



UNIVERSITY OF COLOMBO

POST OF REGISTRAR

The University of Colombo will entertain applications internally (From the staff of the Commission/Higher Education Institutions/ Institutes) from suitably qualified persons for the post of Registrar up to **28th December 2023**.

01. EDUCATIONAL 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) 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 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.

02. SALARY AND OTHER CONDITIONS OF APPOINTMENT:

Salary Code: U-EX 3 (I):

Rs. 104,000- 3x2,170; 11x2,700 – 140,210 p.m. as at 01.01.2020.

In addition, the Government approved allowances applicable to the University system will be paid.

03. OTHER BENEFITS

- a) The holder of the post of Registrar will be eligible for sabbatical leave in terms of the existing regulations.
- b) The holder of the above post is entitled for an assigned vehicle with the approved fuel allowance.
- c) Gratuity payment will be in accordance with the provisions of the Payment of Gratuity Act No. 12 of 1983.

- d) The selected candidate will become contributors to the Universities Provident Fund and Universities Pension Scheme in terms of the existing regulations. The appointee is required to contribute 10% of the monthly salary to the Provident fund while the employer will contribute a sum equivalent to 15% of that salary of which 8% is credited to the Pension Scheme, 7% to the Provident Fund and 3% to the Employee Trust Fund.

The employees who will not be able to serve twenty years or more in the University System from the date of appointment to the compulsory age of retirement (Non-Academic – 60 years) will not be contributed to the Universities Pension Fund and such employees will not be a member of the Universities Pension Fund.

- e) The appointment will be on probation for a period of three years which may be extended at the discretion of the Council of the University of Colombo.

Provided that, where an employee confirmed in the Commission or in a Higher Educational Institution, is subsequently appointed for the said post, in the first instance, be for a probationary period of one year, and shall thereafter be subject to confirmation by the Governing Authority of the University of Colombo.

- f) The other conditions of appointment will be in accordance with provisions of the Universities Act No. 16 of 1978, Universities (Amendment) Act No. 7 of 1985 and Universities (Amendment) Act No. 1 of 1995 and Ordinances, By-laws, Regulations and Rules, etc. made thereunder.

04. METHOD OF RECRUITMENT

- a). Selection by structured interview.
b). Applicants who have scored 40% marks or above at the structured interview are eligible to be considered for selection.

05. GENERAL CONDITIONS

- (i) **All applications should be submitted by filling out the Google Form under the relevant link.**
- (ii) It is **compulsory** to send the hard copy of the **same** generated PDF document with the signature of the candidate along with the certified copies of relevant educational (including transcripts), professional, extra-curricular, and service and be forwarded under the registered post & e-mail (recruit@ace.cmb.ac.lk) to the **Deputy Registrar/ Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before the deadline.
- (iii) The application ID and the post applied should be indicated on the top left-hand corner of the envelope.
- (iv) All the applicants should forward their applications through the Chairman/ Vice Chancellor/ Director of the Institution along with a certified statement of the present salary particulars. **Applications which do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an advance copy to the address given above.**
- (v) **Applicants are required to specify the relevant category which they apply.**
(Ex: a/b/c)
- (vi) The Post applied for should be indicated on the left-hand corner of the envelope.
- (vii) Only the qualifications, experience or any other merits gained as at the closing date of

applications would be considered for evaluation at the structured interview.

- (viii) Applications received after the closing date/ not in conformity with the above requirements/incomplete applications will be rejected without intimation.**

Vice Chancellor.

University of Colombo
94, Cumaratunga Munidasa Mawatha,
Colombo 03.

04 December 2023

