

<b>Assistant Secretary/Assistant Registrar</b>  <b>U-EX 1 (II)</b>  EB – After completion of three (03) years of service from the date of appointment as Assistant Secretary/Assistant Registrar and having earned all three increments.	<b>Method of Recruitment</b>  By external (Category A) and internal (Category B) simultaneous advertisement, 60% of the posts to be filled externally and 40% internally. If eligible candidates are not available to fill the quota allocated to either category, the Commission reserves the right to appoint persons from the other category.	<b>Qualifications</b>  <b>Category A (External)</b>  (a) Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Educational Institute.  OR  (b) Should possess a Bachelor's Degree with a Postgraduate Degree / Postgraduate Diploma in Administration/ Management** from a recognized University/ Higher Educational Institute.  <u>Age</u> : Should not be less than twenty two (22) years and not more than thirty (30) years.  <b>Category B (Internal)</b>  a) An employee who possesses a Bachelor's Degree from a recognized University/HEI and is confirmed in the present post of the Commission/ Higher Educational Institution/Institute.  OR b) A holder of a post categorized under U-MN-1(II) / U-MT1(II) or above of the Commission / a Higher Educational Institution / Institute and confirmed in that post.  <u>Age</u> : Should not be more than fifty three (53) years.
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acquired at the closing date of the advertisement.

If any candidate fails to submit documentary evidence to proof the particulars mentioned in the application before the given date, he/she shall not be summoned for the structured interview.

- (v) Both external & internal applicants who have scored 40% marks or above for each of the papers in the written examination & fulfilled the requirements at (iv) above shall be summoned for a structured interview.
- (vi) Applicants who have scored 40% marks or above out of 100 at the structured interview are eligible to be considered for appointment.
- (vii) Selection shall be done in the order of merit based on the aggregate marks of the written examination (75%) and the structured interview (25%).
- (viii) Appointments shall be made in the order of merit depending on the availability of vacancies based on the quota allocated.

Department of Manpower Resources  
Union Public Service Commission  
10, 21, 24, 26, 28  
Colombey-les-Vesouves  
74470, France

## **EFFICIENCY BAR REQUIREMENTS FOR ASSISTANT SECRETARY/ASSISTANT REGISTRAR**

An Assistant Secretary/Assistant Registrar should have satisfied the following Efficiency Bar requirements before he/she completes four (04) years of service in that post **having earned three increments**.

(i) (a) Pass in an English Language Paper conducted by the University Grants Commission

**OR**

(b) Obtain a Diploma in English from a recognized Higher Educational Institution.

**Note :** Those who have obtained a pass in English **as a subject** at the G.C.E. (Advanced Level) Examination are exempted.

**AND**

(ii) After completion of above requirement under (i) above and having completed three (03) years of service and earned three increments, he/she should pass a written test of the following subject ;

- (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

[Candidates are required to possess a detailed knowledge of (ii)(a)(b) and (c) and a satisfactory level of competence of (ii)(d).

**AND**

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

<b>Assistant Accountant/Assistant Bursar/Assistant Internal Auditor</b>	<b>Method of Recruitment</b>	<b>Qualifications</b>
<p><b>U-EX 1 (II)</b></p> <p>EB – After completion of three (03) years of service from the date of appointment as Assistant Accountant/Assistant Bursar/Assistant Internal Auditor and having earned all three increments.</p>	<p>By external (Category A) and internal (Category B) simultaneous advertisement, 60% of the posts to be filled externally and 40% internally. If eligible candidates are not available to fill the quota allocated to either category, the Commission reserves the right to appoint persons from the other category.</p> <p><b>Restrictions of Eligibility :</b></p> <ul style="list-style-type: none"> <li>(a) No candidate shall be permitted to sit the written examination conducted in terms of the recruitment procedure, either under external category or internal category more than two (02) attempts.</li> <li>(b) If any internal candidate is eligible under the both categories of internal and external, he/she shall be permitted four (04) attempts to sit the written examination on the basis of two (02) attempts under internal category and two (02) attempts under external category.</li> <li>(c) Any person who is ordained in any religious order shall not be allowed to sit the written examination for recruitment.</li> </ul> <p><b>Recruitment Procedure :</b></p> <ul style="list-style-type: none"> <li>(i) All applicants under each category are required to pass a written examination covering the relevant subject areas applicable to the respective category as follows;</li> </ul>	<p><b>Category A (External)</b></p> <ol style="list-style-type: none"> <li>1. Pass in the final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/HEI</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>(ii) Should possess 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 or its equivalent.</li> </ol> <p>QR</p> <ol style="list-style-type: none"> <li>(ii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.</li> </ol> <p>AND</p> <ol style="list-style-type: none"> <li>(b) Two (02) years of experience in Accounting/Auditing in a Government/State corporation or reputed private sector organization.</li> </ol>

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Department of Human Resources  
University of Jaffna

## **EFFICIENCY BAR REQUIREMENTS FOR ASSISTANT ACCOUNTANT/ASSISTANT BURSAR / ASSISTANT INTERNAL AUDITOR**

An Assistant Accountant/Assistant Bursa/Assistant Internal Auditor should have satisfied the following Efficiency Bar requirements before he/she completes four (04) years of service in that post **having earned three increments**.

(i) (a) Pass in an English Language Paper conducted by the University Grants Commission

**OR**

(b) Obtain a Diploma in English from a recognized Higher Educational Institution.

**Note :** Those who have obtained a pass in English **as a subject** at the G.C.E. (Advanced Level) Examination are exempted.

**AND**

(ii) After completion of above requirement under (i) above and having completed three (03) years of service and earned three increments, he/she should pass a written test of the following subject ;

- (a) Financial Procedures of Higher Educational Institutions
- (b) Legislation pertaining to University Education and Labour Laws
- (c) Ordinance, Regulations and Rules pertaining to Higher Educational Institutions
- (d) Administrative and Disciplinary procedures of Higher Educational Institutions

(Candidates are required to possess a detailed knowledge of (ii) (a), (b), (c) and a satisfactory level of competence of (ii) (d).

**AND**

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

Department of Human Resources  
University Grants Commission  
No. 12, Colombo 1  
Colombo 1