



UNIVERSITY OF RUHUNA

VACANCY

POST OF BURSAR

Applications are invited from suitably qualified candidates for the above post.

Qualifications :

Please check the University website (www.ruh.ac.lk)

Method of Recruitment :

Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection. Selection will be made in order of merit.

Salary scale :

U-EX 3 (II), Rs.95,320 – 7 x 2,170; 11 x 2700- 140,210

In addition to the above salary, cost of living allowance, research allowance & other due allowances approved by the University Grants Commission will also be paid.

Other Benefits

- The holders of the posts of Bursar will be eligible for sabbatical leave in terms of the existing regulations.
- The holder of the post of Bursar is entitled to Vehicle Permit.(UGC Circular No. 05/2016[i])
- The holder of the above post is entitled to an assigned vehicle with the approved fuel allowance.
- Gratuity payment will be in accordance with the provisions of the Payment of Gratuity Act No. 12 of 1983.
- The selected candidate will become a contributor to the Universities Provident Fund and Universities 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 8% is credited to the Pension Scheme, 7% to the Provident Fund and 3% to the Employees' Trust Fund.

Other Details

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, before the probationary period of one year, and shall thereafter be subject to confirmation by the Council of the University of Ruhuna.

The other conditions of appointment will be in accordance with provisions of the Universities Act No.16 of 1978, Universities (Amendment) Act No.7 of 1985 and Universities (Amendment) Act No. 1 of 1995 and Ordinances, By-laws, Regulations and Rules, etc. made thereunder.

HOW TO APPLY

- Applications should be prepared in the prescribed application and applicants from the Public Service/Corporations/Statutory Boards, should forward their applications through their respective Heads.
- Duly Completed applications on prescribed forms together with copies of relevant certificates etc. should be forwarded under registered cover indicating the post applied for on the top left hand corner of the envelope, to reach the Deputy Registrar, Non Academic Establishments Division, University of Ruhuna, Wellamadama, Matara on or before **15th of January 2023**.
- Applications which are not in prescribed forms, received after the closing date, illegibly completed, incomplete applications and applications not in conformity with the above requirements will be rejected without intimation and only shortlisted applicants will be called for an interview.

Registrar
University of Ruhuna
Wellamadama
Matara

27.12.2022