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தொலைபேசி இல  
Telephone Nos.

පා කුලපති  
உ.ப வேந்தர்  
Vice-Chancellor

2651259  
2339893

2650301  
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மொறட்டுவைப் பல்கலைக்கழகம், இலங்கை  
UNIVERSITY OF MORATUWA, SRI LANKA

මගේ අංකය  
எனது இல  
My No. } UM/AE1/R/2013

ඔබේ අංකය  
உமது இல  
Your No. }

මොරටුව  
மொறட்டுவை  
Moratuwa

දිනය  
திகதி  
Date } 30.12.2022

- Secretary - University Grants Commission
- Registrar - University of Colombo  
University of Peradeniya  
University of Sri Jayewardenepura  
University of Kelaniya  
University of Moratuwa  
University of Jaffna  
Open University of Sri Lanka  
University of Ruhuna  
Eastern University, Sri Lanka  
Sabaragamuwa University of Sri Lanka  
Rajarata University of Sri Lanka  
South Eastern University of Sri Lanka  
Wayamba University of Sri Lanka  
Uva-Wellassa University of Sri Lanka  
University of Visual and Performing Arts  
Gampaha Wickramarachchi University of Indigenous Medicine
- Rector - Sripalee Campus  
Vavuniya Campus  
Trincomalee Campus
- Director - Postgraduate Institute of Agriculture  
Postgraduate Institute of Medicine  
Postgraduate Institute of Pali & Buddhist Studies  
Postgraduate Institute of Archaeology  
Postgraduate Institute of Management  
Postgraduate Institute of Science  
Postgraduate Institute of English  
Institute of Indigenous Medicine  
Institute of Human Resource Advancement  
University of Colombo, School of Computing  
National Institute of Library & Information Science  
Institute of Biochemistry Molecular Biology & Biotechnology  
National Centre for Advanced Studies in Humanities  
Swami Vipulanandha Institute of Aesthetic Studies  
Institute of Agro-Technology and Rural Science  
Institute of Technology – University of Moratuwa

## VACANCIES

I enclose an advertisement calling applications for the post of Registrar in the University of Moratuwa.

I shall be grateful if you could kindly bring this advertisement to the notice of the employees concerned attached to your Higher Educational Institution.

Prof. ND Gunawardena  
Vice-Chancellor  
University of Moratuwa

# UNIVERSITY OF MORATUWA

## Vacancies

The University of Moratuwa, Sri Lanka will entertain applications for the post of **Registrar** of the University of Moratuwa.

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/ 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/ 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/s.

# 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 scan copy of the same.

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

**CONDITIONS OF SERVICE:**

01. Selected candidates, if presently serving in Government Departments will have to obtain their release through the Ministry of Public Administration. Government servants will not be entitled to maintain their pension rights whilst in the University Service.
02. Selected candidates, will become contributors to the Universities provident Fund by means of monthly deductions from his/her salary an amount equal to ten (10%) percentum of his/her earnings. The University will, in addition out of its funds contribute at the same time a sum equal to seven (7%) percentum of his/her earnings to the Universities Provident Fund, eight (8%) percentum of his/her earnings to the Pension Fund and three (3%) percentum of his/her earnings to the Employees Trust Fund (ETF).
03. Appointees to the permanent posts will become members of the Universities Pension Scheme.
04. Other conditions of appointment will be in accordance with the provisions of the Universities Act No. 16 of 1978 and subsequent amendments and Ordinances, Regulations, Rules, etc., made thereunder.
05. Applicants from the University System/Government Departments/Corporations and Statutory Boards should apply through the Heads of their respective Institutions.

Prof. ND Gunawardena  
Vice-Chancellor  
University of Moratuwa  
30.12.2022