



UNIVERSITY OF JAFFNA, SRI LANKA

VACANCY

Applications are invited by me up to 30.06.2016 from suitably qualified persons for the following post.

1. BURSAR

QUALIFICATIONS:

1. (a). Should possess a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent.

AND

- (b). Should possess at least six (6) years of experience in Accounting and/or Auditing in an executive capacity after acquiring the qualifications at 1(a) above.

OR

2. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University System who possesses three (03) years of satisfactory service in that post and confirmed in the post with qualification at 1(a) above. At least one (01) year out of the above. (03) years of experience 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 system who is confirmed in that post and possess ten (10) years of experience in accounting and/or auditing in an executive capacity and at least eight (08) years of satisfactory service in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the University system with qualification as at 1(a) above. Three (03) years of such 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 System who is confirmed in that post with Master's Degree in Accountancy/Finance/ Management * from a recognized University/HEI and possesses the intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent with not less than twelve (12) years of experience in accounting and/or auditing in an executive capacity after successfully completion of the above Intermediate qualification. At least ten (10) years of such 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 System who possesses three (03) years of satisfactory service in that post and confirmed in the post with a Degree from a recognized University/HEI and the Intermediate qualification of the institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent/ Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor, with not less than fourteen (14) years of experience in Accounting and/or Auditing in an executive capacity after obtaining the above Intermediate Qualification/HNDA. At least five (05) years of such experience should be at the level of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor and/or Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor in the Grade of U-EX2(II) in the University system.

OR

6. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University system who possesses a Degree from a recognized University/HEI or Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent or Higher National Diploma in Accountancy (HNDA) conducted by the Sri Lanka Institute of Advanced Technological Education (SLIATE) or its predecessor, with not less than eighteen (18) years of experience in Accounting or Auditing in the University system out of which at least three (03) years should be in the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University system and confirmed in that post.

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 & Finance.

Salary Scale: U-EX 3(II) Rs.47,845 -7X1,050;11X1,310-69,605/- p.m.

Selection : By Structured Interview

Sabbatical Leave entitlement: The holder of the above post will be eligible for Sabbatical Leave as per the regulation of the University Grants Commission.

AGE: Not more than 45 years. Age limit is not be applicable for applicants in the Government Departments, State Corporations and Statutory Bodies.

STATUTORY BENEFITS

1. Allowances approved by the University Grants Commission
 - Special allowance -20% of the basic salary
 - Additional monthly allowance - 20% of the basic salary
 - Interim Allowance- Rs. 10,000.00
 - Cost of living allowance of Rs. 7,800.00 p.m.
 - 35% Research Allowance based on research activity.
 - Limited monthly fuel allowance.
2. Membership in Universities Provident Fund and Pension Scheme in the University System
3. Gratuity payment
4. Employment Trust Fund benefits
5. Free medical care

Applications should be on **specified forms** issued by the University. Application forms and particulars for the above post should be obtained from the Office of the Senior Assistant Registrar / Establishments [Non -Academic] of this University on a payment of Rs. 100/- for each application form at the Shroff's counter of this University. Those who wish to obtain the forms and details by post are requested to send a Money Order / Postal Order to the value of Rs. 100/- drawn in favour of the Bursar, University of Jaffna together with self addressed Rs.10/- Stamped envelope of 23X10 c.m in size. Only Applications sent on the **specified** form will be accepted. **(Please annexed copies of relevant documents)**. The envelope containing the dully filled application form must bear" **the name of the post applied for**" on its top left hand corner and either hand delivered or sent under registered post to reach the Office of the Registrar **on or before 30.06.2016**.

Application forms and other details will also be available in the University website www.jfn.ac.lk.

Applicants from Government Departments, State Corporations and Statutory Bodies should apply through the Heads of respective Institutions. Advance copies of applications may be sent in the first instance. However, no such applicant will be considered for appointment if the application routed through the Head of Department is not received.

Incomplete and illegible applications and applications that are received after the closing date will be rejected.

REGISTRAR,
University of Jaffna,
11.05.2016.