

FOR INTERNAL CANDIDATES ONLY



University of the Visual and Performing Arts

Vacancies

POST OF REGISTRAR

The University of the Visual and Performing Arts, Sri Lanka will entertain applications **internally for the post of Registrar** from suitably qualified persons of the University Grants Commission/ Higher Educational Institutions up to **22.04.2024**.

Required

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

BENEFITS

- Cost of living allowance and other UGC approved allowances will be paid to in addition.
- All other benefits for the post, as approved by the University Grants Commission will be applicable.

METHOD OF RECRUITMENT

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

OTHER CONDITIONS OF SERVICE

- The post of Registrar is a full time appointment and the conditions of appointment will be in accordance with the provisions of the Universities Act No. 16 of 1978, its subsequent amendments and Ordinances, Regulations, Rules, etc., made thereunder.

GENERAL CONDITIONS

Applications could be downloaded from the university website www.vpa.ac.lk . Duly completed applications should be forwarded under the registered post with certified copies of all relevant certificates to be considered (Educational, Professional, Service and Extra-Curricular Activities, etc.) to reach the **Vice-Chancellor, University of the Visual and Performing Arts, No. 21, Albert Crescent, Colombo 07** on or before **22.04.2024**. The post applied for should be indicated on the left-hand corner of the envelope. Applications sent in the specified format will only be accepted.

Soft copies of the above documents in PDF format should be submitted to the email of vc@vpa.ac.lk before the due date.

Applicants should channel their applications with the recommendation of the Heads of their respective Institutions. Applications submitted without the recommendation of the heads of the respective institutions will not be entertained.

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.

The University of the Visual and Performing Arts reserves the right to shortlist the candidates. Applications received after the closing date/ not in conformity with the above requirements /incomplete applications will be rejected without intimation.



Vice-Chancellor

University of the Visual and Performing Arts

28.03.2024

Professor Rohan Nethsinghe

Vice Chancellor

University of the Visual and Performing Arts

No. 21, Albert Crescent, Colombo 07, Sri Lanka.