



UNIVERSITY COLLEGE OF JAFFNA
UNIVERSITY OF VOCATIONAL TECHNOLOGY
MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION



VACANCIES

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

ASSISTANT BURSAR GRADE II

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

- The post is permanent.
- Those recruited to the above posts become members of the Employee's Provident Fund & Employee's trust Fund.

Age

- Age should be not less than 22 years and not more than 45 years.

Selection Procedure

- Written Competitive Examination and /or a Structured Interview

Salary Scale & Allowances

- Salary Scale:U-EX-1-2025 Rs. 85305-3*2020-21*2400-141765pm as at 01.01.2027
- Basic Salary: Rs. 68,029 as at 01.01.2025
- Allowances: Cost of Living Allowance Rs. 17,800/-

Salary will be paid based on the letter No: DMS/Salary Revision/2025-I dated 13.06.2025

Eligibility

- (i) Should be a citizen of Sri Lanka.
- (ii) Should be physically and mentally fit to the discharge the duties of the post well.
- (iii) Should be of excellent moral character.

General Instructions:

- Duly filled application form indicating academic and professional qualifications should be sent to “**Assistant Registrar, University College of Jaffna, No 29, Brown Road, Kokuvil, Jaffna**” by Registered post on or before **01st December 2025**.
- Certified copies of qualifications and service experience should be attached.
- 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.
- The post applied for 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.

Assistant Registrar
University College of Jaffna