



POST OF BURSAR

The South Eastern University of Sri Lanka will entertain applications from the suitably qualified Candidates for the above post.

QUALIFICATIONS:

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

and

(b) Should possess at least six (06) years of experience in accounting and/or auditing in an executive capacity after acquiring the qualification at 1 (a) above.

OR

2. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission or Higher Educational 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

3. A holder of the post of Senior Assistant Accountant/ Senior Assistant Bursar/ Senior Assistant Internal Auditor in the University Grants Commission or Higher Educational 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

4. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational Institution/ Institute with all of the following;

- Confirmed in that post
- Possess the Intermediate qualification of the Institute of Chartered Accountants of Sri Lanka (CASL) or its equivalent;
- Possess a Master's 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

5. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational 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(1).

OR

6. A holder of the post of Deputy Accountant/Deputy Bursar/Deputy Internal Auditor in the University Grants Commission/Higher Educational Institution/Institute with all of the following;

- Confirmed in that post;
- Possess a Bachelor's Degree from a recognized University/HE1 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

7. 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**

Master's 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 and Finance.

Salary Scale: U-EX 3(II) - Rs. 166,130 – 7x3,900;11x4,850-246,780 p.m.

(In addition, the Government approved allowances applicable to the university system will be paid)

BENEFITS:

- The holder of the above post is entitled to an assigned vehicle with the approved fuel allowance.
- The holder of the above post will be eligible for Sabbatical Leave with full pay on completion of the required period of service as per the relevant provisions.
- The selected candidate will become a contributor to the Universities Provident Fund and University 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 08% is credited to the Pension Scheme, 07% to the Provident Fund, and 03% to the Employees Trust Fund.
- Payment of Gratuity will be in accordance with the provisions of the Payment of Gratuity Act. No. 12 of 1983

GENERAL NOTE:

- The appointment will be on probation for a period of three years, which may be extended at the discretion of the Council of the South Eastern University of Sri Lanka. 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, for a probationary period of one year, and shall thereafter be subject to confirmation by the Governing Authority of the South Eastern University of Sri Lanka.
- The other conditions of appointment will be in accordance with provisions of the Universities Act and its amendments, Establishment Code of the UGC & HEI's, Ordinance, By-laws, Regulations and Rules, etc. made thereunder.
- Age limit will be considered as per the relevant provisions of the Establishments Code of the University Grants Commission and Higher Educational Institutions/Institutes.

SELECTION CRITERIA:

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

OTHER CONDITIONS:

- (i) Applications for the above post should be submitted on the prescribed application form, which can be downloaded from the link on the University website <https://www.seu.ac.lk/vacancy/>.

- (ii) Duly completed applications must be forwarded under **registered cover**, together with **copies of all relevant certificates, to reach the Registrar, South Eastern University of Sri Lanka, University Park, Oluvil, #32360 on or before 30.09.2026**. Only applications submitted in the specified form will be accepted.
- (iii) In the application, candidates are required to specify the relevant category under which they are applying.
- (iv) Applicants shall pay a non-refundable application fee of Rs. 500.00, and the receipt must be attached to the duly completed application form. **Applicants should pay it to the Account No. 228-1001-9000-1704, People's Bank, Addaichenai, South Eastern University of Sri Lanka Collection Account, through any branch of the People's Bank.**
- (v) The name of the post in respect of which the applications are sent, should be stated on the top left hand corner of the envelope.
- (vi) 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.
- (vii) Applications received after the closing date/not in conformity with the above requirements/ incomplete applications will be rejected without intimation.
- (viii) The South Eastern University of Sri Lanka reserves the right to shortlist the candidates.

Registrar
South Eastern University of Sri Lanka
University Park, Oluvil # 32360
01.09.2026