



UNIVERSITY COLLEGE OF JAFFNA  
UNIVERSITY OF VOCATIONAL TECHNOLOGY  
MINISTRY OF EDUCATION



## VACANCY

Applications are invited from suitable qualified persons for the below mentioned post in University College of Jaffna.

### ASSISTANT BURSAR

#### **Qualifications:**

##### **(a). External**

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 special degree in Accounting from a recognized University /Higher Educational Institution.

**OR**

(ii) Should possess a degree from a recognized University /HEI with a pass in the Intermediate level Examination of the Institute of Chartered Accountants of Sri Lanka.

**OR**

(iii) Should possess a Higher National Diploma in Accounting (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.

##### **(b). Internal**

1. An employee who possesses a degree with Accounting as a subject from a recognized University /Higher Educational Institution and is confirmed in the present post of the University.

**OR**

2. Employee who have completed minimum of five (5) years of satisfactory service in the Finance /auditing field in Grade II of the Management Assistant category (U-MN-I).

**Nature of Appointment:** Permanent with entitlement to EPF & ETF and entitled other government approved allowances.

**Age Limit:** 22 – 45yrs.

**Salary Scale:** U-EX-1 2016-Rs.49860-3\*1125-53235(EB) 54475-12\*1240-69355pm.

**Selection Procedure:** Written Competitive Examination and/or a structured interview.

**General Instructions:**

- Duly filled application form indicating academic and professional qualifications should be sent to “**Director/CEO, University College of Jaffna, No 29, Brown Road, Kokuvil, Jaffna**” by Registered post on or before **5<sup>th</sup> June 2024**.
- All incomplete applications will be rejected.
- Only the shortlisted applicants will be called for written competitive examination and/or structured interview.
- Priority will be given who have experience in the required fields.
- “Application for the post of Assistant Bursar” should be indicated clearly on the top left-hand corner of the envelope.
- Applicants from Higher Education Institutions, Government Departments and Government Corporations should apply through the Heads of such Institutions. Applications which do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an **advance copy** to the address given above.

**CEO/Director  
University College of Jaffna  
No:29, Brown Road, Kokuvil, Jaffna**

**Tel: 021 221 7792  
Email: info@ucj.ac.lk**

**5<sup>th</sup> May 2024**