



VACANCY

ADMINISTRATIVE STAFF – ON CONTRACT BASIS

- **Post of Assistant Bursar (On Contract)**

QUALIFICATIONS

1. Pass in the final II examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

OR

2. (a) (i) Should possess a Bachelor's Degree specialized in Accounting from a recognized University/ Higher Educational Institute.

OR

(ii) Should possess a Bachelor's Degree from a recognized University/ Higher Educational Institute with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

OR

(iii) Should possess a Higher National Diploma in Accountancy (HNDA) of Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor.

AND

(b) Two (02) years of experience in Accounting/Auditing in a Government/ State corporation or reputed private sector organization.

Age : Should not be less than twenty two (22) years and not more than thirty (30) years.

Recruitment Procedure :

All applicants are required to pass a written examination covering the relevant subject areas as follows;

- 1) IQ and Reasoning *
- 2) Accounting & Finance *
- 3) English Language

*Papers will be in English Language.

SALARY SCALE

Rs. 55,925 p.m + Rs. 12,800 Cost of Living

OTHER BENEFITS

EPF, ETF, priority basis treatments at University Hospital – KDU

METHOD OF RECRUITMENT

Selection will be done by a structured interview based on the results of an aptitude test.

GENERAL CONDITIONS

1. Should be a citizen of Sri Lanka.
2. Appointments will be done by the Board of Management of General Sir John Kotelawala Defence University only within the approved number of vacancies for the post.
3. The applicant should send the application downloaded from the websites (www.kdu.ac.lk) and (www.mpc.kdu.ac.lk) with certified copies of relevant certificates by registered post to reach The Registrar, General Sir John Kotelawala Defence University, Ratmalana or hand deliver to the University on or before 24/04/2024.
4. Applied post should be written on the top left-hand corner of the envelope.
5. Applicants are strictly advised to apply in the format which can be downloaded from the KDU and Metropolitan Campus KDU websites. Late, incomplete or applications which do not comply with the prescribed format will be rejected.
6. Candidates shall complete all required qualifications as at the closing date of the application.
7. Only the applicants who meet the required qualifications will be summoned for the interview.
8. Selected candidates should be able to serve and perform duties of the post in any premises of Metropolitan Campus KDU.
9. Selections will be done in accordance with the recruitment procedures approved in relation to the post by the University Grants Commission and based on the results of the interview.
10. The University reserves the right to short list candidates for the aptitude test and/or interview.
11. Salaries are in accordance with approval of DMS (Department of Management Service).
12. Contract period may be extended annually upon completion of satisfactory service and subject to approval of the Vice Chancellor and the Board of Management.

Closing Date
24th April 2024

Application should be addressed to
The Registrar,
General Sir John Kotelawala Defence University
Ratmalana 10390
Sri Lanka

Visit our
Website for further details –
www.kdu.ac.lk