



## UNIVERSITY OF COLOMBO

### POST OF BURSAR

The University of Colombo will entertain applications from suitably qualified persons for the above post up to **02.01.2023**

#### **01. EDUCATIONAL 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 qualifications 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 Institutions/ 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 Institutions/ Institute with all of the following;

- Confirmed in that post;
- Possess Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;
- Possess of Masters' Degree in Accounting/ Finance / Management\* from a recognized University/ HEI;
- Twelve (12) years of experience in Accounting and/ or Auditing in an executive capacity after successfully 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 services 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;

- Not less than eighteen (18) years of experience in Accounting and/ or Auditing in the University system;
- Three (03) years of 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'** - The experience gained in an executive capacity in Accounting and/ or Auditing in a State or Reputed Private Sector Organization.

\* Term **'Management'** - A Degree in Management/ Public Administration/ Business Administration with major component in Accounting and Finance.

**02. SALARY AND OTHER CONDITIONS OF APPOINTMENT:**

**Salary Code: 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.**

**03. OTHER BENEFITS**

- a) The holder of the post of Bursar will be eligible for sabbatical leave in terms of the existing regulations.
- b) The holder of the above post is entitled for an assigned vehicle with the approved fuel allowance.
- c) Gratuity payment will be in accordance with the provisions of the Payment of Gratuity Act No. 12 of 1983.

- d) The selected candidate 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 employees will not be a member of the Universities Pension Fund.

- e) The appointment will be on probation for a period of three years which may be extended at the discretion of the Council of the University of Colombo.

Provided that, where an employee confirmed in the Commission or in a Higher Educational Institution, is subsequently appointed for the said post, in the first instance, be for a probationary period of one year, and shall thereafter be subject to confirmation by the Governing Authority of the University of Colombo.

- f) The other conditions of appointment will be in accordance with provisions of the Universities Act No. 16 of 1978, Universities (Amendment) Act No. 7 of 1985 and Universities (Amendment) Act No. 1 of 1995 and Ordinances, By-laws, Regulations and Rules, etc. made thereunder.

#### **04. 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.

#### **05. GENERAL CONDITIONS**

- (i) Applications for the above posts should be made in the prescribed form which could be downloaded from the University of Colombo Website [www.cmb.ac.lk](http://www.cmb.ac.lk). Duly completed applications should be forwarded with certified copies of all relevant certificates to be considered (Educational, Professional, Training, IT related, Service Certificates and Extra-Curricular Activities, etc.) under registered post to the **Deputy Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** and forward a scanned copy of the application along with all annexures to the email [recruit@ace.cmb.ac.lk](mailto:recruit@ace.cmb.ac.lk) on or before the deadline.
- (ii) 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. **Applications which do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an advance copy to the address given above.**
- (iii) **Applications sent in the specified forms will only be accepted.**
- (iv) The Post applied for should be indicated on the left-hand corner of the envelope.
- (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) Applications received after the closing date/ not in conformity with the above requirements /incomplete applications will be rejected without intimation.**
- (vii) Applicants those who applied previously in response to the previous advertisement published on 05-09-2021 & 06-09-2021, should reapply for the post under reference.**

**Registrar.**

University of Colombo  
94, Cumaratunga Munidasa Mawatha,  
Colombo 03.

**09.12.2022**