



Take pride in contributing to the National Development

Post of Registrar – Uva Wellassa University

A Prestigious University Career Position

Applications are invited from suitably qualified persons for the Post of Registrar in the UvaWellassa University of Sri Lanka.

Post of Registrar

The Registrar is a full time officer of the University. Ex-officio Secretary of the Council and the Senate and the Assistant Accounting Officer of the University. He /She shall be the custodian of the property of the University and, subject to the direction and the control of the Vice-Chancellor, be responsible for the general administration of the University

The University is searching for dynamic individual to join the top management of the UvaWellassa University of Sri Lanka and the charter the future direction of a leading national institution and contribute to the country through improvement of quality and relevance of higher education.

Reference will be given to applicants possessing experience in modern management practices, proven leadership skills, creative and innovative approaches to problem solving, competency in English and excellent interpersonal and communication skills, Academics with management/ administrative experience may also apply.

Qualification & Experience:

(a) Should possess a Degree with First or Second Class and a Postgraduate Degree at the level of PhD 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 Master's level in Administration or Management for a recognized University / HEI with not less than twelve (12) years of administrative experience after obtain 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 with not less than one (01) year's 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/ Secretary/ Senior Assistant Registrar in the U-EX 2(II) grade of the Commission/ a Higher Education Institution/ Institute.

OR

(d) A holder of the post 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 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) 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 if the Commission/ a Higher Education.

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/ 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 Commission / a Higher Education 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 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.

Benefits for the Holder of the Above Post

01. Salary Scale: **Rs: 99,910-3x2020;11x2520-133690p.m. [U-EX 3 (i)]** as at 01.01.2020. Applicable allowances also will be paid.

02. Residential facilities will be provided.

03. The holder of the above post will be eligible for Sabbatical Leave as per the regulations of the University Grants Commission.

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

05. 10% and 7% of the salary by the employee and the employer respectively will be credited to University Provident fund and 8% of the salary will be credited to the Pension fund by the employer.

06. An Official vehicle will be assigned, and payment of fuel allowance will be made by the university subject to a ceiling as per circular regulations.

07. A residential telephone and inter-net facilities will be provided, and bills of same will be paid by the University subject to ceilings and other conditions as per current regulations.

08. Further training where appropriate will be supported by the University.

Conditions of Services:

01. This Post is permanent. The appointment will be probation for a period of three (03) years.

02. Selected candidate, if presently serving in Government Departments will have to obtain their release through the Ministry of Public Administration. Government servants will not be entitled to maintain their pension rights whilst in the University Service.

03. Appointees to the permanent posts will become members of the University Pension Scheme.

04. Other conditions of appointment will be accordance with the provisions of the University Act No. 16 of 1978 and subsequent amendments and Ordinances, Regulations, Rules, ect. Made there under

05. Applicants from the University System/ Governments/ Departments/ Corporation and Statutory Boards should apply through the Heads of their respective Institutions.

The University reserves the right to short list and interview only such applicants as the University may consider suitable for appointment.

General Information

Method of Recruitment:

01. Selection by structured interview.

02. The employees of the Government Departments/ Corporate should forward their applications through the Heads of respective Departments/ corporations along with a certified statement of the present salary particulars. They may send an advanced copy of an application to the University directly. The applications which are not received through the proper channel on or before the closing date will not be considered.

03. Application forms, scheme of recruitment and other relevant information can be downloaded from the University Website: www.uwu.ac.lk.

04. The duly filled application together with detailed Curriculum Vitae and copies of the relevant certificates should be forwarded under Registered Cover indicating the name of the post on the left hand corner of the envelop to reach the Assistant Registrar/ Human Resources Division, UvaWellassa University of Sri Lanka, Passara Road, Badulla on or before 29th May, 2017.

05. The university reserve the right to shortlist the applications and summon candidates for the interview based on the prevailing rules & regulations.

06. Incomplete, ineligible or late applications will not be considered.

Vice Chancellor
UvaWellassa University
Passara Road
Badulla

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