



UNIVERSITY OF RUHUNA VACANCIES

Applications are invited from suitably qualified candidates for the following posts, up to 25th May 2018.

01. POST OF BURSAR

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 such 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(1).

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
Masters' 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.

SELECTION CRITERIA:

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Selection will be made in order of merit.

MONTHLY SALARY SCALE:

As per the Commission Circular No. 17/2016 dated 05.12.2016, this post carries the consolidated salary scale of U-EX3 (II), Rs.91,830 - 7x2,020; 11x2,520 - 133,690/- p.m. as at 01.01.2020. However, appointees will be placed at the appropriate salary step as given in the Appendix II of that Circular with effect from the date of assumption of duties. According to that circular appointees will be placed Rs.74,236 - 7x1,632; 11x2,036 - 108,056/- p.m. with effect from 01.01.2018. In addition, the Government approved allowances will be paid.

OTHER BENEFITS:

Assigned Vehicle:

The holder of the above post is entitled for a assigned vehicle with the approved fuel allowance.

Sabbatical Leave entitlement:

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

Gratuity:

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act. No. 12 of 1983.

Provident Fund, Pension Benefits and Employees Trust Fund Benefit:

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).

02. POST OF CHIEF MARSHAL

QUALIFICATIONS:

i. (a) Should possess a degree from a recognized University/HEI and on 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.

SELECTION CRITERIA:

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

MONTHLY SALARY SCALE:

As per the Commission Circular No. 17/2016 dated 05.12.2016, this post carries the consolidated salary scale of U-EX 2 (II), Rs. 64,710 - 8x1,240; 8x1,520 - 86,790/- p.m. as at 01.01.2020. However, appointees will be placed at the appropriate salary step as given in the Appendix II of that Circular with effect from the date of assumption of duties. According to that circular appointees will be placed Rs.52,324 - 8x1,002; 8x1,228 - 70,164/- p.m. with effect from 01.01.2018. In addition, the Government approved allowances will be paid.

OTHER BENEFITS:

Gratuity:

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act. No. 12 of 1983.

Provident Fund, Pension Benefits and Employees Trust Fund Benefit:

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).

03. POST OF PROJECT MANAGER

QUALIFICATIONS:

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

OR

Should possess a B.Sc. Engineering degree from a recognized University/HEI specializing in Quantity Surveying

OR

Equivalent professional qualifications

AND

(b) Possess a Corporate membership from a recognized Engineering Institute

OR

Possess a Corporate membership from a recognized Institute of Quantity Surveying

AND

(c) A minimum of 10 years relevant experience in construction projects, handling contracts as well as managing direct labour.

SELECTION CRITERIA:

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

MONTHLY SALARY SCALE:

As per the Commission Circular No. 17/2016 dated 05.12.2016, this post carries the consolidated salary scale of U-EX 2 (I), Rs. 79,190 - 7x1,520; 8x1,730 - 103,670/- p.m. as at 01.01.2020. However, appointees will be placed at the appropriate salary step as given in the Appendix II of that Circular with effect from the date of assumption of duties. According to that circular appointees will be placed Rs.64,024 - 7x1,228; 8x1,398 - 83,804/- p.m. with effect from 01.01.2018. In addition, the Government approved allowances will be paid.

OTHER BENEFITS:

Gratuity:

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act. No. 12 of 1983.

Provident Fund, Pension Benefits and Employees Trust Fund Benefit:

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).

04. POST OF WORKSHOP ENGINEER (GRADE III)

QUALIFICATIONS:

- i. (a) Should possess a B.Sc. Engineering Degree specializing in Mechanical/Production Engineering from a recognized University/HEI.
- OR
- (b) Should possess a National Diploma in Technology specializing in Mechanical/Production Engineering or equivalent qualification, with at least seven (07) years of experience in a Mechanical workshop of a recognized establishment.

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

SELECTION CRITERIA:

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

MONTHLY SALARY SCALE:

As per the Commission Circular No. 17/2016 dated 05.12.2016, this post carries the consolidated salary scale of U-EX 1 (II), Rs. 49,860 - 3x1,125 - 53,235 (EB) 54,475 - 12x1,240 - 69,355/- p.m. as at 01.01.2020. However, appointees will be placed at the appropriate salary step as given in the Appendix II of that Circular with effect from the date of assumption of duties. According to that circular appointees will be placed Rs.40,324 - 3x909 - 43,051 (EB) 44,053 - 12x1,002 - 56,077/- p.m. with effect from 01.01.2018. In addition, the Government approved allowances will be paid.

OTHER BENEFITS:

Gratuity:

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act. No. 12 of 1983.

Provident Fund, Pension Benefits and Employees Trust Fund Benefit:

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).

05. POST OF CURATOR (LANDSCAPE) - GRADE III

Qualifications:

- i. Should possess a four year special Degree in Agriculture or Agricultural Technology & Management and majoring in Crop Science/Horticulture/Floriculture/Forestry from a recognized university/HEI with not less than one (01) year of experience in landscaping in a State/Corporation or reputed Private sector organization in supervisory capacity
- OR

- ii. Years of experience in landscaping in State/Corporation or reputed Private sector organization in supervisory capacity.

MONTHLY SALARY SCALE:

As per the Commission Circular No. 17/2016 dated 05.12.2016, this post carries the consolidated salary scale of U-EX 1 (II), Rs. 49,860 - 3x1,125 - 53,235 (EB) 54,475 - 12x1,240 - 69,355/- p.m. as at 01.01.2020. However, appointees will be placed at the appropriate salary step as given in the Appendix II of that Circular with effect from the date of assumption of duties. According to that circular appointees will be placed Rs.40,324 - 3x909 - 43,051 (EB) 44,053 - 12x1,002 - 56,077/- p.m. with effect from 01.01.2018. In addition, the Government approved allowances will be paid.

OTHER BENEFITS:

Gratuity:

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act. No. 12 of 1983.

Provident Fund, Pension Benefits and Employees Trust Fund Benefit:

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).

06. POST OF STATISTICAL OFFICER - GRADE II

Qualifications:

- i. Should possess a Special/General degree with First Class or Second Class Upper Division from a recognized university/HEI with Mathematics or Statistics as a subject.
OR
- ii. Should possess a General degree with a Postgraduate Diploma in one years' duration in Statistics with at least 30 credits in Mathematics/Statistics.
OR
- iii. Should possess an equivalent qualifications in Statistics.

Note: Preference will be given to candidates with experience in Statistical work.

MONTHLY SALARY SCALE:

As per the Commission Circular No. 17/2016 dated 05.12.2016, this post carries the consolidated salary scale of U-EX 1 (II), Rs. 49,860 - 3x1,125 - 53,235 (EB) 54,475 - 12x1,240 - 69,355/- p.m. as at 01.01.2020. However, appointees will be placed at the appropriate salary step as given in the Appendix II of that Circular with effect from the date of assumption of duties. According to that circular appointees will be placed Rs.40,324 - 3x909 - 43,051 (EB) 44,053 - 12x1,002 - 56,077/- p.m. with effect from 01.01.2018. In addition, the Government approved allowances will be paid.

OTHER BENEFITS:

Gratuity:

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act. No. 12 of 1983.

Provident Fund, Pension Benefits and Employees Trust Fund Benefit:

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).

07. POST OF DRAWING OFFICE ASSISTANT (GRADE II)

Qualifications:

- (i) Should possess a B.Sc. Degree in Engineering (Mechanical/Production) from a recognized University/HEI and two (02) years of experience in a Drawing Office/Design Office of a Mechanical Engineering Department.
OR
- (ii) Should possess a qualification in Draughtsmanship obtained from a recognized Higher Educational Institute

AND

- (iii) Should possess ten (10) years of experience in a position of responsibility in Drawing Office in a Mechanical Engineering Department.

Note: Preference will be given to those with teaching experience in Engineering Drawing.

MONTHLY SALARY SCALE:

As per the Commission Circular No. 17/2016 dated 05.12.2016, this post carries the consolidated salary scale of U-EX 1 (II), Rs. 49,860 - 3x1,125 - 53,235 (EB) 54,475 - 12x1,240 - 69,355/- p.m. as at 01.01.2020. However, appointees will be placed at the appropriate salary step as given in the Appendix II of that Circular with effect from the date of assumption of duties. According to that circular appointees will be placed Rs.40,324 - 3x909 - 43,051 (EB) 44,053 - 12x1,002 - 56,077/- p.m. with effect from 01.01.2018. In addition, the Government approved allowances will be paid.

OTHER BENEFITS:

Gratuity:

Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act. No. 12 of 1983.

Provident Fund, Pension Benefits and Employees Trust Fund Benefit:

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).

HOW TO APPLY:

Further particulars and prescribed application forms could be obtained from the office of the Senior Assistant Registrar/Non Academic Establishment Division of the University up to 18.05.2018 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.

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

Applications should be prepared in the prescribed application and 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 25.05.2018**

Applications which is not in prescribed forms, received after the closing date, illegibly completed, incomplete applications and application not in conformity with the above requirements will be rejected without intimation and only short listed applicants will be called for an interview.

Registrar

University of Ruhuna,
Wellamadama,
Matara.
23.04.2018

UNIVERSITY OF RUHUNA
FORM OF APPLICATION

Paste a color photograph of recently obtained 3x2.5 size

Application for the post of

Personal Information

Full name:

Name with initials:

National I.D. No.:

Gender:
Reverend
Male
Female

Civil Status:
Married
Unmarried

Present Postal Address:

Permanent Address:

Telephone No.:

Office

Res.

E-mail Address:

Date of Birth:

Year	Month	Date

Age as at closing Date:

Year	Month	Date

Citizenship:

By descent

By Registration

Education

(i) Schools attended

Name of the School	From	To

(ii) University Education:

Name of the University	From	To	Degree Course followed with Subjects	Class or Grade	Effective date of the degree
<u>Degrees</u>					
<u>Postgraduate Degrees/Diploma</u>					

(Please attach certified true copies of degree certificates with official frank of attester.)

Other Diplomas, Memberships, Fellowships etc. *

Institute	Diploma etc.	Year

(* Please attach certified true copies of certificates.)

Professional Qualifications *

Institute	From	To	Examinations passed or Degrees etc. obtained

(* Please attach certified true copies of certificates with official frank of attester.)

Special Qualifications

Research & Publications

Achievements (Scholarships, Awards, Medals etc.)

Employment Records *

Present employment:

Post held	Institute	From	To	Number of month	Last drawn salary (p.m.)

(* Please attach certified true copies of service certificates with official frank of attester.)

Previous employment/s:

Post held	Institute	From	To	Number of month	salary drawn (p.m.)

(Please attach certified true copies of service certificates with official frank of attester.)

Extra Curricular Activities

(i)

(ii)

(iii)

(iv)

(v)

Language Proficiency

Language	Ability to Work		
	Very good	Good	Fair
Sinhala			
Tamil			
English			

Other Information

Have you ever been found guilty in a court of law at any time for any charges?

(Tick ✓ in the relevant cage)

Yes No

(If yes, state particulars) :

.....

Referees (Non related)

Name	Designation	Address	Contact No.
1.			
2.			

Certification by applicant:

- (a) I declare that all particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear any loss for not completing any part of the application form and/or for completing the form incorrectly. Further, I declare that all parts of this form have been completed by me.
- (b) I am aware that I will get disqualified before the appointment is made or dismissed from service after the appointment is made if the declaration made by me is proved to be false.
- (c) I further declare that, I will abide by the rules and regulations enforced by the Secretary of the Ministry of National Coexistence Dialogue and Official Languages relating to the conducting of examination and abide by the decisions relating to the releasing of results.
- (d) I shall not later on change any particulars furnished here.

.....

Date

.....

Signature of Applicant

(N.B. When applying for several posts, each post should be applied for separately. According to the qualifications in an application, all copies of relevant certificates should be enclosed.)

For Public Service/Corporations/Statutory Boards Candidates only

Application for the Post of submitted by is forwarded herewith. If He/She is selected for the said post He/She can/cannot be released.

.....

Signature of the Head of the Institution

Name

Designation

Date

Seal