



UNIVERSITY GRANTS COMMISSION

VACANCIES

The University Grants Commission (UGC) being the apex body of the University System will entertain applications from suitably qualified candidates for the following three (3) posts at the University Grants Commission Secretariat ;

1. Post of Additional Secretary
2. Post of Accountant
3. Post of Internal Auditor

1. POST OF ADDITIONAL SECRETARY

QUALIFICATIONS:

- (a) Should possess a Degree with First or Second Class and a Postgraduate Degree at the level of Ph.D. in Administration or Management from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the first Degree.
OR
- (b) Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Master's level in Administration or Management from a recognized University/HEI with not less than twelve(12) years of administrative experience after obtaining the first Degree.
OR
- (c) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Master's Degree in Administration or Management of not less than one (01) year duration from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(I) grade of the Commission/a Higher Educational Institution/Institute.
OR
- (d) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Postgraduate Diploma of not less than one year duration in Administration or Management from a recognized University/HEI with not less than fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(I) grade of the Commission/a Higher Educational Institution/Institute.
OR
- (e) An Attorney-at-Law with a Degree from a recognized University/HEI who has completed three (03) years of satisfactory service in the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute with fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of a Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(I) grade of the Commission/a Higher Educational Institution/Institute.
OR
- (f) A holder of the post of Deputy Secretary/Deputy Registrar who is a graduate from a recognized University/HEI with eighteen (18) years of administrative experience of the Commission/a Higher Educational Institution/Institute out of which at least three (03) years should be in the post of Deputy Secretary/Deputy Registrar and confirmed in that post.

Note :

"Administrative Experience" means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first 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.

SALARY SCALE :

U-EX 3 (I) – Rs. 181,730-3x3,900;11x4,850 -246,780 p.m.

(In addition, the Government approved allowances are payable)

SELECTION CRITERIA :

- a). Selection by a structured interview.
- b). Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

2. POST OF ACCOUNTANT

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 qualification 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 Institution/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 Institution/Institute with all of the following;
 - Confirmed in that post;
 - Possess Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent;
 - Possess a Master's Degree in Accountancy / Finance / Management* from a recognized University/HEI;
 - Twelve (12) years of experience in accounting and/or auditing in an executive capacity after successful 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 service 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 (ICASL) 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 (ICASL) or its equivalent;
or
 - Master's Degree in Accountancy/Finance/Management* from a recognized University/HEI.

Note: "Accounting and/or Auditing" experience means, experience gained in an executive capacity in Accounting and/or Auditing in a State or reputed Private Sector Organization.

*Term **'Management'** means a Degree in Management/ Public Administration/ Business Administration with major component in Accounting and Finance.

SALARY SCALE :

U-EX 3 (II) – Rs. 166,130-7x3,900;11x4,850 -246,780 p.m.

(In addition, the Government approved allowances are payable)

SELECTION CRITERIA :

- a). Selection by a structured interview.
- b). Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

2. POST OF INTERNAL AUDITOR

QUALIFICATIONS :

1. (a) Should possess the Membership of the Institute of Chartered Accountants of Sri Lanka (ICASL) 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 qualification 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 Institution/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 Institution/Institute with all of the following;
 - Confirmed in that post;
 - Possess Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent;
 - Possess a Master's Degree in Accountancy / Finance / Management* from a recognized University/HEI;
 - Twelve (12) years of experience in accounting and/or auditing in an executive capacity after successful 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 service 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 (ICASL) 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 (ICASL) 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 (ICASL) or its equivalent;
or
 - Master's Degree in Accountancy/ Finance/ Management* from a recognized University/HEI.

Note: "Accounting and/or Auditing" experience means, experience gained in an executive capacity in Accounting and/or Auditing in a State or reputed Private Sector Organization.

*Term **'Management'** means a Degree in Management/ Public Administration/ Business Administration with major component in Accounting and Finance.

SALARY SCALE :

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GENERAL CONDITIONS APPLICABLE TO ALL THREE POSTS :

OTHER BENEFITS :

- (i). **Provident Fund and Contributory Pension Scheme**
10% and 7% of the salary by the employee and employer respectively, will be credited to the Universities Provident Fund. Further, 8% of the salary will be credited to the Pension Fund by the employer.
 - 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 contribute to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.
 - (ii). **Employees Trust Fund**
3% of the salary will be credited by the employer.
 - (iii). **Gratuity**
Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act No. 12 of 1983.
- * The holders of the above posts are eligible to be provided official transport or be paid an allowance in lieu of transport in terms of applicable Government regulations.
- * The holders of the above posts are eligible for Sabbatical Leave with full pay on completion of the required period of service as per the relevant provisions.

OTHER CONDITIONS:

- (i) Application Processing Fee:
A non-refundable application processing fee of Rs. 1,000/- is payable for each post of Additional Secretary, Accountant, or Internal Auditor. This payment should be made to University Grants Commission Account No. 0002323287 at Torrington Branch of the Bank of Ceylon. In the customer copy of the Bank Slip, should indicate your Name & Bank Details and **"Name of the Post"** applied as a reference.
Bank Slip should be affixed in the relevant box given in the application. Please note that the Bank Slips without details of the applicant will not be accepted.
- (ii) Applications for the above posts should be submitted on the prescribed application form, which can be downloaded from the "Career Opportunities" link on the UGC website www.ugc.ac.lk.
- (iii) Duly completed applications should be forwarded under **registered cover with copies of all relevant certificates** to reach the **Senior Assistant Secretary/Personnel, University Grants Commission, No. 20, Ward Place, Colombo 07, by December 15, 2025. Applications sent in the specified forms will only be accepted. Applicants who wish to apply for more than one post are required to submit separate applications, with the application processing fee paid separately for each post.**
- (iv) The name of the post in respect of which the applications are sent, should be stated on the top left hand corner of the envelope.
- (v) Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- (vi) Age limit will be considered as per the relevant provisions of the Establishments Code of the University Grants Commission and Higher Educational Institutions/Institutes.
- (vii) Applications received after the closing date/not in conformity with the above requirements/ incomplete applications will be rejected without intimation.
- (viii) University Grants Commission reserves the right to shortlist the candidates.

Secretary
University Grants Commission,
No. 20, Ward Place,
Colombo – 07.
November 16, 2025.