



# VACANCY

## UNIVERSITY OF SRI JAYEWARDENEPURA

### POST OF REGISTRAR

The University of Sri Jayewardenepura will entertain applications from suitably qualified persons for the post of **Registrar** of the University up to **28.09.2020**.

#### Qualifications :

(a) Should possess a Degree with First or Second Class and a Postgraduate Degree 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) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Masters' Degree in Administration or Management of not less than one (01) years duration from a recognized University/HEI with not less than fourteen (14) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.

**OR**

(d) A holder of the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute who has completed three (03) years of satisfactory service in that post with a Degree and a Postgraduate Diploma of not less than one year's 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 five (05) years of such experience should be at the level of Deputy Secretary/Deputy Registrar and or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.

**OR**

(e) An Attorney-at-Law with a Degree from a recognized University/HEI who has completed three (03) years of satisfactory service in the post of Deputy Secretary/Deputy Registrar of the Commission/a Higher Educational Institution/Institute with fifteen (15) years of administrative experience after obtaining the first Degree. At least five (05) years of such experience should be at the level of a Deputy Secretary/Deputy Registrar and/or Senior Assistant Secretary/Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/a Higher Educational Institution/Institute.

**OR**

(f) A holder of the post of Deputy Secretary/Deputy Registrar who is a graduate from a recognized University/HEI with eighteen (18) years of administrative experience of the Commission/a Higher Educational Institution/Institute out of which at least three (03) years should be in the post of Deputy Secretary/Deputy Registrar and confirmed in that post.

**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.

**Age :** Not more than 45 years (The age limit does not apply to the employees in the services of the Government Departments / State Corporations / Statutory Boards / Higher Educational Institutions)

**Salary Scale : U-EX 3(I) - Rs. 104,000 - 3 x 2,170; 11 x 2,700 - 140,210/-p.m.**

In addition, the allowances approved by the University Grants Commission will also be paid.

#### Other Benefits :

(a) Transport will be provided from residence to work place in accordance with University Grants Commission regulation.

(b) Will be entitled for Sabbatical Leave of one year duration with full pay on completion of seven years of service. An officer proceeding abroad on Sabbatical Leave will be eligible to receive passage for himself/herself and his/her spouse.

(c) Gratuity payment in accordance with the provisions of the payment of Gratuity Act No 12 of 1983

(d) Provident Fund contribution of 10% by employee and 7% by the employer to the University Provident Fund.

(e) A contribution 8% to the University Pension Fund would be made by the employer.

(f) Employees Trust Fund benefits 3% by the employer.

Application Form and further particulars could be downloaded from the University Website [www.sjp.ac.lk](http://www.sjp.ac.lk)

Duly Completed applications (downloaded from the web site) should be forwarded under registered cover indicating the post applied for on the top left hand corner of the envelope to reach "**The Vice-Chancellor, University of Sri Jayewardenepura, Gangodawila, Nugegoda**" or hand delivered to office of the Vice-Chancellor on or before the closing date of Application.

The University reserves the right to shortlist the candidates. Applications which do not conform to the requirements, Incomplete application not in the relevant format (not downloaded from the web site) and application received after the closing date will be rejected without intimation.

**Acting Vice-Chancellor  
University of Sri Jayewardenepura,  
Gangodawila,  
Nugegoda.**