



UNIVERSITY GRANTS COMMISSION

VACANCY

The University Grants Commission (UGC) being the apex body of the University System will entertain applications from suitably qualified candidates for the following post in the University Grants Commission Secretariat;

POST OF MANAGEMENT ASSISTANT (BOOK KEEPING) - GRADE III

1. Qualifications:

- (i). Should have passed the G.C.E. (O/L) Examination in six (06) subjects in one sitting with credit passes in:-
- i. Sinhala Language/Tamil Language
 - ii. English Language/English Literature
 - iii. Mathematics

AND

- (ii). Should have passed in all subjects at G.C.E. (A/L) examination (except the Common General Paper) in one sitting.

In addition to the qualifications mentioned above, candidates should have possessed post specific qualifications mentioned below.

- a) The National Certificate for Accounting Technician of the Sri Lanka Technical College/College of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.

OR

- b) G.C.E. (A/L) qualification should be in the Commerce Stream.

➤ Preference will be given to those who possess the following;

- a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

AND

- b) Two years of experience in the use of computer application packages.

2. Salary Scale: U - MN 1 (III) – Rs. 49,475 - 17 x 540 – Rs. 58,655/- p.m.
(Other government approved allowances will be paid)

3. Method of Recruitment:

(i). By Written Examination of following subjects: (75% marks)

- i. Knowledge in Sinhala/Tamil & English Language
- ii. Intelligent quotient and General Knowledge
- iii. Computer Literacy
- iv. Relevant Subject Area

AND

(ii). Interview (25% marks)

4. Eligibility

- Should be a citizen of Sri Lanka
- Should be not less than 18 years and not more than 30 years of age on the closing date of applications
- Should be of good character

General Conditions:

(i). Provident Fund and Contributory Pensions Scheme

10% and 7% of the salary by the employee and employer respectively, will be credited to the Universities Provident Fund. Further, 8% of the salary will be credited to the Pension Fund by the employer.

- *The employees who will not be able to serve twenty years or more in the University System from the date of appointment to the compulsory age of retirement (Non Academic – 60 years) will not be contributed to the Universities Pension Fund and such employee will not be a member of the Universities Pension Fund.*

(ii). Employees Trust Fund

3% of the salary will be credited by the employer.

(iii). Gratuity

Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act. No.12 of 1983.

Other Conditions:

(i). Application Processing Fee:

A non-refundable application processing fee of Rs. 1000/- should be made in favour of the University Grants Commission Account No. 0002323287 at Torrington Branch of the Bank of Ceylon. In the customer copy of the Bank Slip, should indicate your Name & Bank Details and **“Post of MA (Book Keeping) Gr III”** as the reference.

The original Bank Slip should be affixed in the relevant box given in the application. Please note that **original Bank Slips which are not attached, or Bank Slips without the details of the applicant, will not be accepted.**

- (ii). Applications for the above post should be submitted on the prescribed application form, which can be downloaded from the “Career Opportunities” link on the UGC website www.ugc.ac.lk.
- (iii). The duly completed application with the applicant’s photograph should be forwarded under **registered cover with copies of all relevant certificates** to reach the **Deputy Secretary /Personnel, University Grants Commission, No. 20, Ward Place, Colombo 07, by 14.09.2026.**
Applications sent in the specified form will only be accepted.
- (iv). “**Post of MA (Book Keeping) Gr III**”, should be indicated on the top left hand corner of the envelope.
- (v). Candidates in the service of the University Grants Commission and Higher Educational Institutions/Institutes, Government Departments, State Corporations and Statutory Boards should channel their applications through the Heads of their respective Institutions. Applications which are not forwarded through the respective Heads of Departments will be rejected.
- (vi). Applications received after the closing date/not in conformity with the above requirements/ incomplete applications will be rejected without intimation.
- (vii). The University Grants Commission reserves the right to shortlist the candidates.

Secretary
University Grants Commission
No: 20, Ward Place
Colombo – 07
28.08.2026