



## UNIVERSITY OF RUHUNA VACANCIES

This is with the reference to the advertisement for following vacancies in University of Ruhuna on Sunday Observer dated 15.09.2019

01. Post of Bursar
02. Post of Chief Security Officer - Grade II
03. Post of Chief Marshal
04. Post of Project Manager
05. Post of Workshop Engineer (Grade III)
06. Post of Audio Visual Technical Officer (Grade II)
07. Post of Works Engineer (Civil) - Grade III

The deadline for accepting applications has been **extended to 18.11.2019**.

Candidates who have applied for relevant positions already, need not apply again.

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 11.11.2019 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 also could be downloaded from the University web site. ([www.ruh.ac.lk](http://www.ruh.ac.lk))

For further details of the application process; please refer the advertisement on Sunday Observer on dated 15.09.2019.

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 **Senior Assistant Registrar, Non Academic Establishments, University of Ruhuna, Wellamadama, Matara on or before 18.11.2019**

Registrar

University of Ruhuna,  
Wellamadama,  
Matara.  
24.10.2019



**UNIVERSITY OF RUHUNA  
VACANCIES**

Applications are invited from suitably qualified candidates for the following posts, up to 27<sup>th</sup> September 2019.

**01. POST OF BURSAR**

**QUALIFICATIONS:**

- i. (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
- ii. 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
- iii. 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
- iv. 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
- v. 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
- vi. 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
- vii. 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(v) dated 01.06.2018, this post carries the consolidated salary scale of U-EX 3(II), Rs.95,320 - 7 x 2,170; 11 x 2,700 - Rs. 140,210/= 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. 85,360/= p.m. with effect from 01.01.2019. In addition, the Government approved allowances applicable to the University System 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.

**02. POST OF CHIEF SECURITY OFFICER - GRADE II**

**QUALIFICATIONS:**

- 1) An Officer not below the rank of Assistant Superintendent of Police, Captain of the Army or an Officer of equivalent rank in the other Armed Services,  
Or
- 2) A person who possesses a degree from a recognized university/HEI with not less than five (05) years of experience in security work,  
Or
- 3) A holder of the post of Security Inspector, Grade I or above in the University Security Service and confirmed in the present post with not less than eight (08) years of satisfactory service in those grades.

**MONTHLY SALARY SCALE:**

As per the Commission Circular No. 17/2016(v) dated 01.06.2018, this post carries the consolidated salary scale of U-EX 1(II), Rs.50,625 - 3 x 1,125; Rs. 54,000/= (EB), Rs. 55,335, 12 x 1,335 - Rs. 71,355/= 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.45,602/= p.m. with effect from 01.01.2019. In addition, the Government approved allowances applicable to the University System will be paid.

**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.

**03. POST OF CHIEF MARSHAL**

**QUALIFICATIONS:**

- i. (a) A holder of the post of Deputy Chief Marshal in the Marshal Service in the University system 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 Programs within the University and at National Level.

OR

- iii. An Officer not below the rank of Lieutenant Colonel in Sri Lanka Armed Forces/ equivalent rank in Sri Lanka police with active participation in sports activities.

**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(v) dated 01.06.2018, this post carries the consolidated salary scale of U-EX 2(II), Rs.66,180 - 8 x 1,335; 8 x 1,630 - Rs. 89,900/= 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. 59,497/= p.m. with effect from 01.01.2019. In addition, the Government approved allowances applicable to the University System will be paid.

**04. 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(v) dated 01.06.2018, this post carries the consolidated salary scale of U-EX 2(II), Rs.66,180 - 8 x 1,335; 8 x 1,630 - Rs. 89,900/= 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. 59,497/= p.m. with effect from 01.01.2019. In addition, the Government approved allowances applicable to the University System will be paid.

**05. 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(v) dated 01.06.2018, this post carries the consolidated salary scale of U-EX 1(II), Rs.50,625 - 3 x 1,125; Rs. 54,000/= (EB), Rs. 55,335, 12 x 1,335 - Rs. 71,355/= 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.45,602/= p.m. with effect from 01.01.2019. In addition, the Government approved allowances applicable to the University System will be paid.

**06. POST OF AUDIO VISUAL TECHNICAL OFFICER (GRADE II)**

**Qualifications:**

- (i) (a) Diploma in Technology of the Open University or Special Engineering Apprenticeship Certificate issued from 1975 or National Diploma for Engineering Technicians issued from 1989 by the National Apprenticeship Board or National Diploma in Technology or City and Guilds Final Certificate in the field of Electronics or Power, together with one year's experience in relevant video work.

OR

- (b) Diploma in Educational Technology or Diploma in Audio Visual Techniques of a recognized polytechnic or University provided the courses for the Diploma in Educational Technology or the Diploma in Audio Visual Techniques are of two years duration, with 01 year experience in relevant video work.

OR

- (c) Pass in 03 subjects at the G.C.E. (A/L) examination in Science in one sitting and 06 year experience in Audio Visual work.

- (ii) **Age** - Not more than 45 years.

**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(v) dated 01.06.2018, this post carries the consolidated salary scale of U-MN 4(II), Rs. 42,885 - 20 x 660; 1 x 660 - Rs. 56,745/= 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.38,717/= p.m. with effect from 01.01.2019. In addition, the Government approved allowances applicable to the University System will be paid.

**07. POST OF WORKS ENGINEER (CIVIL) - GRADE III****Qualifications:**

- i. (a) B.Sc. Engineering Degree specializing in Civil Engineering from a recognized University.
- OR
- (b) National Diploma in Technology specializing in Civil Engineering or equivalent with at least seven (07) years' experience in Civil Engineering works in 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(v) dated 01.06.2018, this post carries the consolidated salary scale of U-EX 1(II), Rs.50,625 - 3 x 1,125; Rs. 54,000/= (EB), Rs. 55,335, 12 x 1,335 - Rs. 71,355/= 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.45,602/= p.m. with effect from 01.01.2019. In addition, the Government approved allowances applicable to the University System 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 26.09.2019 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](http://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 **Senior Assistant Registrar, Non Academic Establishments, University of Ruhuna, Wellamadama, Matara on or before 27.09.2019**

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.  
09.09.2019