

# UNIVERSITY OF RUHUNA

## VACANCIES

### ASSISTANT REGISTRAR (ON CONTRACT/ASSIGNMENT BASIS)

#### QUALIFICATIONS:

➤ Should possess a Bachelor's Degree with First or Second Class from a recognized University/ Higher Education Institute.

#### OR

➤ Should possess a Bachelor's Degree with a Postgraduate Degree/ Postgraduate Diploma in Administration/ Management\*\* from a recognized University/ Higher Educational Institute

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- • Public/ Business Management
- • Management
- • Public Policies
- • Human Resource Management
- • Economics
- • Law
- • Financial Management
- • Project Planning and Management
- • Information Technology
- • Any other discipline with a significant component of Management/ Administration

#### Note:

➤ Relevant experience in management/ executive positions required the ability to work in English preferred

➤ Officers employed at the University who are currently on sabbatical leaves can also apply for the post.

#### Time Duration :

For 01 year, would be extended up to 02 years.

#### Age Limit :

Should not be less than twenty-two (22) years and not more than thirty (30) years. A person retired from University administrative service grade would be considered if the age is below 60 years for a contract.

#### Method of Recruitment :

By a Structured Interview

## **Salary :**

Rs.96,331.25 (Fixed salary) – (50,625.00 + 7,800 + 32,906.25+5,000 = 96,331.25)

## **Benefits:**

The appointee will become a contributor to the University Provident Fund contributing 10% of their earnings and the University contributes an amount equivalent to 15% of their monthly earnings. In addition, they will become contributors to the Employee Trust Fund which the University will contribute an amount equivalent to 3% of the monthly earnings of the employee.

## **Method of Applications and Closing Date :**

Self-prepared application with relevant documents should be forwarded under registered cover indicating the post applied for on the top left-hand corner of the envelope to reach **“Deputy Registrar, Non-Academic Establishments Division, University of Ruhuna, Wellamadama, Matara”** or hand delivered to the office of the Non-Academic Establishments Division, the University of Ruhuna on or before **20th December 2022**.

The University reserves the right to shortlist the candidates. Applications which not fulfil the requirements and applications received after the closing date will be rejected without information.

Vice Chancellor

University of Ruhuna

Wellamadama,

Matara

05.12.2022