



விசேவ்வித்யாල ප්‍රතිපාදන කොමිෂන් සභාව
பல்கலைக்கழக மானியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

VACANCIES IN THE UGC AND THE HIGHER EDUCATIONAL INSTITUTIONS/ INSTITUTES

Applications are invited from suitably qualified internal candidates as per the Commission Circular No. 05/2025 dated 17.06.2025, who serves at University Grants Commission (UGC) or any other Higher Educational Institutions/ Institutes (HEIs) which is under the purview of UGC for the following posts in the University System. The persons appointed will be expected to make a significant contribution to the management of the UGC and HEIs.

POST OF SENIOR ASSISTANT SECRETARY/ SENIOR ASSISTANT REGISTRAR

QUALIFICATIONS

Category A

A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution/Institute, 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.

AND

Five (05) years of satisfactory service in that post.

**The postgraduate qualifications of the relevant field of study shall be one of the following;*

- *Public/ Business Administration*
- *Management*
- *Public Policies*
- *Human Resource Management*
- *Economics*
- *Law*
- *Financial Management*
- *Project Planning and Management*
- *Information Technology or*
- *Any other discipline of which at least 50% total credit load of subject components should be from Management/Administration*

Category B

A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution/ Institute, 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 satisfactory service in that post.

Category C

A holder of the post of Assistant Secretary/ Assistant Registrar of the Commission or a Higher Educational Institution/Institute and confirmed in that post with at least eight (08) years of satisfactory service in that post.

**POST OF SENIOR ASSISTANT ACCOUNTANT / SENIOR ASSISTANT BURSAR /
SENIOR ASSISTANT INTERNAL AUDITOR**

QUALIFICATIONS

Category A

A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution/ Institute, 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 satisfactory service in that post.

Category B

1. A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission/ a Higher Educational Institution/Institute who was qualified to that post as per the category B1(a) (Internal) of the relevant Scheme of Recruitment of the post, 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 satisfactory 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 as per the category B1(b) (Internal) of the relevant Scheme of Recruitment of the post, 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 satisfactory service in that post.

Category C

A holder of the post of Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor of the Commission or a Higher Educational Institution/Institute and confirmed in that post with at least eight (08) years' of satisfactory service in that post.

SALARY SCALE

As per the Commission Circular No. 02/2025 dated 01.04.2025, this post carries the consolidated salary scale of U-EX 2 (II).

U-EX 2 (II)-01.01.2025

Rs. 113,690- 8 x 2,400; 8 x 2,940 – 156,410 p.m.

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

SELECTION CRITERIA:

- Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.
- Appointments will be given as per the availability of the post of Senior Assistant Secretary/ Senior Assistant Registrar/ Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor vacancies in the University system.

GENERAL CONDITIONS

- (i) Applications are invited through online and the **application portal will be opened from 26.06.2025 at 2.00 p.m. to 15.07.2025 at 4.15 p.m.**
- (ii) It is **compulsory** for the applicants to apply through the **online application** system introduced by the University Grants Commission to submit their applications.
- (iii) Visit the official website of the University Grants Commission **www.ugc.ac.lk** and click on the “HR” tab in the title bar.
- (iv) Details of all relevant certificates which to be considered at the interview should be mentioned in the appropriate sections of the online application and **certified copies must be attached and numbered in accordance with No. 17 in the printed application.** Any other certificates submitted at the interview or later will not be accepted.
- (v) Please note that, **only** the qualifications and certificates obtained by the applicant as at closing date of the online application i.e. 15.07.2025, mentioned and attached in the application will be considered at the structured interview.
- (vi) Every applicant should create a “**User Account**” to access the online application system.
- (vii) The applicants are responsible to submit the duly filled online application form on time and make sure that all details entered are true and accurate.
- (viii) After completing the online application, click on “**Save & Submit to UGC**” button.
- (ix) The applicant cannot change the data entered again after submitting the application online.
- (x) Click on “**Print**” button to download the application in PDF format.

- (xii) The applicant should **handover** duly filled Part I of the application with annexures **on or before 15.07.2025** to the Personnel Division (UGC), Academic Establishments, Administration/Human Resources Division of the respective Higher Educational Institutions/Institutes **to fill the Part II** of the application.
- (xiii) These **posts are transferable**. However, successful candidates should be prepared to serve at any Higher Educational Institutions / Institutes to which he/she is initially posted, during the period of probation.
- (xiv) The Commission reserves the right to short list the candidates and also to post selected candidates to any Higher Educational Institution.
- (xv) **Applications received after the closing date/ not in conformity with the above requirements /incomplete will be rejected.**

To be completed by the Personnel Division (UGC), Academic Establishments/Administration/Human Resources Divisions of the respective Higher Educational Institutions/Institutes

	From	To
Part I For Applicants	26.06.2025 at 2.00 p.m.	15.07.2025 at 4.15 p.m
Part II Personnel Division (UGC), Academic Establishments, Administration/ Human Resources Division	07.07.2025 at 9.30 a.m.	22.07.2025 at 4.15 p.m.

- (i) **Duly filled Part I and Part II** of the original application **with certified annexures** (Hard Copies) should be;
- Scanned as one PDF File.
 - File name of the PDF should be the Application Number without any spaces
 - The above scanned copy should be uploaded through the online application system.
- (ii) Soon after uploading the duly filled Part I and Part II of the original application **with annexures**, the same (Hard Copy) should be forwarded to the UGC to be reached by the Deputy Secretary, Human Resources /UGC **on or before 25.07.2025**.

Deputy Secretary/ Human Resources Department
University Grants Commission
20, Ward Place
Colombo 07.

- (iii) **Applications received after the closing date/ not in conformity with the above requirements /incomplete will be rejected.**

Secretary
University Grants Commission
Colombo 07.

26.06.2025