UNIVERSITY OF RUHUNA
VACANCY

POST OF BURSAR

The University of Ruhuna will entertain applications from suitably qualified candidates for the 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 the 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 Sn Lanka (CASL) or its equivalent;

      or

      Master's 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.

SALARY SCALE:

U-EX 3 (II) - Rs.166,130- 7x3,900; 11x4,850 – 246,780 p.m.
(In addition, the Government approved allowances applicable to the university system will be paid)

BENEFITS

- The holder of the above post is entitled to an assigned vehicle with the approved fuel allowance as per the relevant Circular.

- The holder of the above post will be eligible for Sabbatical Leave with full pay on completion of the required period of service as per the relevant provisions.

- The selected candidate will become a contributor to the Universities Provident Fund and University Pension Scheme in terms of the existing regulations. The appointee is required to contribute 10% of the monthly salary to the Provident Fund while the employer will contribute a sum equivalent to 15% of that salary of which 08% is credited to the Pension Scheme, 07% to the Provident Fund, and 03% to the Employees Trust Fund.

The employees who will not be able to serve twenty years or more in the University System from the date of appointment to the compulsory age of retirement (Non-Academic Category – 60 years) will not be contributed to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.

- **Gratuity**
  Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983.

GENERAL NOTE:

- The appointment will be on probation for a period of three years, which may be extended at the discretion of the Council of the University of Ruhuna. Provided that, where an employee confirmed in the Commission or in a Higher Educational Institution, is subsequently appointed for the said post, in the first instance, for a probationary period of one year, and shall thereafter be subject to confirmation by the Governing Authority of the University of Ruhuna.

- The other conditions of appointment will be in accordance with provisions of the Universities Act and its amendments, Establishment Code of the UGC & HEI's, Ordinance, By-laws, Regulations and Rules, etc. made thereunder.

- Age limit will be considered as per the relevant provisions of the Establishments Code of the University Grants Commission and Higher Educational Institutions/Institutes.

METHOD OF SELECTION:

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

How to apply

1. Application (https://application.ruh.ac.lk/regapp/) for the above post should be submitted using the prescribed application form, which can be downloaded from the link provided in the "Career Opportunities" section of the University of Ruhuna website (www.ruh.ac.lk).

2. Certified copies of relevant educational (including transcripts), professional, extra-curricular, and service certificates must be submitted along with the application. Only the qualifications, experience, or other merits obtained as of the closing date of applications will be considered during evaluation at the structured interview. Any certificates submitted at the interview, afterward, or not included in the application will not be accepted.

3. The duly completed original application, together with certified annexures (hard copies), should be:

   a. Scanned as a single PDF file, and a copy must be emailed to recruitment.na@admin.ruh.ac.lk on or before **14.07.2026**.

   b. Forwarded in hard copy under registered cover, together with copies of all relevant certificates, to reach the **Vice-Chancellor, University of Ruhuna, Wellamadama, Matara** by **14.07.2026**. The name of the post for which the application is submitted should be clearly stated on the top left-hand corner of the envelope.

Applicants currently employed in a University system, Government Department, State Corporation, or Statutory Board must submit their applications through the Head of their respective Institution.

4. In the application, candidates are required to specify the relevant category under which they are applying.

5. Applicants shall pay a non-refundable application fee of Rs. 1000.00, and the receipt must be attached to the duly completed application form. **Applicants should pay it to the reference number 101042500000013 People's Bank, University of Ruhuna Collection Account through any branch of the People's Bank or via https://pay.ruh.ac.lk.**

6. The University reserves the right to shortlist candidates. Applications received after the closing date, applications not in conformity with the above requirements, and incomplete applications will be rejected without further intimation.

7. Further clarifications may be obtained from the Deputy Registrar, Non-Academic Establishments Division, University of Ruhuna at +94412222681 or via email at recruitment.na@admin.ruh.ac.lk.

Acting Registrar
University of Ruhuna
Wellamadama
Matara
09.06.2026