



# UNIVERSITY OF PERADENIYA

## VACANCY

Applications are invited from suitably qualified persons for the following post in the University of Peradeniya.

### 1. BURSAR

**Salary Scale:** 95320-7x2170; 11x2700-140210 p.m. [U-EX 3(II)]

In addition to the basic salary of the above salary scale, following allowances will also be paid.

- I. Cost of Living Allowance - Rs. 7,800.00
- II. Additional Allowance – 20% of the Basic Salary
- III. Monthly Compensatory Allowance (MCA) – 45% of the Basic Salary

#### 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 (CASL) or its equivalent;
- Possess a Masters' 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 (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 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 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.

#### Method of Recruitment:

Selection by a structured interview

**Age Limit:** Age limit will not apply. The compulsory retirement age of employees of the University service is sixty years. The selected candidate will be on probation for a period of three years or one year (for confirmed employees of the University System) reckoned from the date of assumption of duties.

#### Other Benefits:

1. The holder of the post of Bursar after confirmation in the appointment, will be eligible for Sabbatical Leave of one year's duration with pay or two years' duration without pay on completion of the seven years of service. Those proceeding abroad on Sabbatical Leave shall be entitled to receive full air passage for himself/ herself as well as for the spouse.
2. Further training where appropriate will be supported by the University.
3. Research allowance and accommodation, transport and communication facilities will be provided according to prevailing circulars.

#### General Conditions:

- I. The University reserves the right to shortlist the applications and summon candidates for the interview, based on the prevailing rules and regulations.
- II. Employees of Government/ Corporations should forward their applications through the Heads of respective Departments/ Corporations along with a certified statement of the present salary particulars. The applications which are not received through the proper channel on or before the closing date will not be considered.
- III. The selected candidates will become contributors to the Universities Provident Fund as well as the Universities Pension scheme, the contributions being 10% from the employee to the Provident Fund and 7% and 8% from the employer to the Provident Fund and Pension Fund respectively. Further contribution of 3% will be made by the employer to the Employees Trust Fund.
- IV. Application forms should be downloaded from the University Website at <http://www.pdn.ac.lk/Vacancies/> and duly completed application along with photocopies of certificates in proof of qualifications and experience should be sent by **Registered Post** to **Senior Assistant Registrar, Non-Academic Establishments Division, Senate House, University of Peradeniya on or before 29th March 2021.**
- V. Name of the post (Post of Bursar) should be stated on the top left-hand corner of the envelope.
- VI. Applications will not be entertained personally and the University will not bear any responsibility for such submissions. Incomplete, illegible, late applications, applications without documents of proof, applications which are not submitted through prescribed format and which are not submitted through proper channel will be rejected.

**REGISTRAR**  
University of Peradeniya

28th February 2021