



**UNIVERSITY OF RUHUNA
VACANCIES**

01. POST OF BURSAR

Applications are invited from suitably qualified candidates for the Post of Bursar of the University of Ruhuna up to 20th December 2013.

Qualifications:

- (1) (a) Should possess a Membership of the Institute of Chartered Accountants of Sri Lanka 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 qualifications at (1) (a) above.

OR

- (2) A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the university system who possesses three (03) years of satisfactory service in that post and confirmed in the post with qualification at (1)(a) above. At least one (01) year out of the above three (03) years of experience 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 system who is confirmed in that post and possesses ten (10) years of experience in accounting and/or auditing in an executive capacity and at least eight (08) years of satisfactory service in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the university system with qualification as at (1)(a) above. Three (03) years of such 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 system who is confirmed in that post with Master's Degree in Accountancy/Finance/Management* from a recognized University/HEI and possesses the intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with not less than twelve (12) years of experience in accounting and/or auditing in an executive capacity after successfully completion of the above Intermediate qualification. At least ten (10) years of such experience should be in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor or above of the in the university system.

OR

- (5) A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the university system who possesses three (03) years of satisfactory service in that post and confirmed in the post with a Degree from a recognized University/HEI and the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent/Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor, with not less than fourteen (14) years of experience in accounting and/or auditing in an executive capacity after obtaining the above Intermediate qualification/HNDA. At least five (05) years of such experience should be at the level of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor and/or Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the grade of U-EX 2(II) in the university system.

OR

- (6) A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the university system who possesses a Degree from a recognized University/HEI or 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, with not less than eighteen (18) years of experience in accounting or auditing in the university system out of which at least three (03) years should be in the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the university system and confirmed in that post.

Note:

1. '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.
- 2.* Term 'Management' means a Degree in Management/Public Administration/Business Administration with major component in Accounting and Finance.

Salary Scale:

Rs.47,845 - 7x1050; 11x1310 - 69,605/= per month [U-EX3 (II)] [A-01(a)]. (In addition, the allowances approved by the University Grants Commission will also be paid.)

SABBATICAL LEAVE ENTITLEMENT:

The holder of the post of Bursar will be eligible for sabbatical leave for one year duration with pay or two years durations without pay on completion of seven (07) years of service. Those proceeding abroad on sabbatical leave will be eligible to receive passage for himself/herself and his/her spouse.

OTHER BENEFITS:

- (i) University employees are required to contribute 10% of their monthly salary to the Universities Provident Fund; the University in turn contributes a sum equivalent to 15% of the salary of which 08% will be credited to the Universities Pension Fund, 07% to the Universities Provident Fund (UPF) and 03% to the Employees Trust Fund (ETF).
- (ii) Appointees to the permanent posts will become members of the University Pension Scheme.
- (iii) Transport will be provided from residence to work place in accordance with University Grants Commission regulations.

02. POST OF WORKS ENGINEER (CIVIL) - GRADE III

Qualifications :

- i. (a) Should possess a B.Sc. Engineering Degree specializing in Civil Engineering from a recognized University/HEI

OR
- (b) Should possess a National Diploma in Technology specializing in Civil Engineering or equivalent, with at least seven (07) years of experience in Civil Engineering works in a recognized establishment.

Note : The in-plant training period shall not be counted for the period of experience.

Salary Scale : 26,020 - 3x585 - 27,775 (EB) 28,420 - 12x645 - 36,160/= p.m. - U-EX1(II)

03. POST OF CHIEF MARSHAL

Qualifications :

i. (a) Should possess a degree from a recognized University/HEI and an officer not below the rank of Assistant Superintendent of Police or an officer equivalent rank in the other Armed Services of Sri Lanka.

OR

(b) A holder of the post of Deputy Chief Marshal in the Marshal Service and confirmed in that post with not less than five (05) years of satisfactory service in that grade.

ii. Physique Height - 5' 5"
 Chest - 32" deflated

Note : Preference will be given to those with activity participated in Sports Activities, Social Welfare Activities and Recreational Programmes within the University and at National Level.

Salary Scale : 33,745 - 8x645; 8x790 - 45,225/= p.m. - U-EX2(II)

HOW TO APPLY:

Further particulars and application forms could be obtained from the Office of the Senior Assistant Registrar/Non Academic Establishment Division of the University up to 13.12.2013 by personally calling over or by post. A self-addressed stamped envelope 9"x4" in size should be included in case of request for application by post.

Application forms and particulars for the above posts could be downloaded from the University web site. (www.ruh.ac.lk)

Applicants from the public service/Corporations/Statutory Boards, should forward their applications through their respective Heads. Duly Completed applications on prescribed forms together with copies of relevant certificates etc. should be forwarded under registered cover indicating the post applied for on the top left hand corner of the envelope, to reach the **Registrar, University of Ruhuna, Wellamadama, Matara on or before 20.12.2013**

Applications received after the closing date and incomplete applications will be rejected without intimation and only short listed applicants will be called for an interview.

Registrar

University of Ruhuna,
Wellamadama,
Matara.
22.11.2013