



# VACANCY

## UNIVERSITY OF KELANIYA

### POST OF REGISTRAR

The University of Kelaniya will entertain applications from suitably qualified persons for the post of Registrar of the University up to 17th May 2021.

#### 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 recognised 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 recognised University / HEI with not less than 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 recognised University / HEI with not less than fourteen (14) year's 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 years duration in Administration or Management from a recognised 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 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 graduated 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 Sr 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 field such a 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 regulations.

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 of 8% to the University Pension Fund would be made by the employer.

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

The application form and further particulars may be downloaded from the University website, [www.kln.ac.lk](http://www.kln.ac.lk)

This application should be accompanied by a detailed curriculum vitae and a personal statement in not more than 1000 words that describes the applicant's commitment and contribution to institutional development at the current work place, and how he/she intends to contribute in the capacity of Registrar for the progressive development of the University of Kelaniya.

The duly completed applications 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 Kelaniya, Dalugama, Kelaniya**" or delivered to office of the Vice-Chancellor on or before the closing date of Applications.

The University reserves the right to shortlist the candidates. Applications which do not conform to requirements, incomplete, received after the closing date will be rejected without intimation.

**Vice-Chancellor**  
**University of Kelaniya**  
**Dalugama, Kelaniya**

20.04.2021