



UNIVERSITY OF MORATUWA SRI LANKA

VACANCIES

University of Moratuwa will entertain applications for the undermentioned post from suitably qualified persons up to **27.01.2023**.

REGISTRAR

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 (Higher Educational Institution/ Institute) 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) 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/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 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.

SALARY SCALE - [U-EX 3 (I)] #

● **Rs. 104,000 - 3 x 2,170; 11 x 2,700 – 140,210 p.m.**

In addition to the above salary, cost of living allowance and other UGC approved allowances will be paid to the selected candidate.

Salary will be paid according to the University Grants Commission Circular No.17/2016 (v) dated 01.06.2018.

Applications should be sent only Online and further particulars and application forms along with the handout could be downloaded from the University web site - <https://uom.lk/vacancies> (<https://uom.lk/vacancy/post-Registrar>) up to 31.01.2023. Online applications should be submitted to reach Senior Assistant Registrar, Establishments Division, University of Moratuwa, on or before the closing date of applications.

Applicants from the University System/Government Departments/Corporations and Statutory Boards should channel their applications with the recommendation of the Heads of their respective Institutions, using form 'A' and attaching the scanned copy of the same.

Applications received after the closing date, not submitted in prescribed format of University of Moratuwa and incomplete applications will be rejected without intimation.

**Vice Chancellor
University of Moratuwa,
Moratuwa.**

28.12.2022