



UNIVERSITY OF RUHUNA

VACANCIES

Applications are invited from suitably qualified candidates for the following posts at this University up to 27.03.2026.

01. Senior Assistant Registrar (Legal & Documentation) – (Vacancy 01)

Qualifications:

- i. An Attorney-at-Law with a Bachelor's Degree in Law from a Recognized University /HEI with a minimum of five (05) years of post qualifying experience in court work, legal work and drafting legal documentations in a state or reputed private sector organization.

OR

- ii. An Attorney-at-Law with a minimum of ten (10) years of post-qualifying experience in Court Work, legal work and drafting legal documentations in a state or reputed private sector organization.

Note - 'Experience' means the experience gained in handling court works/Legal work and drafting legal documents in the executive capacity in a State or Reputed Private Sector Organization.

Method of Recruitment: Selection by a structured interview

Salary Scale: U EX 2(II) – Rs. 113,690– 8 x 2,400; 8x2,940- 156,410 p.m. (From 01.01.2027)

COMMON QUALIFICATIONS

Every Applicant.

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to the discharge the duties of the post well and to serve in any part of the island.
- Should be of excellent moral character.

Note:

- The selected candidates will be required to contribute 10% of their earnings to the University Provident Fund. In addition, the University will contribute 15% of the earnings to the University Provident Fund and 8% to the University Pension Fund. Furthermore, a contribution of 3% will be made by the University to the Employees' Trust Fund.
- In addition, other allowances approved by the government will be paid, and the salary will be paid in accordance with the guidelines stipulated in Management Services Circular No. 6/2025 and University Grants Commission Circular No. 2/2025(i))

APPLICATIONS & PARTICULARS

- Applications will be accepted exclusively through the online submission portal at application.ruh.ac.lk.
- Applicants are requested to submit their applications, along with certified copies of all relevant certificates (Educational and Professional), should be submitted through the web portal on or before 27.03.2026

SPECIAL NOTE

- Please use reference number when you need clarify any information regarding your submitted application.
- Applicants who are employed in a University System / Government Department / State Corporation / Statutory Board should submit their applications online and the downloaded application should be forwarded through the Head of their Institution by Registered Post to the Deputy Registrar, Non-Academic Establishments Division, University of Ruhuna, Wellamadama, Matara before the deadline.
- The name of the post applied for should be mentioned on the top left-hand corner of the envelope.
- Appointments will be made on probation for a period of three (03) years.
- The University reserves the right to shortlist candidates. Only shortlisted candidates will be called for Aptitude test and/or interview.
- The University reserve the right to determine the method of selection, including writing examination, interview or practical test/ Trade test based on the number of applications received for above positions.
- Each applicant shall pay a non-refundable application fee of Rs. 1,000 for each submission, quoting the relevant application reference number. It is hereby notified that payments made to any account number other than the one specified under the relevant reference number will not be accepted or considered.
- Applications received after the closing date, incomplete applications, submitted without certificate, applications submitted without payment of the prescribed application fee, and applications not submitted in the prescribed format of the University of Ruhuna will be rejected without prior notice.
- **The newspaper advertisement published in the *Sunday Observer* regarding the recruitment for the post of Senior Assistant Registrar (Legal and Documentation) at the University of Ruhuna closed on 04.03.2026. It is hereby informed that the applications already submitted for the said post will also be considered. Accordingly, applicants who have already applied are not required to submit a fresh application**

Acting Registrar
University of Ruhuna
16.03.2026