



RAJARATA UNIVERSITY OF SRI LANKA MIHINTALE

VACANCIES - BURSAR

Rajarata University of Sri Lanka will entertain applications from suitably qualified persons for the post of Bursar.

Bursar

Qualifications

- Should possess the Membership of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;

and

 - Should possess at least six (06) years of experience in Accounting and/or Auditing in an executive capacity after acquiring the qualifications at 1(a) above.

OR
- A holder of the post of Deputy Accountant/ Deputy Bursar/Deputy Internal Auditor in the University Grants Commission or Higher Education 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
- A holder of the post of Senior Assistant Accountant/Senior Asst. Bursar/Senior Assistant Internal Auditor in the University Grants Commission or Higher Education 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
- A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Education Institution/Institute with all of the following;
 - Confirmed in that post;
 - Possesses the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;
 - Posses 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
- A holder of the post of Deputy Accountant/ Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Education 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(I)

OR
- A holder of the post of Deputy Accountant/ Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Education 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
- 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 Finance

Salary Scale:

U-EX 3 (II) - Rs. 95320 - 7x2170; 11x2700 - 140210 p.m.

Special Note:

The applicants who wish to join on Secondment / Sabbatical Leave / Contract Basis may also apply.

Benefits

- In addition to the above mentioned salary, the Cost of Living allowance and other allowances approved by the University Grant Commission would also be paid to the permanent appointees.
- Permanent Appointees will become contributors to the Universities Provident Fund and the members of the Employees Trust Fund and Universities Pension Scheme.
- The holders of the post of Bursar is entitled for Vehicle Permit.
- The holder of the above post is entitled for an assigned vehicle with the approved fuel allowance.
- The holder of the above post will be eligible for sabbatical leave of one year with full pay or two years with no-pay on completion of seven (07) years of service and also be eligible to receive air passage for himself/herself and the spouse if he/she proceeding abroad for sabbatical leave.
- Provident Fund, Pension Benefits and Employees Trust Fund Benefit**
Ten percentum (10%) of the salary will be credited by the employee and fifteen percentum (15%) of the salary by the employer of which eight percentum (08%) of the salary will be credited to the Universities Pension Scheme subject to the existing regulations and seven percentum (07%) to the University Provident Fund by the employer. Three percentum (03%) of the salary will be credited by the employer to the Employees Trust Fund.
- Gratuity payment will be in accordance with the provisions of the payment of Gratuity Act No.12 of 1983.

How to apply

Application forms and relevant details should be downloaded from the University website www.rjt.ac.lk

The applicants of Public Service, Government Departments and Corporations should submit their applications through the respective Heads of Institutions.

Certified Photocopies of the certificates of Educational/ Professional qualifications and Service Certificates if any should be sent along with the application.

All applications should be sent under registered cover to reach the **Assistant Registrar/ Non Academic Establishments, Rajarata University of Sri Lanka, Mihintale at or before 4.30 p.m., on 26.07.2021.** The post applied should be indicated on the top left-hand corner of the envelope. Applications received after the closing date, applications not in accordance with the format given in the University website and incomplete applications will not be considered.

Further clarifications can be obtained from Assistant Registrar, Non Academic Establishments Division, 025-2266532

**Acting Registrar,
Rajarata University of Sri Lanka,
Mihintale.**

27.06.2021