Departments, Corporations, Statutory Boards, UGC and Higher Educational Institutions should be channeled through their Heads of Institutions. The University reserve the right to short list the candidates.

Registrar

University of Kelaniya,

Kelaniya

25.07.2025