



UNIVERSITY OF COLOMBO

VACANCIES

POST OF BURSAR

The University of Colombo will entertain applications from suitably qualified persons for the above permanent post up to **27.09.2021**.

In terms of the Section 38(1) of the Universities Act No. 16 of 1978 as amended by Act No.7 of 1987, the Bursar shall, subject to the direction and control of the Registrar, be responsible for the administration of the finances of the University and maintain its accounts in such form and manner as may be prescribed by Rules. He/She shall have the custody of the funds of the University.

1. QUALIFICATIONS:

Please check the University website (www.cmb.ac.lk).

2. SALARY:

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.

3. OTHER BENEFITS

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

- 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.

- 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.

4. METHOD OF RECRUITMENT

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

5. GENERAL CONDITIONS

- Applications for the above post should be made in the prescribed form which could be downloaded from the University of Colombo Website 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 **Senior Assistant 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 on or before the deadline.
- 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.
- Applications sent in the **specified forms** will only be accepted.
- The post applied for should be indicated on the left-hand corner of the envelope.
- 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.
- Applications received after the closing date / not in conformity with the above requirements / incomplete applications will be rejected without intimation.**

Registrar,
University of Colombo
94, Cumaratunga Munidasa Mawatha,
Colombo 3.

31 August 2021