



South Eastern University of Sri Lanka

POST OF REGISTRAR

The South Eastern University of Sri Lanka will entertain applications internally (from the Staff of the Commission/ Higher Educational Institutions/ Institutes) from suitably qualified persons for the post of Registrar.

01. 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 allowance

Salary Code: U-EX 3 (1)
Salary Scale: Rs. 104000 – 3x2170; 11x2700 – 140210 p.m.

In addition to the above-mentioned salary, the government-approved allowances applicable to the University System will be paid.

03. Other benefits

- a. The holder of the above post will be eligible for sabbatical leave in terms of the existing regulations.
- b. The holder of the above post is entitled to 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 a contributor to the Universities Provident Fund and University 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 08% is credited to the Pension Scheme, 07% to the Provident Fund, and 03% to the Employees Trust Fund.

The employee 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 (60 years of age) will not be contributed to the University Pension Fund and such an employee will not be a member of the University Pension Fund.

- e. This appointment will be on probation for a period of one (01) year which may be extended at the discretion of the Council of the South Eastern University of Sri Lanka.
- 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. 1995 and Ordinance, By-laws, Regulations, and Rules, etc., made thereunder.

- g. Residential facilities will be provided at a nominal rate with existing regulations.

04. Method of Recruitment

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

05. How to apply

1. Application forms and relevant details should be downloaded from the University Website: <https://www.seu.ac.lk>
2. Certified copies of relevant educational (including transcript)/Professional/ extra-curricular and service certificates should be sent along with the application. Only the qualifications, experience, or any other merits gained as of the closing date of applications would be considered for evaluation at the structured interview.
3. Duly completed application should be forwarded under registered post to reach the **Vice-Chancellor, South Eastern University of Sri Lanka, University Park, Oluvil** on or before 04:00 p.m., **17th January 2024**.
4. The post applied should be indicated on the top left-hand corner of the envelope.
5. Applicants should channel their application through the Head of the respective institution along with the certified statement of the present salary particulars. Applications that do not conform to this requirement will be rejected. Such applicants are strongly advised to submit an advance copy to the address given above.
6. The University reserves the right to shortlist the candidates. Applications received after the closing date and time, applications not in conformity with the above requirements/ incomplete applications will be rejected without intimation.
7. Further clarification can be obtained from the Assistant Registrar, Non-Academic Establishments Division, 067-22-55247 or muhunthan@seu.ac.lk.

**Vice-Chancellor
South Eastern University of Sri Lanka
University Park
Oluvil # 32360**

18th December 2023