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**UNIVERSITY GRANTS COMMISSION**



No. 20, Ward Place,  
Colombo 7.

2nd May, 1990

COMMISSION CIRCULAR NO. 440

Vice-Chancellors of Universities,  
Directors of Institutes.

**SCHEMES OF RECRUITMENT FOR ADMINISTRATIVE AND  
FINANCIAL OFFICERS GRADES**

I annex to this Circular the amended Schemes of Recruitment for Administrative & Financial Officers Grades in the service of the University Grants Commission and of the Higher Educational Institutions/Institutes in keeping with the salary revision implemented for the above grades by Commission Circular No. 396 of 28th April 1989 with effect from 01.01.1989.

02. The Commission at its 289th meeting held on 1st February 1990 further decided to formulate Efficiency Bars for each grade as specified in the relevant Schemes of Recruitment.

03. To enable the Administrative and the Financial Officers to obtain the requisite qualifications to satisfy the requirement of the Efficiency Bars, the Commission has decided to:-

- (i) request the higher Educational Institutions/Institutes to provide Administrative and Financial Officers necessary facilities to enhance their knowledge of English.
- (ii) to organise suitable degree courses for University Administrative Staff in consultation with the Vice-Chancellors of the Open University of Sri Lanka and University of Peradeniya.
- (iii) to make provision for the granting of full-pay study leave not exceeding one year whenever necessary to follow a Diploma course in an approved Institution. This may be even combined with the available Sabbatical Leave for a two year postgraduate degree, where applicable.

Contd.....2/-

AMENDED SCHEME OF RECRUITMENT FOR ADMINISTRATIVE & FINANCIAL GRADES

<u>POST &amp; SALARY SCALE WITH CODE</u>	<u>METHOD OF RECRUITMENT</u>	<u>QUALIFICATIONS</u>
Deputy Registrar/Deputy Secretary A-02 Rs. 9000 - 8x250 - 11000 p.m.	By Inviting applications within the University Grants Commission and Higher Educational Institutions  Selection by interview	A Senior Assistant Registrar/Senior Assistant Secretary of the Commission and/or Higher Educational Institutions, who has over 15 years of administrative experience  <u>OR</u> A Senior Assistant Registrar/Senior Assistant Secretary of the Commission and/or Higher Educational Institution who has successfully completed the Efficiency Bar requirements and in receipt of the A-03(a) salary scale.

NOTE:

Administrative means experience gained  
in a post in the Sri Lanka Administrative  
Service or in a comparable or higher post in a  
Government Department, State Corporation or a  
Statutory Body.

EFFICIENCY BAR REQUIREMENTS FOR SENIOR ASSISTANT REGISTRAR/SENIOR ASSISTANT SECRETARY

Senior Assistant Registrars/Senior Assistant Secretaries should satisfy the following Efficiency Bar requirement before they are placed at the salary point of Rs. 8250 p.m. A person may satisfy these requirements on completion of 7 years of service.

EFFICIENCY BAR (For those who are recruited under Categories "A" & "B")

(i) Obtain a good record of service

AND

(ii) Pass a written examination on the following subjects.

(a) Legislation pertaining to University education, Student (Higher Education) Loan Fund, and Labour Laws.

(b) Ordinances, Statutes, Regulations and Rules pertaining to Higher Educational Institutions.

(c) Administrative, Disciplinary and Financial procedures of Higher Education

(d) University affairs in general

AND

(iii) Obtain a Postgraduate Degree/Diploma of a recognized Higher Educational Institution.

AND

(iv) Pass a Viva-Voce examination.



AMENDED SCHEMES OF RECRUITMENT FOR FINANCIAL OFFICERS

POST & SALARY SCALE WITH CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Deputy Accountant/Deputy Bureau Deputy Treasurer/Deputy Internal Auditor A-02 Rs. 9000 - Bx250 - 11000 p.m.	By simultaneous external (Category A) and internal (Category B) advertise- ment.  Selection by interview.	<p><u>CATEGORY A</u></p> <p>(1) (1) Membership of the Institute of Chartered Accountants or of the Chartered Institute of Management Accountants or of the Association of Certified and Corporate Accountants.</p> <p style="text-align: center;"><u>AND</u></p> <p>(ii) At least 3 years experience in accounting and/or auditing in an executive capacity after acquiring the qualifications at (1) above.</p> <p style="text-align: center;"><u>OR</u></p> <p><u>CATEGORY B</u></p> <p>(2) A Senior Assistant Accountant/Senior Assistant Bureau/Senior Assistant Treasurer/Senior Assistant Internal Auditor of the Commission or of a Higher Educational Institution with full professional qualifications in Accountancy and with not less than 5 years service in that grade.</p>

EFFICIENCY BARS OF ASSISTANT REGISTRARS/ASSISTANT SECRETARIES

EFFICIENCY BAR (For those who are recruited under Category A)

- (i) (a) Either pass in a English Language Paper conducted by the University Grants Commission.
- or
- (b) Obtain a Diploma in English of a recognized Higher Educational Institution.
- or
- (c) Obtain a pass in English at the GCE(Advanced Level) Examination.
- AND
- (ii) Obtain a good record of service during the three years.
- AND
- (iii) Pass a written test on the following subjects.
- (a) Legislation pertaining to University education, Student (Higher Education) Loan Fund, and Labour Laws.
- (b) Ordinances, Statutes, Regulations and Rules pertaining to Higher Educational Institutions.
- (c) Administrative, Disciplinary and Financial procedures of Higher Educational Institutions.
- AND
- (iv) Pass a Viva-Voce examination

NOTE:

1. The Assistant Registrar/Assistant Secretary (Internal Candidates) should obtain a degree for them to become eligible to apply for the posts of Senior Assistant Registrar/Senior Assistant Secretary.
2. Para (iii) in Category B will not apply to those who have obtained a First Degree.

EFFICIENCY BAR (For those who are recruited under Category B)

The following requirements should be fulfilled for the Efficiency Bar on completion of 03 years of service.

- (i) (a) Either pass in a English Language Paper conducted by the University Grants Commission.
- or
- (b) Obtain a Diploma in English of a recognized Higher Educational Institution.
- or
- (c) Obtain a pass in English at the GCE(Advanced Level) Examination.
- AND
- (ii) Obtain a good record of service during the three years.
- AND
- (iii) Register themselves for a course leading to a degree at the OUSL/UPDN within the first three years of the date of appointment.
- AND
- (iv) Pass a Viva-voce examination.



AMENDED SCHEME RECRUITMENT FOR FINANCIAL OFFICERS ADES



POST & SALARY SCALE WITH CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Senior Assistant Accountant Senior Assistant Bursar Senior Assistant Treasurer Senior Assistant Internal Auditor	By simultaneous external (Category A) and internal Category B) advertisement. 25% of the vacancies to be filled externally and 75% internally.	<p><u>CATEGORY A</u></p> <p>A. (1) A degree of a recognised University;                      AND                      (2)(a) Full professional qualifications                      OR                      (b) A pass in the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka.                      OR                      (c) Each of the Section A &amp; B of the Foundation Stage and Part I of the Professional Stage examinations of the Chartered Institute of Cost and Management Accountants of U.K.                      OR                      (d) A pass in each of the Parts I, II &amp; III Examination of the Association of Certified and Corporate Accountants of U.K.                      OR                      (e) A pass in the Higher National Diploma in Accountancy of the Sri Lanka Technical College</p> <p>AND</p> <p>(3)(a) At least three (3) years' experience in accounting and/or auditing in an executive capacity after acquiring the qualification at (2)                      OR                      (b) A member of the Government or the Local Government Accountants' Service or Government Audit Superintendents' Service with at least eight (8) years experience in such service</p> <p>Age - Not more than 40 years</p>
A-03 Rs. 6000-10x200-8000 p.m.	Selection by interview	
A-03(b) Rs. 8250-7x250-10000 p.m.		
<u>Note</u>	<p>(i) An Efficiency Bar for the above salary scale will operate after the Officer completes the 7th step of the A-03 salary scale.</p> <p>(ii) The particulars of the Efficiency Bar Examination have been given in over leaf.</p>	
		<p><u>CATEGORY B</u></p> <p>An Assistant Accountant/Assistant Internal Auditor of the Commission or an Assistant Bursar/Assistant Treasurer/Assistant Internal Auditor of a Higher Educational Institution with part qualifications and with not less than 5 years' experience</p>

AMENDMENT SCHEMES OF RECRUITMENT FOR ADMINISTRATIVE & FINANCIAL OFFICERS GRADES

POST & SALARY SCALE WITH CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Senior Assistant Registrar/ Senior Assistant Secretary</p> <p>A-03 Rs. 6000-10x200-8000 p.m. (EP)</p> <p>A-03(a) Rs. 8250-7x250-10000 p.m.</p>	<p>By simultaneously external (Category A) and Internal (Category B) advertisement 25 % of the vacancies to be filled externally and 75 % internally.</p> <p>Selection by interview.</p>	<p><u>Category A</u></p> <p>(1)(a) A degree with first or second class honours of a recognized University with not less than 5 years' administrative experience;</p> <p align="center">OR</p> <p>(b) A pass degree and a postgraduate degree or diploma in administrative or management of a recognized university with not less than 5 years' administrative experience.</p> <p>(2) Age not more than 40 years.</p>
		<p><u>Category B</u></p> <p>(1) An Assistant Registrar/Assistant Secretary in the Commission and/or a Higher Educational Institution with a degree or any other suitable academic or professional qualifications approved by the UGC and with not less than 5 years' service in that post.</p>

NOTE:

- (i) The Efficiency Bar for the above salary scale will operate after the officer completes the 7th step of the A-03 Salary Scale.
- (ii) Administrative experience means experience gained in a post in the Sri Lanka Administrative Service or in a comparable or higher post after obtaining a degree from a recognized University.
- (iii) The particulars of the Efficiency Bar Examination have been given in the over-leaf



AMENDED SCHEMES OF RECRUITMENT FOR FINANCIAL OFFICERS . DES

POST & SALARY SCALE WITH CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
<p>Accountant/Bursar/Treasurer/ Chief Internal Auditor</p> <p>A-01(a) Rs. 10250 - 10x250 - 12750 p.m.</p>	<p>By open advertisement</p> <p>Selection by interview</p>	<p>(1)(i) Membership of the Institute of Chartered Accountants of Sri Lanka or Chartered Institute of Management Accountants of UK or the Association of Chartered and Corporate Accountants of UK</p> <p style="text-align: center;"><u>AND</u></p> <p>(ii) Possess at least 8 years experience in accountancy, auditing in an executive capacity after acquiring the qualifications at (1) above.</p> <p style="text-align: center;"><u>OR</u></p> <p>(2) A Deputy Accountant/Deputy Bursar/Deputy Treasurer/ Deputy Internal Auditor of the Commission and/or of a Higher Educational Institution with qualifications as at (1) above and not less than 03 years service in that grade.</p> <p>(3) Age - Not more than 45 years.</p>

Note:

Those with full professional qualifications as at (1) will, on first appointment be placed at the salary point of Rs. 11000/- on the above scale.





**EFFICIENCY BARS OF SENIOR ASSISTANT ACCOUNTANT/SENIOR ASSISTANT BURSAR/  
SENIOR ASSISTANT TREASURER/SENIOR ASSISTANT INTERNAL AUDITOR**

A Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Treasurer/Senior Assistant Internal Auditor should satisfy the following Efficiency Bar requirements before he/she is placed at the salary point of Rs. 6250 p.m. A person may satisfy these requirements on completion of the 7th step of the salary scale A-03.

**(A) EFFICIENCY BAR (for categories A) - Direct Recruits and B - (who have been promoted)**

(i) Obtain a good record of service.

AND

(ii) Pass a written examination on the following subjects.

(a) Legislation pertaining to University education, Student (Higher Education) Loan Fund, and labour Laws.

(b) Ordinances, Statutes, Regulations and Rules pertaining to Higher Educational Institutions.

(c) Administrative, Disciplinary and Financial procedures of Higher Education.

(d) University affairs in general.

AND

(iii) Obtain a Postgraduate degree/Diploma of a recognised University or obtain full professional qualifications in Accountancy

AND

(iv) Pass a Viva-Voce examination.



(iv) to accept the Diploma and the Postgraduate Diploma of the Open University to meet the Efficiency Bar requirement specified for each grade.

04. With the implementation of the 1989 salary revision a new grade of A-03(a) has been created for Administrative Officers of the Grade of Senior Assistant Registrar or equivalent (defined more in the annexed schedules). These officers who are in the A-03 grade are eligible for promotion to the grade of A-03(a) or a higher post provided they satisfy the Efficiency Bar requirements specified in the Scheme of Recruitment for such post at any time after completing the 7th step of A-03.

05. The amended Scheme of Recruitment for the Administrative and the Financial Officers and the Efficiency Bars are applicable to new appointments made after the effective date of this Circular. The new Efficiency Bar requirements will not be operative until 1st January 1995 for those officers in the service at present. As an alternative there will be an interview to evaluate them in place of the Efficiency Bar requirements. The interviews will have a written component as determined by the Selection Committee.

06. The new Schemes of Recruitment are effective from 1st March, 1990.



( Prof. A.P.R. Aluwihare )

Chairman

- cc : 1. Chairman/UGC  
 2. Vice-Chairman/UGC  
 3. Members of the UGC  
 4. Secretary/UGC  
 5. Registrars of Universities  
 6. Accountant, UGC  
 7. Bursars of Universities  
 8. Senior Asst. Registrars/Asst. Registrars of Institutes  
 9. Senior Asst. Bursars/Asst. Bursars of Institutes  
 10. Chief Internal Auditor, UGC  
 11. Senior Asst. Internal Auditors/Asst. Internal Auditors of HEIs  
 12. Govt. Audit Superintendents of Universities  
 13. Auditor-General

File No. UGC/E/6/3/160

**EFFICIENCY BARS OF ASSISTANT ACCOUNTANTS/ASSISTANT BURSARS/  
ASSISTANT TREASURER/ASSISTANT INTERNAL AUDITORS**

**EFFICIENCY BARS (For those who are recruited under Category A)**

- (i) (a) Either pass in a English Language Paper conducted by the University Grants Commission,  
(b) Obtain a Diploma <sup>OR</sup> in English of a recognized Higher Educational Institution,  
<sup>OR</sup>  
(c) Obtain a Pass in English at the GCE (Advanced Level) Examination

AND

- (ii) Obtain a good record of service during the three years.

AND

- (iii) Pass a written test on the following subjects.

- (a) Legislation pertaining to University Education, Student (Higher Education) Loan Fund, and Labour Laws.  
(b) Ordinances, Statutes, Regulations and Rules pertaining to Higher Educational Institutions.  
(c) Administrative, Disciplinary and Financial, Procedures of Higher Educational Institutions.

AND

- (iv) Pass a Viva-Voce examination.

**EFFICIENCY BAR (For those who are recruited under Category B)**

The following requirements should be fulfilled for the efficiency bar on completion of 03 years of service:

- (i) (a) Either pass in a English Language Paper conducted by the University Grants Commission,  
<sup>OR</sup>  
(b) Obtain a Diploma in English of a recognized Higher Educational Institution.

OR

- (c) Obtain a Pass in English at the GCE (Advanced Level) Examination.

AND

- (ii) Obtain a good record of service during the three (03) years.

AND

- (iii) (a) Register themselves for a course leading to a degree at the DUJL, JPDH within the first three years of the date of appointment.

OR

- (b) Register for the appropriate professional examination

AND

- (iv) Pass a Viva-Voce examination.

Notes

1. The Assistant Accountants/Assistant Bursars/Assistant Internal Auditors (Internal Candidates) should obtain a degree/professional qualifications for them to become eligible to apply for the posts of Senior Assistant Accountants/Senior Assistant Bursar and Senior Assistant Internal Auditor.
2. Para (iii) above will not apply to those in Category B who have obtained a first degree or Professional Qualifications.



AMENDED SCHEMES OF RECRUITMENT FOR ADMINISTRATIVE & FINANCIAL OFFICERS GRADES

POST & SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Registrar/University Additional Secretary/UGC Secretary/University College A-01 Rs. 11000 - Bx250 - 13000 p.m.	By open Advertisement Selection by interview	(1) (a) A graduate who possesses a Ph.D. or a Master's Degree with research in Administration or Management of other relevant fields with not less than twelve (12) years administrative experience; <u>OR</u> (b) A graduate with a Masters degree by examination or diploma in Administration or Management with not less than fourteen (14) years' administrative experience; <u>OR</u> (c) A graduate of a recognized University with not less than fifteen (15) years' administrative experience of which at least eight (8) years should have been in a post of Senior Assistant Registrar/Senior Assistant Secretary and/or Deputy Registrar/Deputy Secretary in the Commission and/or a Higher Educational institution.
		(d) A graduate of a recognized University with not less than fifteen (15) years' administrative experience of which at least two (2) years should have been in a senior Administrative post and drawing a consolidated salary of not less than Rs. 8250/- p.m.

OR

NOTE:

OR

(i) 'Administrative experience' means experience gained in a post in the Sri Lanka Administrative service or in comparable or higher post after obtaining a degree from a recognised University.

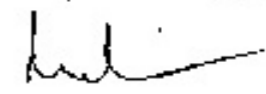
(ii) Paragraphs (c) and (d) will be phased out in 05 years.

(2) Age - Not more than 45 years.



AMENDED SCHEMES OF RECRUITMENT FOR FINANCIAL OFFICERS GRADE

POST & SALARY SCALE WITH CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Assistant Accountant Assistant Bursar Assistant Treasurer Assistant Internal Auditor	By simultaneous external (Category A) and internal (Category B) advertisement 60% of the posts to be filled externally 40% internally	<p><u>CATEGORY A</u></p> <p>(1) (a) A degree of a recognised University <u>AND</u> (b) A pass in the Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka with at least three (3) years experience in the accounting and/or auditing. <u>OR</u> (c) A pass in each of the Sections A &amp; B of the Foundation stage and Part I of the Professional stage examinations of the Chartered Institute of Cost and Management Accountants of U.K. or a pass in each of the Part I, II and III examinations of the Association of Certified and Corporate Accountants of U.K. with at least three (3) years experience in accounting and/or auditing. <u>OR</u> (d) The Higher National Diploma in Accountancy of the Sri Lanka Technical College with at least 3 years experience in accounting and/or auditing.</p> <p>(2) Age - Not more than 35 years.</p>
A-04 Rs. 3900-3x150-4350 (EB) 4950-12x200-7350 p.m.	<p><u>Notes:</u> Eligible applicants under Category B will be required to pass a written examination on the following matters before being summoned for interview.</p> <p>(a) Legislation pertaining to University education, Student (Higher Education) Loan Fund and Labour Laws;</p> <p>(b) Ordinances, Statutes, By-Laws, Regulations and Rules pertaining to Higher Educational Institutions;</p> <p>(c) Administrative, Disciplinary and financial procedure of Higher Educational Institutions;</p> <p>(d) English Language</p> <p>Selection by interview</p>	<p><u>CATEGORY B</u></p> <p>(1) A Staff Assistant of the Commission and/or a Higher Educational Institution; <u>OR</u> (2) A confirmed employee of the Commission or of a Higher Educational Institution/Institute who is in a post in Grade VII or above or who is in a post in Grade VIII or above with not less than 12 years service in that grade provided that such officer was in the service of the Commission or of a Higher Educational Institution as at 01.04.1961.</p>



AMENDED SCHEME OF RECRUITMENT

No.	Post and Salary Code	Method of Recruitment	Qualifications
A-24	Assistant Registrar/ Assistant Secretary Rs. 3900-3x150-4350 (EB) 4550-12x200-7350 p.m.	By simultaneous external (Category A) and internal (Category B) advertisement 60% of the posts to be filled externally and 40% internally.  <u>Note:</u> Eligible applicants in Category B will be required to pass a written examination on the following:-  (a) Legislation pertaining to University education, Student (Higher Education) Loan Fund, and Labour Laws.  (b) Ordinances, Statutes, By-Laws, Regulations and Rules pertaining to Higher Educational Institutions.  (c) Administrative, Disciplinary and Financial procedures of Higher Educational Institutions.  (d) English Language  Selection by interview	<u>Category A</u>  (1) (a) A degree with first or second class honours of a recognized University;  OR  (b) A pass degree of a recognized University with a postgraduate degree or diploma in Administration of Management.  (2) Age - Not more than 35 years.  <u>Category B</u>  (1) (a) A graduate of a recognized University who is a confirmed employee of the Commission or of a Higher Educational Institution/Institute;  OR  (b) A Staff Assistant of the Commission and/or a Higher Educational Institution;  OR  (c) A confirmed employee of the Commission or of a Higher Educational Institution/Institute who is in a post in Grade VII or above or who is in a post in Grade VIII with not less than twelve (12) years service in that grade provided that such officer was in the service of the Commission or of a Higher Educational Institution as at 01.04.1981

NOTE:

(i) Administrative experience means experience gained in a post in the Sri Lanka Administrative Service or in a comparable or higher post after obtaining a degree from a recognized University.

(ii) The particulars of the Efficiency Bar Examinations have been given in the over-leaf