



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO.09/2023

No. 20, Ward Place
Colombo 07

21 November, 2023

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

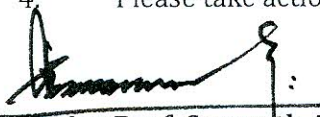
RECRUITMENT FOR THE POSTS OF REGISTRAR AND BURSAR

The Commission at its 1113th meeting held on 16.11.2023 having considered the decision of the Cabinet dated 09.10.2023 on "Recruitment for the Essential Posts of the University Administrative and Financial Administrative Service" and the urgency of filling the vacant posts of Registrar and Bursar in Universities, decided to instruct you to advertise the vacant posts of Registrar and Bursar '**by internal advertisement**' instead of 'by open advertisement' mentioned in the method of recruitment for the posts of Registrar and Bursar in Commission Circulars No. 948 dated 10.03.2011 and 01/2017 dated 02.01.2017, respectively.

2. Accordingly, the other provisions of the Schemes of Recruitment for the posts of Registrar and Bursar specified in Commission Circular Nos. 948 and 01/2017 shall remain unchanged.

3. The above mentioned procedure shall be followed temporarily due to the existing recruitment restrictions imposed by the Government, until further instructions are issued.

4. Please take action accordingly.



Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Education
 2. Chairman's Office/ UGC
 3. Vice-Chairman/ UGC
 4. Members of the UGC
 5. Secretary/ UGC
 6. Registrars of Universities
 7. Deans of Faculties
 8. Accountant/ UGC
 9. Bursars of Universities
 10. Librarians/ SAL/ AL of the Higher Educational Institutions/Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
 13. Internal Auditor/ UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor-General