

## *Senior Level Executives*

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## Secretary/UGC

Sec/UGC

### Method of Recruitment

*By open advertisement, Selection by a structured interview*

*Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.*

### Qualifications

*(a) Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Ph.D level in Administration or Management from a recognized University/HEI with not less than thirteen (13) years of administrative experience after obtaining the first Degree and of which at least three (03) years should be at a senior executive level.*

**OR**

*(b) Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two(02) years duration at Master' level in Administration or Management from a recognized University/HEI with not less than fifteen (15) years of administrative experience after obtaining the first Degree and of which at least three (03) years should be at a senior executive level.*

### Note :

1. "Administrative Experience" means, experience gained in a post in Sri Lanka

		<p><i>Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose..</i></p> <p>2. <i>“Senior Executive Level” means the experience gained in the post of Registrar/Additional Secretary in the University system or its equivalent as determine by the Commission</i></p>
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**Registrar/University,  
Additional Secretary/UGC**

U-EX 3 (I) - [A-01]

**Method of Recruitment**

*By open advertisement  
Selection by a structured interview*

*Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.*

**Qualifications**

(a) *Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at the level of Ph.D. in Administration or Management from a recognized University/HEI with not less than ten (10) years of administrative experience after obtaining the first Degree.*

**OR**

(b) *Should possess a Degree with First or Second Class and a Postgraduate Degree of not less than two (02) years duration at Masters' level in Administration or Management from a recognized University/HEI with not less than twelve (12) years of administrative experience after obtaining the first Degree.*

**OR**

(c) *Should possess a Degree and a Masters' Degree in Administration or Management of not less than two (02)*

*years duration from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree.*

*OR*

- (d) Should possess a Degree and a Postgraduate Diploma of not less than one years duration in Administration or Management from a recognized University/HEI with not less than fifteen (15) years of administrative experience after obtaining the first degree. At least eight (08) years of such experience should be in a post of Deputy Secretary/Deputy Registrar and/or in a post of Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) Grade in the University System.*

Note :

*“Administrative Experience” means, experience gained in a post in Sri Lanka Administrative Service or in a comparable post in a State or in a Private Sector Organization in Human Resource Management or General Administration or Overall Management after obtaining the first Degree from a recognized University/HEI. Experience gained in specialized fields such as Finance/Engineering or other Technical fields are not considered for this purpose.*

<p><b>Financial Controller/ Chief Internal Auditor</b></p> <p>U-EX 3(I) [A -01]</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement</i></p> <p><i>Selection by a structured interview</i></p> <p><i>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection</i></p>	<p><b><u>Qualifications</u></b></p> <p>1. (a) <i>Should possess a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent</i></p> <p><b>AND</b></p> <p>(b) <i>Should possess at least ten (10) years of experience in Accounting and/or Auditing in an executive capacity after acquiring the qualifications at 1(a) above. At least eight (08) years of such experience should be in the field of Financial Management in case of Financial Controller .</i></p> <p><b>OR</b></p> <p>2. <i>A confirmed officer holding a post of Accountant/Internal Auditor of the Commission or Bursar of a Higher Educational Institution who possesses fifteen (15) years of experience in accounting and/or auditing in an executive capacity and at least five (05) years of satisfactory service as an Accountant/ Internal Auditor of the Commission or Bursar of a Higher Educational Institution with</i></p>
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		<p><i>qualification at 1(a) above. At least three (03) years of such experience (of the five (05) years of experience mentioned above) should be after acquiring the qualification at 1(a) above.</i></p> <p><i><u>Note:</u> ‘Accounting and/or Auditing experience’ means, experience gained in an executive capacity in Accounting and/or Auditing in a State or in a reputed Private Sector organization.</i></p>
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<p><b>Consultant Engineer</b></p> <p>U-EX 3 (I) [A-01]</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement. Selection by a structured interview.</i></p> <p><i>Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p>1. (a) <i>Should possess a B.Sc. Engineering degree from a recognized university/HEI specializing in Civil Engineering</i></p> <p>AND</p> <p>(b) <i>Should possess a Masters' degree or higher degree from a recognized university/HEI in Construction Management or Project Management</i></p> <p>AND</p> <p>(c) <i>Should possess a Membership from a recognized Engineering Institute</i></p> <p>AND</p> <p>(d) <i>A minimum of twelve (12) years of relevant experience in planning, designing, constructing and managing building projects.</i></p> <p>OR</p> <p>2. <i>A holder of the post of Project Manager who is confirmed in that post with fourteen (14) years of satisfactory service.</i></p>
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<p><b>Director/Educational Technology</b></p> <p>U-EX 3 (I) [A-01]</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By advertisement. . Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p>(1) <i>Should possess a Degree with First or Second Class (Upper Division) or approved professional qualifications</i></p> <p>AND</p> <p>(2) <i>Should possess a postgraduate research degree or published research of exceptionally high quality relevant to the field of Educational Technology</i></p> <p>AND</p> <p>(3) <i>At least fifteen (15) years of experience in the field of Educational Technology after obtaining a first degree and involved in Project/Programmes/Policies connected with Educational Technology in a recognized institutions.</i></p> <p><i>Note : A person of exceptional merit who does not possess the above qualifications, but is for other reasons eminently suitable, may be appointed with the prior approval of the Commission.</i></p>
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<p><b>Accountant / Bursar /Internal Auditor</b></p> <p>U-EX-3(II) [A-01 (a)]</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By open advertisement</i></p> <p><i>Selection by a structured interview</i></p> <p><i>Applicants who have scored 40 % marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p>1. (a) <i>Should possess a Membership of the Institute of Chartered Accountants of Sri Lanka or its equivalent.</i></p> <p><b><u>AND</u></b></p> <p>(b) <i>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.</i></p> <p><b>OR</b></p> <p>2. <i>A holder of the post of Deputy Accountant/ Deputy Bursar/Deputy Internal Auditor who is confirmed in that post and possesses three (03) years of satisfactory service in that 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.</i></p> <p><b>OR</b></p> <p>3. <i>A holder of the post of Senior Assistant Accountant/Senior Asst. Bursar/Senior Assistant Internal Auditor who is</i></p>
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		<p><i>confirmed in that post and possesses 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 with qualification as at 1(a) above. Three (03) years of such experience should be after acquiring the qualification at 1(a) above.</i></p> <p><b>OR</b></p> <p><b>4</b> <i>A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor and confirmed in that post with Masters 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 professional examination. At least ten (10) years of such experience should be in the post of Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor</i></p>
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		<p><i>or above of the Commission or of a Higher Educational Institution.</i></p> <p>.</p> <p><b>OR</b></p> <p>5. <i>A person holding a Degree from a recognized University/HEI, who possesses a qualification of 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 HNDA. At least eight (08) years of such experience should be in the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the Commission/HEI and confirmed in that post.</i></p> <p><u>Note :</u></p> <p><i>‘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.</i></p>
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**Director/Regional  
Educational Services, Open  
University of Sri Lanka**

U-EX 3 (II) [A-01 a]

**Method of Recruitment**

*By open advertisement*

*Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.*

**Qualifications**

(1) (a) *Should possess a first or second class in a special degree or first or second class (upper Division) in a general degree from a recognized university/HEI*

**OR**

(b) *Should possess a pass in a general degree/special degree with postgraduate degree of not less than two (02) academic years of prescribed study from a recognized university/HEI*

**AND**

(2) *Should possess a postgraduate diploma or postgraduate degree from a recognized university/HEI the prescribed period of which is not less than one academic year or an equivalent or higher qualifications ;*

**Note :** *Any postgraduate qualification considered under (i) b or (ii) above would not be considered again here*

		<p style="text-align: center;"><b>AND</b></p> <p><b>( c ) Possess at least fifteen (15) years experience as a Teacher in a Higher Educational Institution or fifteen (15) years administrative experience of which five(05) years should have been in a senior administrative post in a government department/state corporation or in a higher educational institution.</b></p>
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<p><b>Director/Operations – OUSL</b></p> <p>U-EX 3 (II) A-01 (a)</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By advertisement.</i></p> <p><i>Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p><i>(a) Should possess a degree from a recognized University/HEI in Management or Administration or Science or Engineering preferably with a first or second class honours.</i></p> <p style="text-align: center;"><b>AND</b></p> <p><i>(b) Should possess Professional or postgraduate qualifications (In the case of postgraduate qualifications, the prescribed period of study for such degree should not be preferably less than (02) years).</i></p> <p style="text-align: center;"><b>AND</b></p> <p><i>(c ) At least fifteen (15) years experience of which a minimum of five (05) years should be at a Deputy Director position and the remaining period should be in Academic/ Managerial/ Administrative positions.</i></p>
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<p><b>Director/Information Technology</b></p> <p>U-EX 3 (II) A-01 (a)</p>	<p><b><u>Method of Recruitment</u></b></p> <p><i>By promotion. Selection by a structured interview. Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.</i></p>	<p><b><u>Qualifications</u></b></p> <p>(1) <i>Should possess a first degree in Engineering or Computer Science or Physical Science (preferably with a class) with thirteen (13) years relevant experience in the field.</i></p> <p><b>AND</b></p> <p>(2) (i) <i>Should possess a Postgraduate degree in Computer Sciences or an associated field</i></p> <p><b>OR</b></p> <p>(ii) <i>Full Professional qualifications in a relevant field</i></p> <p><b>OR</b></p> <p>(iii) <i>Three (03) years experience as System Analyst level or above in the IT field in addition to the thirteen (13) years experience specified in (1) above</i></p>
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