



# SABARAGAMUWA UNIVERSITY OF SRI LANKA

## VACANCY

### POST OF REGISTRAR

Applications are invited from suitably qualified persons for the Post of Registrar in the Sabaragamuwa University of Sri Lanka up to 27.07.2020

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 Sabaragamuwa University of Sri Lanka and the charter the future direction of a leading national institution and contribute to the socio-economic development of 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.

#### **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.

**Notes:**

1. "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.
2. Employees of Government Departments, Corporations and Statutory Bodies with the requisite qualifications who wish to serve on secondment / release are also eligible to apply.

**Salary Scale :**

Rs. 104,000 – 3 x 2,170; 11 x 2,700 – 140,210 p.m. [U-EX 3 (I)- 2016].

In addition to the above mentioned salary, the Cost of Living Allowance and other allowances approved by the government would also be paid.

**Age:** Not more than 45 years.

- Age limit does not apply to the employees in the service of the government departments, statutory boards and state corporations.

**Other benefits:**

- (a) The holder of the Post of Registrar will be eligible for sabbatical leave of one year duration with pay or two years duration without pay, after completion of seven years of service. Those proceeding abroad on such leave shall be entitled to receive full passage for himself/herself as well as for spouse.
- (b) Residential facilities will be provided in a University Bungalow located at the University premises at a nominal rent.
- (c) Appointees to the Registrar, will be provided an assigned vehicle and monthly fuel allowance in accordance with the current regulations.
- (d) A residential telephone and inter-net facilities will be provided, and bills of same will be paid by the University subject to a ceiling and other conditions as per current regulations.
- (e) Further training where appropriate will be supported by the University.
- (f) Opportunity to live and work in an intellectually stimulating environment set in idyllic surroundings.

## General Information

1) **Method of Recruitment:**

Selection by structured interview.

- 2) The employees of the Government Departments/ Corporations 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.
- 3) The selected candidates will become contributors to the Universities Provident Fund and the Universities Pension Scheme. The appointee is required to contribute 10% of the salary to the Provident Fund while the employer will contribute a sum equivalent to 18% of the 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 (Academic – 65 years, Non Academic - 60 years) will not be contributed to the Universities pension fund and such employee will not be a member of the Universities Pension Fund”.***

- 4) Application form, Scheme of Recruitment and other relevant information could be obtained from the **Assistant Registrar (Vice Chancellor’s Office), Sabaragamuwa University of Sri Lanka, P.O. Box 02, Belihuloya** either by sending a self – addressed stamped envelope 23 x 10 cm in size or personally calling over at the Office of the Vice Chancellor of the above mentioned, with a letter of request up to **20.07.2020** The application form could also be downloaded from the University Website: [www.sab.ac.lk](http://www.sab.ac.lk).
- 5) The duly perfected application together with detailed Curriculum Vitae and certified copies of the relevant certificates of educational and experience should be forwarded in a confidential cover by the Registered Post, indicating the name of the post on the top left hand corner of the envelope to reach the **Acting Vice Chancellor, Sabaragamuwa University of Sri Lanka, P. O. Box 02, Belihuloya**, on or before **27.07.2020**.

Incomplete or late application will be rejected.

**Actg. Vice Chancellor  
Sabaragamuwa University of Sri Lanka  
P.O. Box 02  
Belihuloya**