UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 11 /2017

No. 20, Ward Place,
Colombo 07.

April 6, 2017

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

SCHEMES OF RECRUITMENT OF THE POSTS OF SENIOR ASSISTANT SECRETARY/SENIOR ASSISTANT REGISTRAR, SENIOR ASSISTANT ACCOUNTANT/ SENIOR ASSISTANT BURSAR/ SENIOR ASSISTANT INTERNAL AUDITOR , DEPUTY SECRETARY/ DEPUTY REGISTRAR AND DEPUTY ACCOUNTANT/DEPUTY BURSAR/DEPUTY INTERNAL AUDITOR

Your attention is invited to the Schemes of Recruitment of the above posts and the relevant Efficiency Bar requirements specified in Commission Circular No. 922 of 23.06.2010, as amended by Commission Circular No. 971 of 15.11.2011 and Commission Circular No. 10/2017 of 28.03.2017 regarding the above.

02. The Commission at its 961st meeting held on 17.03.2017 having considered the instructions given by the Department of Management Services, decided to amend the Schemes of Recruitment applicable to the posts of Senior Assistant Secretary/Senior Assistant Registrar, Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor, Deputy Secretary/ Deputy Registrar and Deputy Accountant/Deputy Bursar/Deputy Internal Auditor.

03. Further, in order to give more clarity to the Schemes of Recruitment of the posts of Senior Assistant Secretary/Senior Assistant Registrar and Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor mentioned in Commission Circular No. 10/2017 of 28.03.2017, the Commission at its 962nd meeting held on 06.04.2017 decided to amend the same as given in Annex I and III below.

04. The amended schemes of recruitment of the above posts along with the Efficiency Bar requirements where applicable, are annexed as follows ;

Scheme of Recruitment of the post of Senior Assistant Secretary/Senior Assistant Registrar	-	Annex I
Efficiency Bar requirements for the post of Senior Assistant Secretary/Senior Assistant Registrar	-	Annex II
Scheme of Recruitment of the post of Senior Assistant Accountant/Senior Asst. Bursar/ Senior Assistant Internal Auditor	-	Annex III
Efficiency Bar requirements for the post of Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor	-	Annex IV
Scheme of Recruitment of the post of Deputy Secretary/ Deputy Registrar	-	Annex V
Scheme of Recruitment of the post of Deputy Accountant/Deputy Bursar/ Deputy Internal Auditor	-	Annex VI

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05. The provisions of this circular come into force with effect from 17.03.2017 and the Commission Circular No. 10/2017 of 28.03.2017 is hereby withdrawn.

06. Please bring the above to the notice of all concerned.

Professor Mohan de Silva
Chairman

Copies :

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2. Chairman's Office/UGC
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4. Members of the UGC
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6. Deans of Faculties
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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 Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
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Senior Assistant Secretary/ Senior Assistant Registrar U-EX 2 (II) EB - U-EX 2 (I) - After completion of 07 years of service from the date of appointment as Senior Assistant Secretary/ Senior Assistant Registrar [U-EX 2(II) salary code] and having earned all the increments.	**Method of Recruitment** **Category A & B** By internal advertisement. Selection by a Structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Appointments will be given according to the merit order depending on the availability of vacancies. Department of Human Resources University Grants Commission No. 20, Ward Place, Colombo 7.	**Qualifications** **Category A** A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution, who was qualified to that post under category A (External) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications; (i) A Bachelor's Degree with First or Second Class from a recognized University/HEI. OR (ii) A Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration / Management* from a recognized University/ HEI. *(*Fields of study other than Administration/Management, as defined in Commission Circular No. 05/2014 of 19.05.2014)* AND Five (05) years of service in that post. **Category B** A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution, who was qualified to that post under category B (Internal) of the Scheme of Recruitment concerned, and confirmed in that post, possessing a Bachelor's Degree from a recognized University/HEI. AND Five (05) years of service in that post.

	Category C By promotion on the basis of personal to the holder in terms of the provisions stipulated in Commission Circular No. 668. Selection by Structured Interview. Pass mark of the Structured interview should be 40% or above.	**Category C** A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution and confirmed in that post with eight (08) years of service in that post and successful completion of performance evaluation requirements as stipulated in Commission Circular No.668.

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EFFICIENCY BAR REQUIREMENTS FOR SENIOR ASSISTANT SECRETARY/SENIOR ASSISTANT REGISTRAR

A Senior Assistant Secretary/A Senior Assistant Registrar should satisfy the following Efficiency Bar requirements in order to be placed on the U-EX 2 (I) grade by the time he/she completes seven (07) years of service from the date of appointment to the post of Senior Assistant Secretary/Senior Assistant Registrar having earned all the increments.

(i) Obtain at least a Postgraduate Degree or Postgraduate Diploma of not less than one year's duration in Administration or Management* from a recognized University/Higher Educational Institution.

OR

Promotees in terms of Commission Circular No. 668 should obtain at least a Bachelor's Degree in Administration/ Management* from a recognized University/Higher Educational Institution.

(*other fields of study as defined in Commission Circular No. 05/2014 of 19.05.2014)

AND

(ii) Pass a written examination on the following subjects :-

(a) Legislation pertaining to University Education and Labour Laws
(b) Ordinances, Regulations and Rules pertaining to Higher Educational Institutions
(c) Administrative and Disciplinary Procedures of Higher Educational Institutions
(d) Financial Procedures of Higher Educational Institutions.
(e) English Language.

[Candidates are required to possess a detailed knowledge of (ii) (a) (b) (c) and (d) and a satisfactory level of competence of (ii) (e). However, candidates who have achieved the required competency level at the Efficiency Bar in the post of Assistant Secretary/Assistant Registrar, are exempted from the English Language paper]

AND

(iii) Pass a Viva-Voce Examination (Structured Interview).

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Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor U-EX-2 (II) EB – U-EX 2 (I) - After completion of seven (07) years of service from the date of appointment as Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor [U-EX 2(II) salary code] and having earned all the increments.	**Method of Recruitment** **Category A & B** By internal advertisement. Selection by a Structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Appointments will be given according to the merit order depending on the availability of vacancies.	**Qualifications** **Category A** A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution, who was qualified to that post under category A (External) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications; (i) Pass in the Final II examination of the Institute of Chartered Accountants of Sri Lanka(ICASL) or its equivalent. OR (ii) A Bachelor's Degree specialized in Accounting/Finance from a recognized University/HEI. OR (iii) A Bachelor's Degree from a recognized University/HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent. OR (iv) The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor. AND Five (05) years of service in that post.

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	Department of Human Resources University Grants Commission No. 20. Word Place, Colombo 7.	**Category B** 1. A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution who was qualified to that post under category B1(a) (Internal) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications or qualifications under category A above; (i) A Bachelor's Degree with Accounting/ Finance as a subject from a recognized University/HEI AND (ii) Completion of the Intermediate level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent. OR The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor. AND Five (05) years of service in that post.

		2. A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution who was qualified to that post under category B1(b) (Internal) of the Scheme of Recruitment concerned, and confirmed in that post, possessing following qualifications or qualifications under category A above; (i) Completion of the Intermediate level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent. OR (ii) The Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor. AND Five (05) years of service in that post.
	Category C By promotion on the basis of personal to the holder in terms of the provisions stipulated in Commission Circular No.668. Selection by a Structured Interview. Pass mark of the structured interview should be 40% or above.	**Category C** A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution and confirmed in that post with eight (08) years' of service in that post and successful completion of performance evaluation requirements as stipulated in Commission Circular No. 668 of 13 February 1996.

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EFFICIENCY BAR REQUIREMENS FOR SENIOR ASSISTANT ACCOUNTANT/SENIOR ASSISTANT BURSAR/ SENIOR ASSISTANT INTERNAL AUDITOR

A Senior Assistant Accountant/A Senior Assistant Bursar/ A Senior Assistant Internal Auditor should satisfy the following Efficiency Bar requirements in order to be placed on the U-EX 2 (I) grade by the time he/she completes seven (07) years of service from the date of appointment to the post of Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor having earned all the increments.

(i) Completion of Final Examination of the Institute of Chartered Accountants, Sri Lanka or equivalent Postgraduate Degree in Financial/ Management.

OR

Promotees in terms of Commission Circular No. 668 should obtain at least any one of the following qualifications :-

(a) Completion of Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka or UK or equivalent
(b) Completion of Managerial Level Examination of the CIMA, UK or equivalent
(c) Completion of the Higher National Diploma in Accountancy of the Sri Lanka Institute of Advanced Technological Studies.

AND

(ii) Pass a written examination on the following subjects :-

(a) Legislation pertaining to University education and University affairs in general
(b) Financial Procedures of Higher Educational Institutions
(c) Administrative and Disciplinary procedures
(d) English Language.

[Candidates are required to possess a detailed knowledge of (ii) (a) (b) and (c) and a satisfactory level of competence of (ii) (d). However, candidates who have achieved the required competency level at the Efficiency Bar in the post of Assistant Accountant/Assistant Bursar/ Assistant Internal Auditor, are exempted from the English Language paper]

AND

(iii) Pass a Viva-Voce examination (Structured Interview).

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Deputy Secretary/ Deputy Registrar U-EX 2 (a)	**Method of Recruitment** By promotion. By internal advertisement and Selection by a Structured Interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.	**Qualifications** (a) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of three (03) years and confirmed in that post and possesses a Bachelor's Degree with First or Second Class and a Postgraduate Degree at Masters' level or higher in Administration or Management* from a recognized University/ HEI with not less than ten (10) years of administrative experience after obtaining the Bachelor's Degree. OR (b) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Degree at Master's level or higher in Administration or Management* from a recognized University/ HEI with not less than twelve (12) years of administrative experience after obtaining the Bachelor's Degree. OR (c) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of five (05) years and confirmed in that post and possesses a Bachelor's Degree and a Postgraduate Diploma of not less than one year duration in Administration or Management*

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		from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the Bachelor's Degree. OR (d) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of eight (08) years and confirmed in that post and possesses a Bachelor's Degree from a recognized University/HEI with not less than fifteen (15) years of administrative experience. Such candidate should also have completed at least five (05) years of administrative experience after obtaining the Bachelor's Degree. OR (e) A holder of the post of Senior Assistant Secretary/Senior Assistant Registrar in the university system at least for a period of ten (10) years of which minimum three (03) years of service should be in the UEX 2 (I) grade and confirmed in that post with a total of fifteen (15) years of administrative experience. * • *Public/ Business Administration* • *Management* • *Public policies* • *Human Resource Management* • *Economics* • *Law*

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		• *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/Public Corporation or in a reputed Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the Bachelor's 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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Deputy Accountant/ Deputy Bursar/Deputy Internal Auditor U-EX 2(a)	**Method of Recruitment** By promotion. By internal advertisement and selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.	**Qualifications** 1. A person holding a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent AND Should possess at least three (03) years of experience in the post of Senior Assistant Accountant / Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university system and confirmed in that post. OR 2. A holder of the post of Senior Assistant Accountant / Senior Assistant Bursar / Senior Assistant Internal Auditor in the university system and confirmed in that post who possesses a Bachelor's Degree from a recognized University/HEI and Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or a certificate of Intermediate Level of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with at least three (03) years of service after being placed on the U-EX 2(I) salary scale. OR 3. A holder of a post of Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor in the university

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		system and confirmed in that post who possesses a Bachelor's Degree from a recognized University/HEI or the Higher National Diploma in Accountancy (HNDA) from Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor with not less than fifteen (15) years of experience in Accounting and/or Auditing in an executive capacity of which eight (08) years of such experience should be in the post of Senior Assistant Bursar/Senior Assistant Accountant/ Senior Assistant Internal Auditor in the university system and also have completed at least five (05) years of service after Bachelor's Degree. OR 4. A holder of the post of Senior Assistant Accountant/Senior Assistant Bursar / Senior Assistant Internal Auditor in the university system and confirmed in that post with fifteen (15) years of experience in accounting and/or auditing in an executive capacity of which ten (10) years of service should be in the post of Senior Assistant Bursar/Senior Assistant Accountant / Senior Assistant Internal Auditor in the university system with at least three (03) years of service in the U-EX 2 (I) grade. ***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.*

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